

2026

AIRCREW BRIEFING MANUAL

ENVIRONMENT AND CLIMATE CHANGE



Government of
Northwest Territories



April 1, 2026

**WELCOME TO THE GOVERNMENT OF NORTHWEST TERRITORIES'
DEPARTMENT OF ENVIRONMENT AND CLIMATE CHANGE.**

We are pleased to have you and your aircraft working for our department and look forward to productive and rewarding assignments together.

This information package has been designed to help you become familiar with our department and the operating procedures presently in use throughout the Northwest Territories. The intent is to provide for safe and efficient operations of all aircraft.

Please do not hesitate at any time to bring forth your thoughts and ideas that could help improve our aviation system. Our Aviation Services' email address is aviation@gov.nt.ca

ECC websites:

www.ecc.gov.nt.ca

www.nwtfire.com

Standing Offer Agreement for Aircraft Services
<https://www.gov.nt.ca/ecc/en/services/wildfire-operations/2026-aircraft-services-soa-information>

TO REPORT A WILDFIRE CALL: 1-877-698-3473 (NWT FIRE)

TERRITORIAL 24-HOUR REPORT A POACHER LINE: 1-866-762-2437

TERRITORIAL 24-HOUR SPILL REPORT LINE: 1-867-920-8130
(collect calls accepted)

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Introduction

This manual is intended to guide aircrew and departmental personnel to become familiar with operating procedures presently in use throughout the Northwest Territories and provide for safe and efficient operations of all aircraft.

For the purpose of this manual, departmental personnel are defined as:

- a) Employees of GNWT; and
- b) Department contractors and/or individuals whose duties require them to use Rotary Wing and Fixed Wing aircraft for transport or who are involved in loading or unloading such aircraft.

A. ORGANIZATION AND ADMINISTRATION

The Mandate of the Minister and the Department of Environment and Climate Change (ECC), as part of Government of Northwest Territories (GNWT), is to manage land, water, air, wildlife, and forests and lead and coordinate Government of Northwest Territories in understanding and adapting to a changing climate. This includes promoting, planning, and supporting the wise and sustainable use of natural resources, and protecting, restoring, and stewarding the environment for the social and economic benefit of all Northwest Territories residents, while maintaining ecosystem health.

GNWT shares this responsibility with Indigenous and community governments, federal and territorial departments, boards and agencies, and every resident of the NWT.

ECC has five (5) administrative regions in the NWT consisting of South Slave Region, North Slave Region, Dehcho Region, Sahtu Region and Beaufort Delta Region. ECC's primary headquarters is located in Yellowknife with satellite headquarter offices in Fort Smith and Hay River.

The following identifies some of the core functions ECC executes in support of natural resource management and protection of the environment to ensure resources are used sustainably and wisely.

Forest Management

The Forest Management Division headquarters (FMD) is located in Fort Smith, NT and includes 6 sections: Fire Operations, Aviation Services, Logistics, Program Management, Prevention and Mitigation, and Forest Resources. The Fire Operations section provides for the analysis of wildfire and protection of people, property, and values at risk from wildfire through planning and response. Aviation Services procures aircraft, controls and coordinates wildfire air attack operations, including managing GNWT's aircraft fleet and airtanker bases. The Logistics section manages warehouse operations, procurement, equipment refurbishment, facilities, assets, and a host of networks. Program Management oversees finance, human resources, and administration. The Prevention and Mitigation section works to prevent person caused fire, encourage FireSmart uptake, and work with local

and Indigenous governments to increase proactive wildfire readiness. The Forest Resources section provides for sustainable forest management for economic and social needs, the determination of ecological diversity and forest health and manages forest renewal, forest harvest planning, forest health monitoring, forest growth and yield and all other forestry related matters.

The division coordinates and facilitates the implementation of forest management programs and services among the five (5) regions of ECC. The regional offices have the primary responsibility for delivery of programs. Regional staff implements forest resource and wildfire management programs for ECC. Regional personnel receive applications for approval to harvest, supervise harvesting activities, ensure compliance with standards, support community protection planning efforts and carry out forest and wildfire management activities under the direction of FMD.

The key strategy used to protect the land and forest resources is the safe, rapid and aggressive initial attack of all wildfires in NWT. It is important that the aircraft pilot is well trained, competent and has a well-maintained aircraft. In addition to wildfire operations, aircraft are also used for other ECC resource management projects.

Wildlife Management

The Wildlife division includes Biodiversity Conservation, Field Operations and Wildlife Research and Management. The Biodiversity Conservation section is responsible for monitoring wildlife biodiversity, managing species at risk programs, implementing the Species at Risk (NWT) Act, developing wildlife legislation, and maintaining a wildlife data repository. The Field Operations section undertakes wildlife surveys and involves communities and co-management boards in these activities. The Wildlife Research and Management section is responsible for guiding the overall direction of departmental wildlife research and monitoring programs, developing management plans and range plans, and providing technical expertise and advice on wildlife issues in environmental assessment and regulatory processes. This work includes supporting the needs of other wildlife management authorities and co-management partners to achieve shared goals and priorities.

Compliance and Officer Services

The Compliance and Officer Services division provides regional and divisional support on activities related to licensing, compliance and enforcement, and employee training. This unit also coordinates the ECC's occupational health and safety activities.

Environmental Protection and Waste Management

The Environmental Protection and Waste Management division includes Contaminated Sites, Waste Management, Air Quality Monitoring and Environmental Protection. The Contaminated

Sites section manages the remediation of contaminated sites that fall under the responsibility of GNWT as well as managing the assessment and remediation of sites that are a priority due to environmental, health and safety issues. The Environmental Protection section provides information and technical advice through environmental assessments, Land and Water Board processes, and delivers programs with respect to hazardous substances, as well as solid and hazardous waste management.

Water Monitoring and Stewardship

The Division includes Water Partnerships and Agreements, Water Research and Monitoring, and the Taiga Environmental Laboratory. The Water Partnerships and Agreements section coordinates and supports implementation of the NWT Water Stewardship Strategy. It leads the establishment and implementation of Transboundary Water Management Agreements, provides support to the Mackenzie River Basin Board, and delivers programs related to Source Water Protection and Aquatic Ecosystem Indicators. The Water Research and Monitoring section is responsible for long-term baseline monitoring programs, including water quality, water quantity, weather conditions and snow surveys. The Taiga Environmental Laboratory performs a wide range of organic and inorganic chemical analyses on water, industrial effluents, sewage, and soil and provides scientific training and public education.

Land Use and Sustainability

The Land Use and Sustainability division coordinates the Department's responses to broad regional land and resources initiatives advanced by GNWT and leads GNWT's approach to, and participation in, regional land use planning. The Division works with external planning partners, including Indigenous governments, Planning Boards, and Non-government organizations, to strengthen capacity for land use planning. It leads policy and framework development to support the effective and efficient management and administration of land resources including efforts to develop implementation tools to support effective decision-making under GNWT Land Use and Sustainability Framework.

Conservation Planning and Sustainable Livelihoods

The Conservation Planning and Sustainable Livelihoods division advances a comprehensive and collaborative approach for conservation planning and protected area establishment across the NWT that recognizes the need to balance conservation and economic development, and respects Indigenous rights and existing third-party interests, for example, a land lease. This division is also responsible for sustainable livelihoods programming which designs, develops, and implements activities, programs and research related to traditional and local knowledge, traditional economy, country foods, indigenous and community-based research and on the land collaboration.

B. AIR ATTACK OPERATIONS

Territorial Air Attack Operations are controlled and coordinated through FMD's Aviation Services section. Pre-season helicopter and airtanker contracts are arranged for and distributed through Aviation Services. Although long-term contract helicopters and airtankers are assigned to a specific base of operations, it should be remembered that aircraft and crew under contract to ECC's wildfire operations program as a Territorial resource and can be used anywhere in the NWT even if assigned to a particular base.

Essentially you are under the user authority of the Director, Forest Management who has in most cases delegated this authority to the *Territorial Duty Officer (TDO)*, the *Regional Duty Officer (RDO)*, or in the case of airtanker groups, the *Air Attack Officer (AAO)*. For helicopters and in some cases fixed wing aircraft assigned to wildfire incidents, the control will be delegated to the Incident Commander. The pilot will be kept informed when this control is delegated or withdrawn.

Each region is responsible for the management and utilization of its assigned aircraft within the operational guidelines set out for wildfire management. Each region is also expected to request (and justify) additional aircraft as required though the TDO in order to maintain resources for initial attack and ongoing wildfire operations activities.

The management and operations of the airtanker bases (ATB's) are the responsibility of FMD. When an airtanker group is stationed at an ATB within the region, that region's Duty Officer has the authority to prioritize fires and dispatch the group at their discretion. The group may not carry out inter-region dispatches, unless approval has been granted through the TDO.

AAO's and ATB personnel are part of FMD's headquarters staff and as such come under the general supervision of the Manager, Aviation Services. Once a group has been assigned to a wildfire target and dispatched, the AAO and his or her group must become part of the regional team.

C. COMMUNICATIONS

All pilots of aircraft operating under hire for ECC are required to file a Flight Note/Plan with the appropriate region, base camp and/or Nav Canada (if after office hours or requested by ECC). A Flight Note/Plan must be filed by the aircrafts pilot with Nav Canada, if the ECC Regional Radio Operator/Fire Clerk is not available (off-season, etc.).

1. Flight Following/Flight Watch

Pilots on an ECC Flight/Note Plan will continuously monitor designated radio frequencies and report their position every thirty (30) minutes to regional dispatch centre after take-off time.

Aircraft on contract with ECC must be equipped with a satellite tracking device that meets

Automated Flight Following (AFF) Standards. It is the responsibility of the air operator to notify FMD, Aviation Services when changing tracking units into different aircraft. Air operators must ensure their tracking is **turned on** and the data stream feeds through their AFF service provider in such a way that it can be viewed by FMD, Aviation Services – Dispatch Northwest Territories via a Selkirk Systems, Inc. AFF feed. If an aircraft is not tracking, it will be considered unserviceable and removed from service until FMD is able to track them.

It is the responsibility of the pilot to establish and maintain mandatory 30 minute flight watch calls over radio to the regional dispatch centre, to which the aircraft has been assigned.

When aircraft are assigned to a region, or working on a wildfire, the regional Radio Operator will remain on duty until the aircraft has landed and ceased operation for the day. The exception to this rule is through prior mutual agreement with the regional office and the pilot. Then, flight following may be transferred from one station to another:

- Remote regional office to regional centre;
- Remote regional office to wildfire incident (if aircraft terminates day at wildfire incident); or
- Regional centre to Nav Canada

When departing a base or pad, the pilot will follow their company flight following/flight watch procedures. In addition, the pilot shall inform the regional Radio Operator of the following details to be entered into station radio log:

- **Aircraft call sign**
- **Where they are lifting off from and flight plan/destination**
- **Passenger call signs/name**
- **Total payload, including dangerous goods if applicable**

The transferring regional center/office will ensure that the new flight watch transfer is established with new regional center/office before closing down operations AND that the pilot is aware of this transfer.

2. Loss of Radio Communications

It is ECC's policy that loss of VHF AM/FM radio communications in any contracted or chartered aircraft constitutes an unserviceable aircraft and is to be removed from services until resolved. If an in-flight radio failure occurs, the aircraft must return directly to the appropriate base. An Aircraft Unserviceable Report must be completed for the period (start and end) of time the aircraft was removed from service. Pilots on contract with ECC must ensure their onboard VHF AM/FM radios are operational and programmed with all ECC radio frequencies at the start of the contract.

Please refer to Communications Directory (Appendix 12) for current frequencies.

3. VHF-FM Interagency Border Zone Frequency (NT/AB/WBNP/BC/Yukon)

| CH | RX | TX | DESIGNATION |
|----|------------|------------|-------------|
| 5 | 153.47 MHZ | 153.47 MHZ | FIRE |

(Wideband – no tones)

NOTE: CH 8 (154.37 MHz) for Airtanker Base Operations only.**4. VHF-AM Interagency Border Zone Frequency (NT/AB/WBNP/BC/Yukon)**

| AM | RX | TX | DESIGNATION |
|----|------------|------------|-------------|
| | 129.80 MHZ | 129.80 MHZ | FIRE |

OR

| AM | RX | TX | DESIGNATION |
|----|------------|------------|-------------|
| | 126.70 MHZ | 126.70 MHZ | FIRE |

5. Mode C Transponder

As per CAR 702.45, Airtanker and birddog aircraft on contract with FMD are equipped with an Airborne Collision Avoidance System (ACAS, formerly Traffic and Collision Avoidance Device (TCAD)), as a safety enhancement. ACAS designed to reduce the incidence of mid-air collisions between aircraft. It monitors the airspace around an aircraft for other aircraft equipped with a corresponding active transponder, independent of air traffic control, and warns pilots of the presence of other transponder-equipped aircraft, which may present a threat of mid-air collision. It is mandatory that aircraft on ECC contract have a serviceable Mode "C" Transponder and operate with the unit "ON".

D. AIR TRAFFIC CONTROL OVER WILDFIRES

The area over and surrounding a wildfire is a Restricted Airspace, under Canadian Aviation Regulations:

Section 601.15 of Canadian Aviation Regulations (CARs) states: No person shall operate an aircraft over a forest fire area, or over any area that is located within five (5) Nautical Miles of a forest fire area at an altitude of less than 3,000 feet Above Ground Level (AGL), or any airspace that is described in a NOTAM issued pursuant to Section 601.16 of the CARs.

Section 601.16 of the CARs states: The Minister may issue a NOTAM that relates to restrictions on the operations of the aircraft in the case of a forest fire area and the airspace in which forest fire control operations are being conducted.

When airtankers are deployed to a wildfire, the birddog pilot is charged with the responsibility for control of air traffic over and in the immediate vicinity of the wildfire. In the absence of a birddog, this responsibility will be assumed by the Incident Commander or his/her designate. On dispatch, the AAO will make contact with the regional office on the assigned VHF-FM frequency and will remain so for the duration of the mission. **All** aircraft enroute to a wildfire will monitor **VHF-AM 126.70 MHz** after clearing the airport control zone. Once an aircraft is five (5) minutes back of a wildfire, contact must be made with the birddog pilot for clearance into the fire area on **VHF-AM 122.05**. All other aircraft will maintain communication on the air-to-air frequency (**122.05 MHz**). In the event the Incident Commander is on the ground, the assigned FM frequency is to be utilized. The working Birddog aircraft will be on their dedicated bombing frequency, which are:

- Group 1 – 122.650 VHF-AM;
- Group 2 – 131.850 VHF-AM;
- Group 3 – 129.950 VHF-AM;
- Group 4 – 122.400 VHF-AM;
- Group 5 – 122.250 VHF-AM.

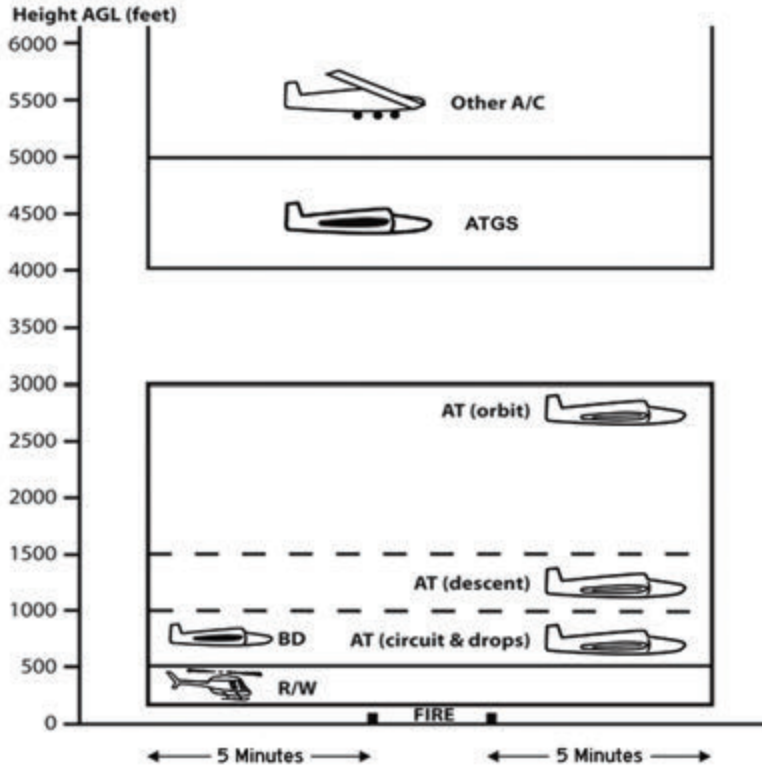
Additional assigned bombing frequencies will be 122.425 or 122.625, as operationally required.

While at a wildfire, airtankers will use the dedicated bombing frequency for communication with the AAO. The birddog pilot must be advised of and clear all other intended aircraft movement in the zone (take offs, landings, altitude, direction, etc.) on **122.05 MHz**. On aircraft other than airtankers, **only the Pilot-in-Command (PIC)** will communicate with the Birddog regarding air traffic control.

The VHF-AM radios are only to be used by the aircraft pilots and their AAO. Passengers will use the VHF-FM radio (if available) for communications. Passengers will announce their own call sign in conjunction with the aircraft identification when using the radio (i.e. S55/C-GASG). Crew names or fire numbers will be used for these individuals.

The only exception to this policy occurs when working a wildfire within controlled airspace of a local airport. **Aircraft operations** carried out within these areas will be conducted in conjunction with the local controller. **Fire operations** remain the same as areas out of controlled airspace.

| | |
|---------------------------------------|---|
| Helicopter: | 100 - 500 ft. (30-150 m) AGL |
| Working Birddog Aircraft: | 100 - 1,000 ft. (30-305 m) AGL |
| Orbiting Airtankers: | 1,500 - 3,000 ft. (457-914 m) AGL |
| Air Tactical Group Supervisor (ATGS): | 4,000 - 5,000 ft. (1,220 – 1,524 m) AGL |
| Others: | Over 5,000 ft. (1,524 m) AGL until cleared to |

Corridor and Approach/ Departure within the Wildfire Control Zone**1. Flight Priorities**

Flight priorities will be adjusted at the discretion of the airspace controller to suit existing conditions. Normally, the flight priorities are assigned according to fire behavior and necessity (i.e., multi-lightning starts). The following guidelines are used to assign the aircraft flight priorities as listed in order below:

1. Human emergencies;
2. Airtankers;
3. Helicopters (bucketing);
4. Servicing wildfire; and
5. Reconnaissance.

2. Minimum Meteorological Conditions for VFR Flight Operations

ECC maintains that for day Visual Flight Rules (VFR) operations in uncontrolled airspace, for aircraft operating at less than 1,000 feet AGL in uncontrolled airspace:

- Fixed wing aircraft must have flight visibility of not less than two (2) miles, except if otherwise authorized in an air operator certificate.
- Helicopters must have a flight visibility of not less than one (1) mile. Helicopters may operate at a reduced VFR visibility limit of 1/2 mile for human emergencies only (life threatening medical incident or imminent danger).

Flights with helicopters in visibility less than one (1) mile are to be the exception not the standard. Minimum flight visibility is determined by the Pilot-In-Command (PIC):

3. Instrument Flight Rules (IFR) Flight Operations

Instrument Flight Rules (IFR) refer to flights that occur when visual reference to the terrain cannot be maintained. Only approved and qualified pilots are able to operate under IFR, but these flights should be avoided when possible. Rotary wing operations are not permitted to do IFR work for ECC flying.

4. Altimeter Settings

To ensure proper vertical separation, it is critical that all aircraft use the same altimeter setting. Vertical separation between aircraft over an incident is only 500 feet. All aircraft need to adjust their altimeters as barometric pressures change; altimeter settings are considered current up to 90 minutes. Typically, all pilots will set their altimeters on the ground where the specific elevation is known (e.g., airport, lookout site, base camp, etc.). If an altimeter setting is changed during an operational period, it is imperative that all aircraft over the incident receive and acknowledge the new setting. A standard altimeter setting will **not** be used on a wildfire incident.

For initial attack, the first birddog or HLCO (if staffed) aircraft arriving on the location, will establish the altimeter setting for all other incoming aircraft. They must communicate this setting to all other pilots already over the location and all aircraft as they arrive. If there is no birddog or HLCO, the first helicopter on the fire will establish the altimeter setting.

E. NOTICE TO AIRMEN (NOTAM)

Airspace over fires can be extremely busy. The nature of the work involves low flying, frequently reduced visibility, and often several aircraft working in close proximity to each other. Fire airspace

area is intended for aircraft involved in fire response only. To address this situation, the federal government has imposed general restrictions to aircraft flying over fires. These can be found in sections 601.15, 601.16, 601.17, and 601.18 of the CAR's.

A NOTAM will be initiated with Nav Canada by the Manager of Aviation Services, with detailed information from a wildfire *Incident Management Team (IMT)* or RDO, according to CAR's:

601.15 Forest Fire Aircraft Operating Restrictions

No person shall operate an aircraft:

- (a) over a forest fire area or over any area that is located within 5 nautical miles of a forest fire area at an altitude of less than 3,000 feet AGL; or
- (b) in any airspace that is described in a NOTAM issued pursuant to Section 601.16.

601.16 Issuance of NOTAM for Wildfire Aircraft Operating Restrictions

The Minister may issue a NOTAM that relates to restrictions on the operation of aircraft in the case of a forest fire and that describes:

- (a) the location and dimensions of the forest fire area; and
- (b) the airspace in which forest fire control operations are being conducted.

601.17 Exceptions

Section 601.15 does not apply to:

- (a) persons who are operating an aircraft at the request of, or with the authorization of, an appropriate fire control authority for the purpose of assisting the fire control authority in the conduct of its operations;
- (b) persons who are operating an aircraft with the authorization of the Minister issued under subsection (2); or
- (c) Department of Transport personnel who are operating an aircraft in the performance of duties related to surveillance and the enforcement of aviation legislation.

This is an automatic airspace flight restriction for any forest fire. NO advisory to pilots is given. **REMINDER: Pilots are reminded to check NOTAMs before flying near wildfires.**

Unauthorized Aircraft flying in Restricted Airspace. All unauthorized aircraft flying in restricted airspace are to be reported immediately. The following steps outline the requirements of a reporting party:

- (a) Attempt to contact the aircraft on all likely frequencies to inform of the violation.

- (b) Take note of the aircraft make, model, colour, call sign, direction of travel, time, and any other potentially relevant information.
- (c) Notify either the IC, HLCO, AOBD, or RDO of the occurrence.
- (d) Incident and SHELL Analysis reports are required to be completed and sent into both RDO, TDO and Aviation Services.

F. AIRCRAFT MANAGEMENT/SUPERVISION

1. A department employee will be assigned the responsibility of on-site aircraft management and/or supervision when:
 - (a) more than one aircraft is assigned to a project or region;
 - (b) medium size helicopters or larger (greater than a six-passenger capacity) are assigned to a project or region; or
 - (c) helicopters are being used to bucket water or fire retardants or in slinging operations.
2. All persons involved in aircraft operations will be given adequate instructions including safety procedures before operations commence.
3. Regular aircrew briefing and debriefing will be conducted by ECC staff prior to and at termination of activities involving aircraft utilization.
4. It is the responsibility of the aircraft user to ensure the information on the flight ticket/loadsheet is accurate and factual and will validate the flight ticket/loadsheet by his or her signature.

G. AIR ATTACK AND AIRTANKER BASE OPERATIONS

1. Airtanker/Air Attack and Airtanker Base (ATB) operations are the responsibility of FMD. Aircraft and associated support staff will be positioned at a specified region by wildfire load, hazard, and risk. Once positioned at an ATB, inter-regional dispatches can be made directly to the group, as required.
2. All contact with an airtanker group will be via the AAO in charge of that group only.
3. All requests for airtankers located/positioned outside the regional boundaries must be channeled through the TDO who will be responsible for actioning or denying the request.
4. If an airtanker group has been dispatched by the TDO to a wildfire incident or base changed to another region, it may only be cancelled or rerouted by the TDO.

5. When the AAO and airtanker aircraft are over a wildfire and no ground authority (i.e., Incident Commander) is present, the AAO assumes role as the Incident Commander until their departure or an appointed Incident Commander assumes this role.
6. The AAO is responsible for the safe operations of the airtanker group and, as such, may remove the group from any wildfire he or she deems hazardous to life or property.
7. As airtankers are primarily an initial attack tool, initial attack on new wildfires shall take priority over support action on an ongoing wildfire with the exception where life or property may be threatened.
8. Airtanker Group Alert System - Alerts for various airtanker groups will be set by the TDO with input from the region. A local region may request the TDO to **upgrade** an individual ATB alert to increase preparedness while undertaking smoke patrols, possible smoke patrols and unforeseen thundershower/lightning activity. The local region cannot lower the established ATB alert without the approval of the TDO.
9. Resource Alert System – The Alert Status for all resources within each region will be set by respective RDO with the exception of airtanker group(s). All resource alerts will be established by the respective RDO after careful analysis of the most current:
 - Lightning Activity Preparedness Planning System (LAPPS);
 - Preparedness Forecast; and
 - Fire Weather Forecast

AIRTANKER BASE ALERT STANDARDS are as follows:

Alerts are posted daily by 17:00 hours for the following day and amended by TDO, as required.

- (a) **Red** Designated personnel, aircraft, and equipment ready for **immediate departure**. No aircraft maintenance to be done while on red alert.
- (b) **Yellow** Designated personnel, aircraft, and equipment ready for departure within thirty (30) minutes or less of call out. Minor maintenance may be carried out.
- (c) **Blue** Designated personnel, aircraft, and equipment ready for departure within sixty-one (61) minutes or less. More significant maintenance may be carried out.
- (d) **Green** Designated personnel, aircraft, and equipment are stood down for a specified period of time.

Aircrews must be prepared to be dispatched anywhere in the NWT and should always carry their overnight bag for this instance.

H. AIRCRAFT SAFETY

1. Unserviceable Radio Equipment

All aircraft employed on fire operations will have operative radio equipment capable of communication with other aircraft, ground crews and ECC base facilities (VHF-AM or VHF-FM). No aircraft will be allowed on operations without radio communications. Chartered aircraft without acceptable or serviceable radios will be considered unserviceable.

2. Unserviceable Emergency Locator Transmitter (ELT)

All aircraft must be equipped with a **serviceable** 406 MHZ Emergency Locator Transmitter (ELT). An unserviceable ELT will render the aircraft unserviceable for operational use.

3. Weight and Balance Calculations

Load Calculations will be completed before each flight for rotary wing and fixed wing transport. Under no circumstances will ECC staff or aircrews overload an aircraft. The pilot is responsible for securing internal loads, so they do not block exits or shift in flight. The pilot will be provided with the weights required to calculate weight and balance. The pilot or a responsible aircraft company representative must be in attendance for loading of the aircraft for safety reasons.

4. Refueling

It is the pilot's responsibility to ensure that the correct type and amount of fuel is delivered into the aircraft. During any fuelling operations, the pilot and/or engineer must be in attendance. When using fuel from any ECC field fuel cache, it is important to confirm the remaining volume available prior to departure.

- (a) Department personnel **will not** refuel aircraft.
- (b) During refueling operations, department personnel will vacate the aircraft until the refueling has been completed.
- (c) Hot refueling of rotary wing aircraft **will not** be allowed at any ECC operated heliport facility. Department personnel are NOT to be involved in **any way** in hot refueling operations away from an ECC's facility.
- (d) Aircrews must ensure there is proper grounding and bonding of refueling equipment.
- (e) Pilots may refuse refueling aircraft from any storage facility. Including unsealed, improperly sealed, or aged drums. ECC **will not** use fuel that is more than 12 months past the fill or recertification date.

5. Transporting Fuel

Outlined in the International Air Transport Association (IATA) Dangerous Goods Regulations (DGR) manual states that passenger and cargo are forbidden to carry petroleum distillates UN1268 in excess of 60 liters when a passenger is onboard. For specific information regarding the Transportation of Dangerous Goods (TDG), please refer to the DGR manual.

- (2) No pilot-in-command of an aircraft shall permit a person to enter or leave the aircraft during flight unless:
- (a) The person leaves for the purpose of making a parachute descent;
 - (b) The entering or leaving is permitted under section 702.19; or
 - (c) The flight is conducted in accordance with
 - (i) A special flight operations certificate-special aviation event issued under section 603.02, or
 - (ii) A special flight operations certificate issued under section 603.67.

702.19 Entering or Leaving a Helicopter in Flight

For the purposes of paragraph 602.25 (2)(b), the Pilot-in-Command of a helicopter may permit a person to enter or leave the helicopter in flight:

- (a) where:
 - (i) The helicopter is operated at a low hover;
 - (ii) The person is able to enter directly from or alight directly onto the supporting surface.
 - (iii) The air operator is authorized to do so in its air operator certificate; and
 - (iv) The air operator complies with the Commercial Air Service Standards; or
- (b) where:
 - (i) The helicopter is operated to enable hoisting or rappelling; and
 - (ii) The air operator complies with section 702.21.

No Enplaning: Department employees **will not** enplane a helicopter while in a hover, unless it is considered an **emergency**. Enplaning into a helicopter will only be used to evacuate employees that are in immediate danger without equipment. Helicopter enplaning will be considered an aircraft incident and will be reported as such.

Deplaning will only be conducted by trained personnel engaged in wildfire suppression or specialized wildlife/water work who have received department training. Department personnel must receive training every season **before** hover exiting.

Deplaning from hover can be done only during day Visual Flight Rules (VFR) conditions while the helicopter maintains a stabilized hover with a **maximum skid height of FIVE (5) feet above the ground (high hover)**.

Procedures for hover exiting are set out in the ECC's Hover Exit and Entry Manual and Air Operator's Company Operations Manual.

9. Aircrew and Aircraft Considerations

Air Operators conducting flight operations under Part VII **subpart 2** will follow Division X - **Flight Time, Flight Duty Period Limitations and Rest Periods regulations** as required in their company operations manual.

Air Operators conducting flight operations under Part VII **Subpart 3, 4 and 5**, will follow Part VII Division III – **Flight Crew Member Fatigue Management** regulations as defined in their Company Operations Manual.

Aside from CAR 702 – Aerial Work assignments, no flight crew member shall be assigned regular duties and no flight crew member shall accept such an assignment, if the flight crewmember's flight duty period will, as a result, exceed fourteen (14) consecutive hours in any twenty-four (24) consecutive hours. This includes one (1) hour to prepare aircraft at start of day and one (1) hour to do paperwork/aircraft requirements at end of day.

To ensure safety is not compromised by factors contributing to pilot fatigue, the following guidelines will be followed provided they do not exceed the flight time limitations or flight duty time limitations and rest periods as specified in the Air Operators Certificate/Specifications or Flight Operations Manual.

When in extenuating circumstances a need exists to exceed the flight time and flight duty time limitations and rest period as specified in the Commercial Air Service Standards (CASS) it will be the Pilot-in-Command responsibility to ensure that the necessary authorizations are obtained.

All Transport Canada Exemptions/Authorizations issued regarding Flight Time, Flight Duty Period Limitations and Crew Rest Periods and/or Flight Crew Member Fatigue Management must be provided to FMD Director, or delegate (TDO) or Manager, Aviation Services) and receive approval/authorization prior to the air operator complying with them. To be clear, exemptions are caused by events, i.e., emergencies and events that are not planned.

Approved exceptions require a detailed explanation written on the applicable flight ticket by the ECC representative.

Due to the nature of the services required it is understood that the Air Operator will provide crews with adequate Time Free From Duty, as per CAR 702.96. Transportation costs for these crew relief periods shall be at the expense of the Air Operator.

- (a) **ECC Flight Duty Day:** Aircrews working under CAR 702 – Aerial Work assignments will be limited to fourteen (14) hours of Duty Day. Aircrews working under CAR 703 – Air Taxi, CAR 704 – Commuter Operations, and CAR 705 – Airline Operations assignments for ECC will be limited to twelve (12) hours of duty time (dependent on start of Duty Day) in a twenty-four (24) hour period, which includes one (1) hour of pre and post flight preparation time.

- (b) **ECC Flight Duty Period:** Aircrews working for ECC will not fly more than eight (8) hours in any twenty-four (24)-hour consecutive period (8 hours per day). The eight (8) hour maximum daily flight time will also include any non-departmental flying. If a pilot flies for another customer, the eight (8) hour limit shall be reduced accordingly.

For example: *If a pilot flies two (2) hours on another job, he/she will only be allowed to fly six (6) hours for the department during that 24-hour period.*

- (c) **Exceptions:** In the event of unforeseen operational circumstances flight duty time and flight time limitations may be extended by up to one (1) consecutive hour provided that:
- Where flight duty time is extended, the subsequent minimum rest period shall be increased by an amount at least equal to the extension to the flight duty time;
 - The pilot-in-command shall notify the air operator, in accordance with procedures outlined in the company operations manual, of the length of and the reason for the extension;
 - The air operator shall retain the notifications until the completion of the next Transport Canada audit; and
 - The air operator shall notify Minister of Transport Canada as soon as practical.

All flights shall be planned to be completed within the maximum flight time and maximum flight duty time taking into account the time necessary for pre-flight and post-flight duties, the flight or series of flights, forecast weather, turnaround times and the nature of the operation.

- (d) **Rest Periods:** For every four (4) hours of flying time; pilots must have a thirty (30) minute rest period **away** from the aircraft. This thirty (30) minutes does **not** include aircraft maintenance or refueling time.
- (e) **Maintenance:** Maintenance is an essential function for the safe operation of all aircraft. Maintenance requirements vary greatly depending on aircraft type and operator requirements. To ensure safety is not compromised by lack of, or the inability to perform maintenance adequately, engineers are not to be separated from the aircraft for any period longer than twenty-four (24) consecutive hours. When in extenuating circumstances, a need exists to exceed these limits, it is the responsibility of the user to advise the pilot, engineer, and Director, Forest Management before the limits are exceeded. The Director, Forest Management may extend these limits only after all factors contributing to aircraft safety have been considered and an agreement reached with the aircrew concerned.
- (f) **Food and Lodging:** It is the responsibility of all ECC staff involved in aircraft operations to ensure the aircrew is provided with adequate accommodations and nutrition.

Accommodation for aircrews will be shared with the aircraft company's crew members **only**, or where required with other aircrew. Every effort is to be made to provide or locate aircrew accommodations that ensure an atmosphere conducive to sleep and relaxation. (Note: Air crews, especially engineers' hours of work may differ from those of the general work place.)

The aircrew will be expected to camp out at field locations. Aircrew are expected to have in their possession adequate personal amenities (sleeping bag, pillow, toiletries, medication, cot and or foam mattress etc.) to work from remote locations.

ECC will supply aircrew with suitable accommodations. This means a single occupancy bedroom that is subject to a minimal level of noise, is well ventilated and has facilities to control the levels of temperature and light where such a bedroom is not available, an accommodation that is suitable for the site and season is subject to a minimal level of noise and provides adequate comfort and protection from the elements as outlined in Canadian Aviation Regulations.

- (g) **Rotations from Remote Bases:** The positioning of aircrews at remote Fire Attack Bases, Base Camps, Staging Areas or Work Projects will only be for a short duration, with a maximum of up to five (5) days before rotated out to a regional centre or closest community where commercial accommodations are provided. Determination of the application for this rotation will be based upon the RDO's evaluation of the following factors:

- (i) requirement of aircraft on site;
- (ii) status of aircrew fatigue and morale factors;
- (iii) living conditions and facilities on site; and
- (iv) location and availability of alternate accommodations.

These limitations are guidelines and may vary depending upon the situation. Aircrews rotated out from a remote base must be relocated to a community or base location with access to the following services and facilities:

- (i) electrical and washing facilities for aircraft maintenance;
- (ii) secure storage for aircraft equipment and spares;
- (iii) commercial transportation for movement of spares and aircrew personnel;
- (iv) commercial or ECC accommodation complete with beds, showers and telephone access; and
- (v) laundry and incidental services.

The rotation period should **not be less** than thirty-six (36) hours.

- (h) **Skids Down and Legal Grounding: Skids Down** - All day VFR flights conducted for ECC must be completed and landed by "skids down" time, which is defined as 30-minutes before legal grounding time. This buffer allows for unforeseen circumstances to be managed without exceeding legal grounding.

Be sure to receive local skids down times during a pilot briefing or use the website below. Any deviation must be for a critical purpose and pre-authorized by their Air Operators Operations Control Center (OCC). Under no circumstances will legal grounding times be exceeded.

For local community sunset times, they can be found at this website and typing in community name for location (if in a remote location, there is an option to pick your location on the map by clicking top right open text box called “Search for city or place...”): <https://www.timeanddate.com/astronomy/canada>

- (i) **Harassment Free and Respectful Workplace Expectations:** The Government of the Northwest Territories (GNWT) recognizes the diversity of the Northwest Territories’ public service and is committed to providing a work environment where every employee is treated with fairness, dignity and respect. Harassment can affect employee well-being and impact the workplace and the GNWT’s reputation.

The Northwest Territories’ Human Rights Act provides every person in the workplace the right to freedom from harassment that is related to their race, colour, ancestry, nationality, ethnic origin, place of origin, creed, religion, age, disability, sex, sexual orientation, gender identity, marital status, family status, family affiliation, political belief, political association, social condition or pardoned criminal conviction. The pdf is available here: https://www.fin.gov.nt.ca/sites/fin/files/resources/harassment_free_and_respectful_workplace_policy_2017.pdf

10. Helicopter Equipment Requirements

ECC short term hire contract helicopters are to be equipped, as outlined in the Standing Offer Agreement (SOA).

Aircraft Requirements (casual hire):

- One (1) fire-bombing bucket is mandatory; bucket is to be sized to the sling capacity of the aircraft. Bambi collapsible type with instant deployment system, or equivalent
- two (2) sets of barrel slings and two (2) cargo nets with lanyards; one (1) barrel sling to be capable of handling the sling capacity of helicopter
- portable remote refueling equipment
- cargo securing equipment rated for the capacity of the aircraft, in compliance with Transport Canada regulations
- one (1) 50 foot and one (1) 100 foot long lines with remote hook
- high skid gear with bear paws
- high visibility rotors
- red or white strobe lights visible from all directions
- survival equipment in compliance with CAR with CAR 602.61 and CASS 723.82, 724.84 and 725.90 as appropriate. The survival equipment shall be suitable for the season and area of operation
- portable refueling equipment
- mode “C” transponder, **must** be turned on at all times
- global positioning system (GPS) unit
- convex mirror

11. Unmanned Aerial Vehicle (UAV) in Restricted Airspace Response

ECC employs Remotely Piloted Aircraft System (RPAS) services for wildfire operations, often for infrared scanning missions, which are considered Authorized RPAS. If access is required into restricted airspace, permission from the IC, HLCO, AOBD, or RDO is needed. All authorized RPAS operations will be communicated and coordinated with incident pilots prior to use; RPAS pilots will communicate on the designated frequencies. Airspace incursion is a serious threat to the safety and operational effectiveness of resources at any stage of fire and shall be treated as a serious hazard. If an UAV is in the restricted wildfire airspace, the following procedures shall be followed:

- All aircraft that are impacted by the incursion will be grounded by the Birddog team or Incident Commander (IC) and immediately reported to RDO.
- One aircraft (light helicopter preferable) will be assigned for assessment over top the affected airspace at a safe altitude to monitor.
- The assessment aircraft will perform three (3) functions, in order of priority:
 - (1) Act as a lookout to ensure the continued safety of ground operations that may be affected by the exclusion of aerial response efforts.
 - (2) If safe to do so, maintain visual contact with the UAV and assist ground resources in locating the UAV operator.
 - (3) Determine when it is safe to return to normal operations.
- A ground-based search for the UAV operator will be initiated by the IC. If contact is made, ECC staff shall notify the UAV operator they are illegally operating a UAV in a restricted airspace.
- Request UAV operator to cease their operations immediately and document their name and contact information for submission to Transport Canada to action. Contact the RCMP for assistance, if required.
- Ensure all documentation and notification procedures are followed as per GNWT Unmanned Aircraft Systems Policy, noted in section 10 - Internal Reporting of Unmanned Aircraft Systems Incidents and Accidents. A UAV airspace incursion is considered an aviation incident.
- FMD, Aviation Services will ensure UAV airspace incursions are reported to Transport Canada.

12. Aquatic Invasive Species (AIS) Prevention

To assist with preventing the spread of Aquatic Invasive Species (AIS) into Northwest Territories from other jurisdictions, all skimmer airtanker aircraft will **only** be required for a hot pressurized wash-down if the skimmer airtanker (CL-215, CL-215T, CL-415, and AT802A FireBoss, excluding Birddog aircraft) aircraft have scooped water from water bodies with known AIS. **Note:** *At this time, no lakes or water bodies within Northwest Territories are infected; however, we aim to mitigate this from occurring.*

All Skimmer Airtanker aircraft Imported into NWT will be required to fly to Fort Smith or Yellowknife ATB for AIS wash-down procedures prior to wildfire operations. When released

from NWT, these aircraft will fly to appropriate ATB for final AIS wash-down procedures. GNWT Skimmer Airtanker aircraft Exported will be required fly to Fort Smith or Yellowknife ATB for AIS wash-down procedures prior to departure and upon return from Export.

Aviation Decontamination Procedures:

- Chemicals such as bleach and quaternary ammonium compounds do not meet corrosion requirements for aluminum and shall not be used on aircraft fuselages or water delivery components such as helicopter buckets and foot valves
- Visually inspect aircraft surfaces (floats, tanks, intakes, water buckets, snorkels) daily, during maintenance, and after every water dropping mission
- Remove visible plants and mud from external surfaces
- Decontaminate all exposed surfaces by power washing with hot water ($\geq 90^{\circ}\text{C}$) for 5-10 sec (up to 5 minutes preferred) before moving to new water sources
- If a helicopter bucket has a butyl (rubber) valve seal, avoid prolonged application of hot water spray to the seal to prevent softening of this vulnerable material
- Allow all surfaces to thoroughly dry
- If drying is not possible for a quick turnaround, carry spare, clean gear to switch out with wet gear

13. Accident Definition

All accidents involving departmental use of aircraft will be reported immediately in a confidential manner to the Superintendent/Director, FMD and Manager, Aviation Services. Pilots are to assist with filling out required ECC incident report documentation with designated ECC personnel on aircraft, as well as advise their Air Operators Operational Control Center (OCC).

An accident is an occurrence in which a person suffers injury or death and/or an aircraft is damaged.

See ECC's **Aircraft Accident Response Manual** for further information regarding aircraft accidents, as well as missing or overdue aircraft.

14. Incident Definition

All incidents involving departmental use of aircraft will be reported immediately in a confidential manner to the Director, FMD and the Manager, Aviation Services.

An incident means an aviation occurrence, other than an accident, that affects or could affect the safe operation of an aircraft.

Some examples of incidents are:

- any illuminated warning lights at any time (chip lights, etc.);
- any aborted take-offs;
- any problems with landings (flapless landings, landing gear up, etc.);
- dropping a load during slinging operations;
- unsecured items at landing sites including debris;
- low fuel problems;
- weather related problems;
- helipad construction problems;
- fuel pump failure;
- engine starting problems;
- unauthorized hover exiting;
- loading/weight problems;
- where an object comes in contact with an aircraft where contact was not intended or is detrimental to the aircraft;
- a deviation from standard operating procedures; or
- dangerous goods unlawfully transported.

The above are just a few examples of incidents that must be reported for the following reasons:

- to monitor aircrew and passenger safety;
- to monitor pilot fatigue;
- to monitor individual aircraft capabilities;
- to monitor various aircraft components (i.e., if several incidents were reported on the dropping of water buckets, perhaps it might be a malfunction with the hook);
- to detect any patterns or trends in the incidents and then take a preventative course of action (one of the reasons for developing the Hover Exit Procedure Manual);
- to explain delays in departures/arrival; or
- to identify what ECC may need to improve in support of program delivery.

15. SHELL Analysis Report

A SHELL Analysis Report is to be **completed by the aircrew** involved in the incident. (An incident report is to be **completed by the ECC personnel** involved in the incident).

**IDENTIFY UNACCEPTABLE RISKS AND HAZARDS:
PRIORITIZE AND REDUCE OR ELIMINATE THEM.**

The SHELL Analysis Report is made up of five (5) categories that are to be reported to the Aviation Services section for any aircraft incident.

The five (5) categories are:

SOFTWARE:

Policy, regulations, manuals, procedures, pamphlets, posters, charts, maps...

HARDWARE:

Aircraft - type, condition, A/C systems, auxiliary equipment, fuelling and loading systems, instrumentation, communications equipment...

ENVIRONMENT:

Weather, work area conditions, time factors, terrain, visibility, daylight, type of flying - remote, production...

LIVEWARE (OTHER PEOPLE):

The people who interact with the pilot and who have the opportunity to influence the pilot...

LIVEWARE(PILOT/AIRCREW):

Personality (human factors), pressures, training and experience, fatigue (flight hours/duty days, rest and meals, briefing and preparation...

The following pages contain an example of an Incident Report and the accompanying SHELL Analysis.

I. PILOTS RESPONSIBILITY

(In addition to Transport Canada's Canadian Aviation Regulations (CARs), Commercial Air Service Standards (CASS), and the Company Operations Manual (COM))

- i) Ensure the aircraft is fueled, serviceable and available for dispatch in accordance with the regional/territorial alert standards.
- ii) Advises the local ECC authority of any deficiencies or problems in the operation.
- iii) Records all flight times and crew expenses on the appropriate flight documents.
- iv) Ensures all flight tickets/loadsheets are certified by a designated department employee.
- v) Conducts operational checks of all navigational, safety, communications, and cargo/water dropping systems prior to alert time.
- vi) May assist in training of fire crews, wildlife crews and resource operational field staff in the safe and efficient use of helicopters.



The following is an example of a completed Aircraft Incident Report.
This report is to be completed by the ECC personnel involved in the incident.

AIRCRAFT INCIDENT/OCCURRENCE REPORT

Please fill in all the fields below and submit to: **AVIATION SERVICES**
Email: aviation@gov.nt.ca • Fax: (867) 872-2148

| | |
|---|---|
| A. Details of Incident/Occurrence | |
| Date of Incident: (dd/mm/yy) 24/06/2x | Time of Incident: 00:00 (24 hr) 24/06/2x |
| Location of Incident: Cameron Hills | |
| B. Name of Carrier XYZ Helicopters Ltd. | C. Name of Pilot Joe Pilot |
| D. Type of Aircraft AS350B2 | E. Aircraft Registration C-GOLF |
| F. Aircraft Assigned to Hay River Duty Officer – John Smith | G. Function of Aircraft Mountain Pine Beetle bait traps |
| H. Purchase Order Number 123710 | I. Routing of Aircraft YHY – Cameron Hills – YHY |
| J. Passenger Name(s) Sam Black, Jane Jones | |
| K. Nature of Incident/Occurrence: (use separate page if required) <p>The aircraft was required to land on the cut-lines as these were the only suitable landing areas. Hover exits were not intended and both the pilot and the passengers were instructed that hover exits would not be permitted.</p> <p>The pilot took the necessary precautions before landing to ensure the landing site was suitable. As well, the passengers were watching nearby trees to ensure clearance was adequate. The pilot adjusted the aircraft slightly to his right, just before touchdown, and the machine went a little too far to the right and the end tip of the main rotor clipped a black spruce tree, hitting the bark of the tree. Nothing was felt during the landing but after shutting down a portion of bark was noticed missing from a tree and the tie down strap at the end of the rotor blade was bent from the impact.</p> <p>Another aircraft was ferried in to return the passengers to Hay River. The pilot tested the blades by hovering and the machine operated normally, whereas it was ferried to the highway where engineers determined there was no damage to the rotor blade and the tie down clips could be repaired with little effort.</p> | |

Reported by: Sam Black Date: 24/06/2x Time: 18:30
(dd/mm/yy) 00:00 (24 hr)

SHELL ANALYSIS ATTACHED



Government of
Northwest Territories

The following is an example of a completed Shell Analysis Report.
This report to be completed by the aircrew involved in the incident.

SHELL ANALYSIS REPORT

Complete all the fields below and submit to: **AVIATION SERVICES**
Email: aviation@gov.nt.ca • Fax: (867) 872-2148

| SHELL ANALYSIS | | | |
|--|---|---|--|
| Identify Unacceptable Risks And Hazards: Prioritize and reduce or eliminate them | | | |
| Software: <ul style="list-style-type: none"> • Policy • Regulations • Manuals • Procedures • Pamphlets • Posters • Charts • Maps | Hardware <ul style="list-style-type: none"> • Aircraft – type • Condition • A/C systems • Auxiliary equipment • Fuelling and loading systems • Instrumentation • Communications equipment | Environment: <ul style="list-style-type: none"> • Weather • Work area conditions • Time factors • Terrain • Visibility • Daylight • Type of flying – remote • Production | Liveware (Other People): <ul style="list-style-type: none"> • The people who interact with the pilot and who have the opportunity to influence the pilot Liveware (Pilot/Aircrew): <ul style="list-style-type: none"> • Personality (human factors) • Pressures • Training and experience • Fatigue (flight hours/duty days, rest, and meals) • Briefing and preparation |
| Aircraft Registration: C-GOLF | | Date of Incident: (dd/mm/yy) 24/06/2x | |
| Software: (use separate page as required) | | | |
| <p>All aspects of XYZ Helicopters Ltd. flight operations are covered in the class, referenced, or experienced in flight during the training period.</p> <p>In the classroom, general discussion is encouraged and varies from class to class. Annual incidents and accidents are de-sensitized and discussed along with TC CADORS with all classes.</p> <p>Specifically, confined areas and situational awareness are dealt with during the “flight” phase of the training. Certain aspects of these items would be discussed, if they were noted, as incidents/accidents in the previous year as a weak area operationally.</p> <p>All helicopter pilots receive confined area theory and practical training constantly from the start of their career. It is one of the most experienced aspects of a bush pilot’s job. It is also one of those high risk aspects of the job.</p> <p>I would venture to say that as long as we are dealing with humans and mother nature we will not eliminate this risk. We are constantly modifying our recurrent training programs to mitigate this and other risks of the job.</p> | | | |
| Hardware: (use separate page as required) | | | |
| <p>From the pilot’s line of sight or view, in this particular aircraft, the pilot does not have 360 degree visibility to see all external physical hazards. The helicopter AS350 BA was equipped and met the standards of the contract.</p> | | | |

Environment: (use separate page as required)

Two environments here; the internal environment in the aircraft between passenger and pilot and the external physical environment (the landing zone). Lots of human factors happening within the internal environment. The external environment (landing zone) could have been modified by physically making it larger or by choosing another landing area. The landing zone should be preplanned and approved in advance of utilization. It is assumed that the traps would be monitored and the helicopter would have to land again at least once again at site.

The weather conditions on June 24 were excellent. The pilot was requested to land on the Cameron Hills, which is an area that is difficult to find a landing area. The pilot found a cutline and circled 3 times before deciding to land. The pilot felt the area was large enough to accommodate the helicopter. He hovered over the site and checked the left side clearance. The pilot inadvertently moved the helicopter too far right and the main rotor blades hit a Black Spruce tree. He moved the helicopter a little to the left and landed. He then observed that the tree bark had been skinned and the main rotor blades were bent.

Liveware (Other People): (use separate page as required)

The pilot's decision to accept the landing area could have been influenced by a natural desire to please the customer and carry out their request.

Liveware (Pilot/Aircrew): (use separate page as required)

The pilot is a very experienced pilot and has worked in many different geographical areas. He has had annual recurrent flight training every year during his career. He felt there was no question of fatigue because the air crew has excellent accommodations and meals. He also felt flight hours and duty days were not a factor. There has never been any pressure from ECC in his role as the pilot. The customer was briefed on the day of the occurrence and the usual preparations were made for the job that day. He had accumulated 80 hours of flight time so far this year.

Observations and recommendations:

It is well known that it can be difficult to find a proper safe landing area below the tree line. Initial attack crews have one power saw operator on board which allows a hover exit. The power saw operator exits and cuts out a pad suitable for the landing.

Trap landing sites and other project sites should possibly be treated the same way. Especially if the landing site is going to be used time and time again.

It would be prudent to have these project sites preplanned, prepared and approved prior to the project start.

Completed by: Joe Pilot

Date: 30/06/2x
(dd/mm/yy)

Time: 18:30
00:00 (24 hr)

Photos/Images Submitted

NW9206/0224

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- vii) Keeps the current dispatch authority of their whereabouts at all times while on contract with GNWT.
- viii) Ensures that all routine checks and maintenance are scheduled and carried out in accordance with current regulations and specifications.
- ix) Ensures that the aircraft is kept reasonably clean and ready for missions as required.
- x) Conducting flight operations under Part VII, Subpart 2, the pilot will follow Division X – Flight Time, Flight Duty Period Limitations, and Crew Rest Period Regulations.
- xi) Advising if relief pilot is required due to fatigue.
- xii) Being prepared to remain over night at field camps (i.e. sleeping bag, foamy, air mattress and other camping accessories).
- xiii) It is the pilot’s sole responsibility as to whether it is safe to land or takeoff. The pilot must **always** make his or her determination on the side of safety first!
- xiv) Directs the loading and/or off-loading of the aircraft. Aircraft will not be overloaded.
- xv) Operating the aircraft in accordance with the Canadian Aviation Regulations.

J. MANIFESTING

It is imperative that the identity of everyone on-board the aircraft are known during all flight operations. The Pilot-in-Command shall ensure that a manifest of all crewmembers and passengers on board has been completed.

A copy of this manifest shall remain at the point of initial departure. Manifest changes will be left at subsequent points of departure when practical. In those instances where multiple short flights will be made in a specific geographical area, which involves frequent changes of passengers, a single *Master Manifest* list of all passengers involved shall be provided to the Pilot-In-Command and maintained by ECC.

A written manifest including the names of all persons on board the aircraft is required for every flight conducted by ECC. The originating radio room or person responsible for initiating flight following, until the flight is completed, must retain a copy of the manifest information.

K. WEATHER

Aviation weather is available from Flight Service stations in: Fort Smith, Yellowknife, Hay River,

Fort Simpson, Norman Wells, and Inuvik. In addition, complete coverage and forecasts are available from the FMD and at ECC Regional Offices on a daily basis during the summer months.

Aviation weather can also be found at Nav Canada: www.navcanada.ca/en/flight-planning.aspx

L. GOVERNMENT VEHICLE POLICY

All Government vehicles, whether owned or rented by ECC, are restricted to government business. Government vehicles may ONLY be operated (driven) by government employees due to insurance restrictions. ECC disclaims any responsibility in cases of any accident where the driver was not carrying out business for the department.

M. ALCOHOL AND DRUGS

The possession and/or consumption of alcoholic beverages and drugs in any aircraft, vehicle or on any premise owned, occupied or under the control of ECC is strictly prohibited. As ECC Camps and Fire Attack Bases are classified as departmental premises, this policy will apply to all locations. All personnel under employment, contract or on hire to ECC will be made aware of this policy and adhere to it.

N. AIR CHARTER PURCHASE ORDERS

The Air Charter Purchase Orders are formal agreements between ECC and the Air Operator.

When does a short-term contract start?

If a helicopter is hired from the location it is presently located and ferry time is agreed upon by ECC, then the contract starts the minute the helicopter leaves in order to ferry to or within the NWT.

This information can be obtained from the Air Charter Purchase Order under the section Point-of-Hire.

If the helicopter company has a machine located elsewhere (Point A) but informs ECC they will be positioned at some other point (Point B) within the NWT or some closer point and ECC agrees to hire them if they arrive at Point B by a certain time, then the contract will start only when the helicopter arrives (and is ready to work) at Point B.

Note: If the helicopter arrived at Point B very late in the day, which would not allow flight minimums to be flown off, **then the contract would start the following morning OR there would be no flight minimums for that day.**

Also see *Point-of-Hire on the Air Charter Purchase Order.*

On the Air Charter Purchase Order see ***Point-of-Release*** to determine what locations ECC will pay ferry time to when the helicopter is released at the end of the contract.

An example of an Air Charter Purchase Order is on the next page.

TERMINATION OF THE CONTRACT MAY RESULT FROM THE FOLLOWING SITUATIONS
(also see current *Standing Offer Agreement (SOA)* for aircraft services):

1. Non-compliance with Transport Canada and ECC regulations;
2. Prolonged unserviceability of aircraft;
3. Aircrew is either insufficiently experienced or incompatible with the ECC's management team;
4. Unserviceable radios/ELT;
5. Failure to carry out reasonable orders from authorities in charge or by mutual agreement;
6. The aircraft fails to perform according to the manufacturer's specifications; or
7. Failure to operate the aircraft within the normal safety guidelines that are acceptable within the Resource Management Industry.

O. FLIGHT TICKETS AND AIRCRAFT LOADSHEET/TRIP LOGS

Flight tickets and the Aircraft Loadsheet/Trip Log **must** be filled out daily. This procedure is important to ensure daily expenditures are current. A flight ticket is required if no flying is done, however a loadsheet is not necessary unless there are crew expenses. Note on the flight ticket the reason why no flying was done. If the aircraft is unserviceable, enter the start time as well as the time the aircraft becomes serviceable. Flight tickets and Loadsheet/Trip Logs (white and yellow copies) are to be submitted at the end of each day and verified correct and complete by the ECC representative, preferably the RDO.

Should an air operator provide a substitute aircraft due to unserviceability, it must be indicated on the Loadsheet/Trip Log and the accumulative hour totals must be carried on until the original aircraft is back in serviceable condition.

HOW TO COMPLETE EACH SECTION OF THE AIRCRAFT LOADSHEET/TRIP LOG

Section One – Aircraft Information

| | |
|-------------------------------------|---|
| <i>Flight Date</i> | Enter the date the flight occurs. |
| <i>Aircraft Company</i> | Enter the full company name of the Air Operator. |
| <i>Aircraft Registration</i> | Enter the last four letters of the current aircraft registration. |
| <i>Aircraft Type</i> | Enter the aircraft model and type. |
| <i>Flight Ticket No.</i> | Enter the <i>Air Operator's</i> flight ticket number. |

SAMPLE AIR CHARTER PURCHASE ORDER



PURCHASE ORDER - CH -064610

(This report was generated on 04/Mar/202x at 11:18 AM)

| | | | |
|------------------------------|---|-----------------|--|
| To | No Name Air Ltd. | Invoice Address | Forest Management Division, C/O Financial Shared Services, Government of Northwest Territories |
| | PO Box 1, Fort Simpson, Northwest Territories, X0E0N0, Canada | | PO Box 1230, 182B McDougal Road, Fort Smith, Northwest Territories, X0E 0P0, Canada |
| Supplier ID No.: 00010012345 | | Email To | aviation_invoice@gov.nt.ca |
| | | S.O.A. No.: | 400147 |
| | | Order Date: | 07/jan/202x |

| | | | |
|----------------------------------|--------------------------|-------------------------------------|--|
| Region/Division: | ECC-HQ-Aviation | Engineer: | |
| Aircraft Registration: | GDDE | Point of Hire: | NORMAN WELLS |
| Aircraft Type: | 206-(Cessna) | Point of Release: | NORMAN WELLS |
| Configuration: | 1-Wheels | <input type="checkbox"/> | Crew Expense at Point of Hire |
| Special Equipment: | wobble pump and headsets | <input checked="" type="checkbox"/> | Crew Expense at Other Locations |
| Aircraft Assigned To Name: | Jane Biologist | <input type="checkbox"/> | Ferry To and From Point of Hire |
| Aircraft Assigned To Phone: | (867) 587-5555 | <input type="checkbox"/> | Entering/Leaving Helicopter in Flight Approved |
| Aircraft Assigned To Alt. Phone: | | | |
| Pilot: | Pilot, Fred | Co-Pilot: | |

Purpose: Aerial reconnaissance survey of BWHT barren ground caribou below treeline in Sahtu. Routing: three day trips from Norman Wells to follow survey lines between Great Bear Lake, treeline, Inuvialuit /Sahtu border and Mackenzie River as per emailed map. Company to have full jerry cans on board for refuelling at Ft Good Hope.

Comments: Three passengers including one ECC Biologist and two Norman Wells observers. Variable low level flying to allow observation of wildlife and tracks. End points of survey lines to be provided to pilot as per emailed map. Based from Norman Wells we will go to Fort Good Hope to pick up observer(s) before the survey and drop the observer off at Ft Good Hope each day.

| PERIODS OF HIRE | | | |
|---------------------------|--------------|-------|-------|
| 07/jan/202x - 10/jan/202x | | | |
| Departure: | Norman Wells | Time: | 09:00 |
| Arrival: | | Time: | |

| COST | | | |
|-----------------|------|---------------------------------|------|
| Number of Days: | 4 | Total Guaranteed Hours: | 0.00 |
| Daily Minimum: | 0.00 | Total Guaranteed Hours To-Date: | 0.00 |

| Costing Details | | | | | | |
|--------------------------|----------|--------|------------------|------|-----------------|-----------------------------------|
| Commodity | Unit | Rate | Quantity of Unit | Days | Total | Comments |
| Flight Service | Hours | \$2.00 | 6.00 | 4 | \$48.00 | |
| AC Company Fuel | Hours | \$2.00 | 6.00 | 4 | \$48.00 | |
| Other | Estimate | \$1.00 | 1.00 | 4 | \$4.00 | est. Crew Exp away from home base |
| Other | None | \$1.00 | 1.00 | 4 | \$4.00 | Nav Canada Fee |
| Calculated Total: | | | | | \$104.00 | |

| ESTIMATED COST | | | | | | | | | |
|-------------------------|---------|------|------|------|---------|--------|---------|----------|-----------------|
| Org | Account | Fund | Area | Sett | Program | PC Bus | Project | Activity | Amount |
| 55555 | 55555 | 55 | 55 | 555 | 55555 | | | | \$135.00 |
| Estimated Total: | | | | | | | | | \$135.00 |

| | | |
|--|---|----------|
| We certify that the goods being purchased by GNWT are being purchased with Crown funds and therefore not subject to the Goods and Services Tax. The terms and conditions of the standing offer agreement (SOA) shall apply whenever the SOA number appears on the face of the purchase order. | CERTIFIED PURSUANT TO SUBSECTION 44(1)(A) OR 49(2)(A) OF THE FINANCIAL ADMINISTRATION ACT | |
| | SPENDING AUTHORITY | AUTH NO. |

Contract No. Enter the air charter purchase order (PO) number (i.e. CH 169810) or the long-term contract number.
Pilot/Engineer Enter the first and last names of the Pilot and/or Engineer.

Section Two – Flight Information

Departure Location Record the location of takeoff.
 (i.e. Fire #, Base Camp, Tower, Settlement, etc.)
Departure Time Record the time of the takeoff using the 24-hour clock.
Arrival Location Record the location of landing
 (i.e. Fire #, Base Camp, Tower, Settlement, etc.).
Arrival Time Record the time of the landing using the 24-hour clock.
Passengers (number) Record the number of passengers on each flight.
Cargo or # of Drops Record what type of cargo or the number of drops of water made when bucketing.
Fire #/Project Fire # - if working on a fire, record the fire number
Project – if working on a project, the ECC Officer will enter the project code.
Flight Code Enter the Aircraft Flight Purpose code for each flight. (see Appendix 1)

Section Three – Flight Time

Rotary Wing Enter the total time from the moment the helicopter first moves under its own power for the purpose of taking off until the moment it comes to rest at the end of the flight (or in other words, from the time the helicopter commences hovering until it ceases to hover after landing).

When operations involve a continuous succession of flights, each **less** than ten minutes duration **and** the engine is not shut down between such flights, flying time shall be computed from the time the helicopter commences to hover for the first flight until the helicopter ceases to hover after the final landing.

This flight time should be recorded to the nearest six minutes using the decimal system as noted in Appendix 3.

ECC defines and will reimburse a minimum start up flight time at 0.1 hours (not 0.2).

Fixed Wing This flight time **must** be entered in **miles** for all point-to point flights where flight distances are measurable (**excluding airtankers**).

The flight time will **only** be entered by the **hour** if engaged in operations involving flights or parts thereof where flight distances are not measurable, such as reconnaissance flights or detection patrols. The flight time for fixed wing aircraft where the distances are **not** measurable will be the total time from the moment the aircraft first moves under its own power, until the moment it comes to rest at the end of the flight (wheels roll to wheels stop).

When applicable, flight time should be recorded to the nearest six minutes using the decimal system in Appendix 3.

Section Four – Remarks

Remarks Enter any **new fires discovered** and any additional information or explanations of the flight. When transporting fuel drums, enter the number of drums and whether they are empty or full.

Always note the individual crew member call signs or passenger names on GNWT Loadsheet/Trip Log.

Section Five – Hours

Total Hours Flown Today Enter the total of **all** flight time for the day.
Previous Accumulated Hours Enter the total of **all** previous hours flown for the contract.
Total Accumulated Hours to Date Enter the total hours flown to date.

Section Six – Fuel Obtained

This section is to record the amount of **ECC Fuel only**. Include the fuel cache location, number of drums (or partial drums) taken, note the **date of fuel** (fill date) and **batch number** of the fuel. Fuel from a bulk transfer system should be recorded by **cache location** and **litres taken**. This procedure is required to keep ECC fuel inventory up-to-date. See example on page 32.

INCLUDE THE DATE OF FUEL AND BATCH NUMBER OF THE DEPARTMENT'S DRUMMED FUEL ON THE DEPARTMENT'S LOADSHEET/TRIP LOG.

Note: **Aircraft Company Fuel**, fuel the company pays for themselves, should be indicated on company flight tickets **only**.

Failure to record Company Fuel Charges on the Company flight ticket will result in non-payment.

Section Seven – Crew Expenses

Meals Check off all applicable meals that were not provided by the department. Record the dollar amount of accommodations and transportation (**Excluding GST**). These are the expenses incurred for company payment.

Failure to record expenses incurred in the Crew Expenses Section of the Loadsheet/Trip Log will result in no reimbursement to the company.

Section Eight – Expense Authorization

This section **must be** approved, signed and dated by the ECC Officer in charge.

No Changes will be permitted on the Aircraft Loadsheet/Trip Log and Company Flight Tickets after Certification. Changes made prior to certification must be initialed by the appropriate Authority.

The ECC representative certifying the Loadsheet / Trip Log and flight tickets should **check all entries** to make sure they are correct before signing the documents. This includes verifying that claimed expenses were authorized and correct.

Note: Double check up and down times and conversions to hours system (see Appendix 3). These amounts must match the Flight Time Conversion Table. **Any discrepancies will be calculated to the lowest time entered by the department.**

If the flight time for the day is over eight (8) hours (for which prior approval was given), a detailed explanation as to why must be written on the applicable flight ticket/loadsheet by the ECC representative and provided to Aviation Services.



Government of Northwest Territories

AIRCRAFT LOADSHEET/TRIP LOG

| | | | |
|--|--|---|----------------------------------|
| Flight Date (dd-mm-yy) 26/07/202x | | Aircraft Company Fixed Wing Aviation Ltd. | |
| Aircraft Registration C-GOLF | | Aircraft Type C185 | Flight Ticket No. 1348 |
| Contract No. CH 123610 | | Pilot Jim Pilot | Engineer John Engineer |

Time Reported for Duty: 1400 hours **Time Released from Duty: 2100 hours**

| Departure | | Arrival | | Passengers (number) | Cargo or # of Drops | Fire #/ Project | Flight Code | Flight Time Hours/Miles | Remarks (Required) |
|-----------|------|----------|------|---------------------|---------------------|-----------------|-------------|-------------------------|---------------------------------|
| Location | Time | Location | Time | | | | | | |
| 1. | YFS | 1431 | YSM | 1706 | 1 | | WRO | 336 SM | Ferry flight with Joe Biologist |
| 2. | YFS | 1710 | YSM | 1815 | 1 | | WRO | 1.1 hrs | Caribou productivity survey |
| 3. | YFS | 1819 | YSM | 1931 | 1 | | WRO | 1.2 hrs | Caribou productivity survey |
| 4. | YFS | 1948 | YFS | 2100 | 1 | | WRO | 336 SM | Ferry flight – return to FS |
| 5. | | | | | | | | | |
| 6. | | | | | | | | | |
| 7. | | | | | | | | | |
| 8. | | | | | | | | | |
| 9. | | | | | | | | | |
| 10. | | | | | | | | | |
| 11. | | | | | | | | | |
| 12. | | | | | | | | | |
| 13. | | | | | | | | | |
| 14. | | | | | | | | | |

HOURS

| | |
|----------------------------------|-------------------------|
| Total Hours Flown Today: | 672 SM + 2.3 hrs |
| Previous Accumulated Hours: | |
| Total Accumulated Hours to Date: | |

FUEL OBTAINED

| Fuel Location | DRUMS | | | Bulk – Litres |
|---------------|-------|--------------|--------------|---------------|
| | No. | Date of Fuel | Batch Number | |
| 4 Mile Lake | 1 | May 202x | SL1217045A | |
| | | | | |
| | | | | |

CREW EXPENSES

| MEALS | Breakfast/Lunch/Dinner/Incidentals | | | | Hotel (No GST) | Vehicle (No GST) |
|----------|------------------------------------|--------------------------|-------------------------------------|--------------------------|----------------|------------------|
| | B | L | D | I | | |
| Pilot | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | \$ | \$ |
| Engineer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ | \$ |

EXPENSE AUTHORIZATION

NOTE: Reimbursable expenses (GST excluded) are allowable only while away from home base and must NOT be for services provided by Department of Environment and Climate Change.

Joe Biologist's signature **26/07/202x**
Signature of ECC Representative Date (dd-mm-yy)

| | |
|------------------|--------------|
| Data Entered By: | Verified By: |
|------------------|--------------|

INCLUDE THE DATE OF FUEL and BATCH NUMBER OF THE DEPARTMENT'S FUEL ON LOADSHEET/TRIP LOG.



Government of Northwest Territories

AIRCRAFT LOADSHEET/TRIP LOG

| | | | |
|---|---|-----------------------------------|--|
| Flight Date (dd-mm-yy) 14/06/202x | Aircraft Company No Name Helicopters Ltd. | | |
| Aircraft Registration C-GDAF | Aircraft Type AS350 B2 | Flight Ticket No. 56890 | |
| Contract No. CH 123810 | Pilot Jane Pilot | Engineer John Engineer | |

| Time Reported for Duty: 1000 hours | | | | Time Released from Duty: 2000 hours | | | | | |
|------------------------------------|------|----------|------|-------------------------------------|---------------------|-----------------|-------------|-------------------------|---------------------------------|
| Departure | | Arrival | | Passengers (number) | Cargo or # of Drops | Fire #/ Project | Flight Code | Flight Time Hours/Miles | Remarks (Required) |
| Location | Time | Location | Time | | | | | | |
| 1. YZF | 1103 | YZF | 1107 | | | | H | 0.1 hrs | Min start – reposition for fuel |
| 2. YZF | 1546 | ZF014 | 1700 | 4 | | ZF014 | H | 1.2 hrs | IA ZF014 w/NS2 |
| 3. ZF014 | 1727 | ZF014 | 1746 | 4 | | ZF014 | H | 0.3 hrs | P/U ____ CREW @ base -> ZF014 |
| 4. ZF014 | 1800 | ZF014 | 1820 | - | 7 | ZF014 | E | 0.3 hrs | Bucketing |
| 5. ZF014 | 1830 | YZF | 1943 | - | 1 drum | ZF014 | H | 1.2 hrs | Rtn w/drum – discovered |
| 6. | | | | | | | | | |
| 7. | | | | | | | | | |
| 8. | | | | | | | | | |
| 9. | | | | | | | | | |
| 10. | | | | | | | | | |
| 11. | | | | | | | | | |
| 12. | | | | | | | | | |
| 13. | | | | | | | | | |
| 14. | | | | | | | | | |

HOURS

| | |
|----------------------------------|-----------------|
| Total Hours Flown Today: | 3.1 hrs |
| Previous Accumulated Hours: | 10.0 hrs |
| Total Accumulated Hours to Date: | 13.1 hrs |

FUEL OBTAINED

| Fuel Location | DRUMS | | | Bulk – Litres |
|----------------------|-------|--------------|--------------|---------------|
| | No. | Date of Fuel | Batch Number | |
| ZF Base – bulk | - | May 202x | A1144-17 | 120 L |
| Awry Lake (ECC fuel) | 1 | April 202x | SL0717045A | |

CREW EXPENSES

| MEALS | Breakfast/Lunch/Dinner/Incidentals | | | | Hotel (No GST) | Vehicle (No GST) |
|----------|------------------------------------|---|---|---|----------------|------------------|
| | B | L | D | I | | |
| Pilot | X | X | X | X | \$ 159.00 | \$ 200.00 |
| Engineer | X | X | X | X | \$ 145.00 | |

EXPENSE AUTHORIZATION

NOTE: Reimbursable expenses (GST excluded) are allowable only while away from home base and must NOT be for services provided by Department of Environment and Climate Change.

Duty Officer's signature _____ 14/06/202x
Signature of ECC Representative Date (dd-mm-yy)

| | |
|------------------|--------------|
| Data Entered By: | Verified By: |
|------------------|--------------|

INCLUDE THE DATE OF FUEL and BATCH NUMBER OF THE DEPARTMENT'S FUEL ON LOADSHEET/TRIP LOG.

P. AIRCREW EXPENSES AND AIR OPERATOR INVOICING

All aircraft crew must record their full daily expenses, meals, accommodations and transportation in the “Crew Expenses” section of each Aircraft Loadsheets/Trip Log. Each Aircraft Loadsheets/Trip Log must be approved and signed daily by a department representative. Failure to indicate the total daily aircrew expenses on the Aircraft Loadsheets/Trip Log will result in no reimbursement being made to the air operator.

GNWT cannot accept and is not liable for third party billing. Crew expenses, such as accommodations or vehicle rentals cannot be billed directly to GNWT.

Crew Expenses are reimbursable only when indicated as such on the Air Charter Purchase Order. Generally, they are reimbursable if the aircrew is away from home base or point of hire.

Meals

Aircrews will be responsible for paying their own meals and the aircraft company will invoice ECC as per the current GNWT Duty Travel Rates (see Appendix 5) for each person on site. Receipts are not required for meal reimbursement.

Aircrews **may not** claim for meals, incidentals or private accommodations while staying at GNWT facilities, satellite bases or camps. Meals **cannot** be claimed if supplied by GNWT.

Incidentals may only be claimed if the aircrew overnights in a place other than their air operators’ *main (home) base of operations* and they may also be claimed on the last day of any contract longer than one day, provided the crew has been away from their home base. Where the return trip is made in one day, the amount claimable shall be on the basis of meals only. **Incidentals cannot be claimed for a one-day trip.**

Depending on the time of day the aircraft is hired, some meals may not be claimed. For instance, on the first day of the contract, we expect not only the aircraft to be fueled and ready to go but the pilot as well. Therefore, on **Day 1** of the contract, **breakfast will not be claimed.**

Claims cannot be made for meals when the aircrew is at their home base within a reasonable time frame (i.e., at home base by 16:30 hrs. -no claim for dinner can be made).

Reimbursement will not be provided when the departure of the aircraft from home base or Point-of-Hire is:

- for breakfast, expenses are not eligible for reimbursement
- for lunch, later than 13:00 hours
- for dinner, later than 18:30 hours

Reimbursement **will not** be provided when the arrival of the aircraft at home base or Point-of-Release is:

- for breakfast, earlier than 07:30 hours
- for lunch, earlier than 12:30 hours
- for dinner, earlier than 18:30 hours

ECC will approve accommodation and/or meals for the following number of people (ppl) actually on the working site for the period the meals or accommodations are being charged:

Helicopters:

Light Helicopters (Bell 206B, Hughes 500) – 2 ppl (1 pilot & 1 engineer)

Intermediate Helicopters (Bell 206L, AS350 models) – 2 ppl (1 pilot & 1 engineer)

Medium Helicopters (Bell 205, Bell 212) – 2 ppl (1 pilot & 1 engineer)

Heavy Helicopters (Sikorsky 64) – 4 ppl (1 pilot, 1 crewmember & 2 engineers)

Fixed Wing:

Single Engine (C185, Beaver, Baron, C310, C337) – 1 person (1 pilot)

Small Multi-Engine (C310, Baron55, Piper Seneca, Piper Navajo, Twin Otter)

– 2 ppl (1 pilot & 1 crewmember/engineer)

Multi Engine, Medium (Twin Otter) – 2 ppl (1 pilot & 1 crewmember/engineer)

Airtankers:

4 AT802 FireBoss and 1 Birddog aircraft – 7 ppl (5 pilots & 2 engineers)

2 CL-215s and 1 Birddog aircraft – 7 ppl (3 pilots, 2 co-pilots & 2 engineers)

2 CL-215Ts and 1 Birddog aircraft – 7 ppl (3 pilots, 2 co-pilots & 2 engineers)

2 CL-415s and 1 Birddog aircraft – 7 ppl (3 pilots, 2 co-pilots & 2 engineers)

1 Electra and 1 Birddog aircraft – 5 ppl (2 pilots, 1 co-pilot & 2 engineers)

1 C580T and 1 Birddog aircraft – 5 ppl (2 pilots, 1 co-pilot & 2 engineers)

1 Q400 and 1 Birddog aircraft – 5 ppl (2 pilots, 1 co-pilot & 2 engineers)

Accommodations/Transportation

All aircrews are to use their proper names along with their **respective company name** when reserving and/or paying for accommodations and rental vehicles. **Do not** use GNWT or ECC's name as you are not employed by GNWT.

Aircrews will be responsible for paying their own accommodations/transportation and **must** submit receipts to their company, so the air operator can submit the receipts (excluding the GST) along with respective flight tickets and invoice to Aviation Services.

In the event of a sudden base change, where the aircrew pays accommodations at two locations, an explanation must accompany the invoice and flight ticket.

Accommodations **cannot** be claimed for the **day the aircraft is released**. If unforeseen circumstances arise where accommodations are necessary for the date of release, an explanation must accompany the invoice and flight ticket.

Invoices for vehicle rentals, accommodations, and taxis **must be** supported by a receipt with the applicable dates listed.

Aircrews must ensure that all accommodation/transportation charges are recorded on the appropriate flight ticket/aircraft loadsheet. Failure to comply with this guideline will result in no reimbursement to the air operator.

Fuel

All fuel is supplied by ECC, either by GNWT owned fuel system or by the air operator purchasing fuel and then invoicing the department.

Rotary Wing Aircraft:

When a Rotary Wing Aircraft is hired, it is assumed that the aircraft is fueled and ready to go. ECC **does not** pay for fuel at the Point-of-Hire. ECC does pay/or provide fuel for the ferry flight enroute to its base of operation **from** the Point-of-Hire. The department will also pay/or provide fuel for the ferry flight from the base of operations to the Point-of-Release, and will top it up upon return to the Point-of-Release.

Fixed Wing Aircraft:

When a Fixed Wing aircraft is hired, the fuel rate will be fixed on either a Mileage or Hourly Rate, along with any applicable surcharges supported by receipts.

Airtanker Aircraft:

For airtankers, the aircraft will arrive on base at the beginning of the season with fuel to perform the first of the season's missions. This is defined as four (4) hours of fuel.

Fuel purchased or supplied by the air operator must be supported by a receipt and itemized on the company invoice.

Fuel purchased or supplied by the air operator must be detailed on the appropriate company flight ticket. **Failure to comply with this guideline will result in no reimbursement to the air operator.**

INCLUDE THE DATE OF FUEL AND BATCH NUMBER OF THE DEPARTMENT'S FUEL ON THE DEPARTMENT'S LOADSHEET/TRIP LOG.

Crew Change

Air operator initiated crew changes will be paid by the air operator. Crew expenses related to such crew changes will be also be paid by the air operator. Aircrew changes requested by GNWT will be paid by GNWT with the exception of unsatisfactory aircrew performance.

The air operator must advise the Forest Management Division, Aviation Services section of any crew changes **48 hours** in advance (see Appendix 14).

No substitutions for aircraft and pilots will be accepted without prior authorization from the Forest Management Division, Aviation Services Section.

Daily Minimums

Aircraft hired on a casual basis, less than one day, **are not** compensated for daily minimums unless the aircraft is booked as such or the accumulated waiting period charge exceeds the daily minimum.

Aircraft hired on a short-term basis, more than one day, the daily minimums are averaged.

If prior to termination an aircraft is extended, the daily minimums for the aircraft will be recalculated. This is based on the minimums that would have applied had the original air charter purchase order (PO) included the period of the extension. The daily minimums are cumulative over the life of the air charter purchase order, which includes all subsequent extensions.

For example: If the daily minimums for the charter are **4.0 hours a day** for the period of May 1 to May 5, the guaranteed hours would be 20 hours. (5 days x 4 hrs/day = 20 hours).

If the Air Charter Purchase Order were extended for another 2 days, then the guaranteed hours would now be 28. (5 days + 2 day extension x 4 hrs/day = 28 hours). The daily minimums are averaged.

In the event of an unserviceable or unavailable aircraft, the daily minimum hours **will not** be paid and no other charges or recoverable expenses including crew expenses will be considered.

An aircraft will be considered to be unavailable or unserviceable during any 24-hour period commencing at 07:00 hours, local time, when the aircraft cannot due to mechanical failure of the said aircraft, inability of the crew to perform duties including but not limited to where the crew has exceeded statutory flight and duty time limitations, or failure of specialized equipment to complete contracted assignments.

Unserviceable ELT, radio equipment and accessories are to be considered as rendering the aircraft unserviceable for operational use.

Other

Aircraft are normally released at a time of day that will allow de-positioning to the Point-of-Release (as noted on the Air Charter Purchase Order) on the same day. Additional expenses will not be accepted or reimbursed should the aircrew or air operator delay their departure and/or stay overnight unless circumstances dictate, or prior approval is given.

Air operators are responsible for the transportation and costs of transportation for spare parts and special equipment that is required to service the aircraft unless prior written approval has been given. The air operator must ship all freight directly to the aircrew, whenever possible.

Fire Suppression activities are **exempt from Nav Canada charges**. Noted at the bottom of the Purchase Order.

It is expected that all air operators should deal with Northern Registered Companies for services, such as vehicles or hotels as opposed to fellow company employees or private citizens.

Invoicing

All invoices for air charter purchase orders or long-term contracts undertaken by Environment and Climate Change must be submitted to:

ECC, Forest Management Division
C/O Financial and Employee Shared Services
Government of Northwest Territories, PO Box 1230, Fort Smith, NT X0E 0P0

Standing Offer Agreement Aircraft PO invoices:

Email: aviation_invoice@gov.nt.ca
Subject: PO # and Invoice # (example: CH123610 and Invoice 4321)

Long-term agreement invoice:

Email: email will be provided at the start of the season
Subject: PO # and Invoice # (example: CH123456 and Invoice 4321)

All invoices must be submitted **no more than fourteen (14) calendar days after the final release date** on any air charter purchase order or long-term contract.

Invoices with errors will be returned via email with an explanation for correction and resubmission. Should you require further information or clarification regarding invoice procedures, please contact the FMD, Aviation Services section at (867) 872-7700.

Each company invoice should reference only **one (1)** Air Charter Purchase Order number (all extensions included). Invoices should state the correct Purchase Order number and aircraft registration of the aircraft flown.

The rates shown on the Air Charter Purchase Order reflect the rates provided through the Standing Offer Agreement (SOA). These are the only rates considered for reimbursement.

Fixed Wing

When invoicing for **Fixed Wing Aircraft** (excluding airtankers), Aviation Services will **only** pay the **rate per mile** for all Point-to-Point flights where the distances are measurable and will pay the **rate per hour** for flights or parts thereof where the flight distances are not measurable, such as detection patrols or reconnaissance/survey flights.

Hours

For SOA POs, it is **recommended** that flight hours be invoiced at the end of the entire contract, with extensions (or every 2 weeks if the contract has several extensions). Flight times should be double checked for accuracy before invoicing.

Daily Minimums are averaged over the life of the contract, including all extension. Daily Minimums can only be determined at the end of the last day of the contract.

Long-term helicopter contract hours are prorated, and invoices should be submitted twice a month.

It is **recommended** that flight hours be invoiced separately from the crew expense and fuel charges to ensure there are no delays in your company receiving payment. For example, a small error could hold up an entire invoice audit process.

Signed GNWT Loadsheet copies and company flight tickets should be included with the final invoice as supporting documentation. There is more information about GNWT Loadsheet on page 29 of this manual.

Crew Expenses

Crew expenses can be claimed if the aircrew is working away from the **Point of Hire** (on the PO). Crew expenses cannot be claimed if GNWT has provided the aircrew a meal (as per GNWT per diem policy).

GNWT cannot do third party payments, so it is vital to remind your aircrew to pay for their hotels and vehicles upon check out or being base changed to another community.

It is **recommended** that crew expenses be invoiced separately from the flight time charges to ensure there are no delays in your company receiving payment.

Invoices for crew expenses **must** be supported by hotel and vehicle receipts and should be separated into individual days and by individual air charter purchase order numbers (extensions included). Meal receipts not required. There is more information about meals on page 36 of this manual.

Aviation Services has a **Crew Expense Calculation Sheet** that accurately calculate crew expenses at current GNWT rates. This excel spreadsheet is sent out twice per year (April and October). Complete the form and include with the crew expense invoice. Request this form by emailing aviation_invoice@gov.nt.ca

The Goods and/or Services purchased by GNWT are being purchased with Crown Funds and are therefore not subject to the Goods and Services Tax (GST). GST must be deducted from hotel bills, vehicle rentals, fuel etc. that are submitted to GNWT for reimbursement.

Even though the Contractor will not charge GST, the contractor may be eligible to receive input tax credits with respect to any GST liability incurred by the Contractor in providing the property and services if such a refund would be available in other circumstances.

It is GNWT policy not to pay any invoice until it is due. Therefore, we cannot receive any invoice in our office until services have been rendered.

Fuel

Chargeable company fuel should be identified on the company flight ticket. An invoice must be included for fuel purchased away from **Point of Hire**. More information about fuel on page 36 of this manual and page 13 of this SOA.

Crew Changes

Aviation Services will not reimburse for flight hours or crew expenses associated with crew changes. Associated flight hours on GNWT Loadsheets and company flight tickets should be clearly identified as **non-revenue**.

Landing and Terminal fees

Aviation Services will not reimburse for landing fees at home base. Landing fees in other communities must be supported by an invoice/supporting documentation. More information on page 14 or the SOA.

Nav Canada fees

Fire Response flights are excluded from Nav Canada fees. Nav Canada fees require supporting documentation to be included with the invoice for reimbursement.

Double Crew

Double crew rate as per the SOA or long-term contract. Aviation Services will make a request in writing if an aircraft needs to be double crewed.

Appendix 1 Purpose Codes

SUMMARY OF AIRCRAFT FLIGHT PURPOSE CODES**AIRTANKER OPERATIONS**

| | | | |
|-----|--|-----|---------------------|
| ATA | Fire Bombing ** (Airtankers) | ATE | Administration |
| ATB | Birddogging for Fire Bombing** (Birddog Aircraft) | ATF | Positioning Flights |
| ATC | Base Change | ATG | Fire Standby |
| ATD | Training Practice | ATH | Other |
| | | ATI | False Alarm |
| | | XP_ | Export |

** Requires Fire Number

FIXED WING AND ROTARY WING

| | | | |
|------|----------------------------|-----|---------------------|
| A = | RECONNAISSANCE** | N = | FERRY |
| B = | BIRDDOGGING** | O = | OTHER |
| C = | COMMUNICATIONS | P = | TOWERS |
| D = | DETECTION | Q = | FIRE MANAGEMENT** |
| E = | WATER-BOMBING** | R = | PREVENTION PROGRAMS |
| F = | FUEL TRANSPORT | S = | GENERAL TRANSPORT |
| G = | FIRE TRANSPORT & SERVICE** | T = | TRAINING |
| H = | HELITACK** | U = | STANDBY |
| I = | INTRA-RED SCANNING** | V = | FALSE ALARM |
| IM = | IMPORT MARS** | W = | ENFORCEMENT |
| J = | VALUE-AT-RISK | X = | EXPORT |
| K = | AERIAL IGNITION** | Y = | FOREST DEVELOPMENT |
| L = | PRESCRIBED BURNING | Z = | FOREST SCIENCE |
| M = | MERCY | | |

** Requires Fire Number

FIXED WING AND ROTARY WING – OTHER DIVISION FLYING**REGIONAL OPERATIONS**

| | | |
|------|-----|-----------------------------|
| ERO/ | ROE | Enforcement |
| GRO/ | ROG | South Slave Bison Ecologist |
| ORO/ | ROO | Other |
| PRO/ | ROP | Environmental Protection |
| RRO/ | ROR | Resource Development |
| WRO/ | ROW | Wildlife |

HEADQUARTERS OPERATIONS

| | | |
|-------|-----|--------------------------|
| EHQ/ | HQE | Enforcement |
| ----- | | |
| OHQ/ | HQO | Other |
| PHQ/ | HQP | Environmental Protection |
| RHQ/ | HQR | Resource Development |
| WHQ/ | HQW | Wildlife |

AIRTANKER OPERATIONS FLIGHT CODING

| CODE | PROJECT | PURPOSE |
|------|--------------------------|---|
| ATA | FIRE BOMBING | Flight time charged against AIRTANKER fire bombing mission/targets FIRE # REQUIRED |
| ATB | BIRDDOG FOR FIRE BOMBING | Flight time charged against birddogging fire bombing mission/targets FIRE # REQUIRED |
| ATC | BASE CHANGE | Flight time charged for base changing AIRTANKER groups. |
| ATD | TRAINING PRACTICE | Flight time charged for AAO training and aircrew proficiency practice. |
| ATE | ADMINISTRATION | Flight time charged for administration trips such as airtanker base crew moves, contract administration etc. Passenger name(s) required. |
| ATF | POSITIONING FLIGHTS | Flight time charged for the ferry flights to and from their point of hire to a predetermined location. |
| ATG | FIRE STANDBY | For all AIRTANKER group standby |
| ATH | OTHER | Flying not covered in listed codes. Flight details required. |
| ATI | FALSE ALARM | Flight times for fires that were not found. Flight details required. |
| XP_ | EXPORT | Flight times charged while in the service of other cooperative agencies. Use the last letter to indicate type of activity. (i.e., XPC = aircraft base changed while in another agencies jurisdiction. |

Current as of April 2025

ENVIRONMENT AND CLIMATE CHANGE
AIRCRAFT FLIGHT PURPOSE CODES – FOREST MANAGEMENT

The following codes and required remarks must be indicated on the appropriate flight tickets/loadsheets and the Aircraft Costing screens. **All new fires discovered and reported during any flight or portion of a flight regardless of flight purpose will be noted** along with the fire number of the fire discovered on the flight ticket or loadsheet and in the Remarks field of the Aircraft Costing screen.

| CODE | PROJECT | PURPOSE |
|------|----------------|--|
| A | RECONNAISSANCE | Flights around fire or series of fires to plan fire response strategy, map or monitor fire activities. REQUIRES FIRE # |
| B | BIRD-DOGGING | Aircraft used as an aerial platform to direct air attack operations (bucketing or bombing). A department air attack supervisor would be on board. Requires flight details in Remarks section of Aircraft Costing screen. REQUIRES FIRE # |
| C | COMMUNICATIONS | Flights to service radio equipment or installations, construct new installations, survey of new locations, install and service remote weather stations, camera stations, etc. Requires flight details in Remarks section of Aircraft Costing screen. |
| D | DETECTION | Planned aerial patrols by fixed or rotary wing aircraft for the purpose of fire detection. Includes aerial patrols with fire crews on board. SHOULD NEVER HAVE A FIRE # Remarks section of the Flight Ticket or Loadsheet and Aircraft Costing screen MUST include ALL fires discovered during a patrol. Also, requires flight details in Remarks section of Aircraft Costing screen. |
| E | WATER-BOMBING | Time Spent while actually carrying out water bombing drops. <u>Does not include refueling times or travel to/from bombing zone.</u> REQUIRES FIRE # |

| CODE | PROJECT | PURPOSE |
|------|----------------------------|---|
| F | FUEL TRANSPORT | Transport of fuel for the purpose of fuel cache restocking, fuel cache inventory, or support of fire operations. Includes flights required to remove or return empty fuel containers. Requires flight details in Remarks section of Aircraft Costing screen. |
| G | FIRE TRANSPORT AND SERVICE | Includes all fire response flying required to transport any personnel, equipment, and/or supplies involved in fire response activities. Setting up sprinklers. This includes flying between main bases to or from fire camps or the Fireline as well as on the fire. INITIAL ATTACK FORCES MUST ALREADY BE IN PLACE. REQUIRES FIRE #. |
| H | HELITACK | Delivery of initial attack crew and fire response gear to a new fire and return flight to designated base. Includes all successive flights by same aircraft to supply initial attack fire activities until end of first burning period or fire declared beyond Initial Attack (i.e.: R/W drops off crew, returns to base for more equip. and personnel, delivers to fire and returns to base. All Codes = H). REQUIRES FIRE #. |
| I | INFRA-RED SCANNING | All flights required for the use of any infrared scanning devices. REQUIRES FIRE # |
| IM | IMPORT MARS | All aircraft hired for importing crews from other provinces (and return). FIRE # - if applicable |
| J | VALUE-AT-RISK | All flights or portions of flights for the purpose of value-at-risk inspections. Requires flight details in Remarks section of Aircraft Costing screen. |
| K | AERIAL IGNITION | Use of helicopters for the purpose of utilizing or supervising aerial ignition devices on wildfire to prescribed burning operations. REQUIRES FIRE OR PRESCRIBED BURN #. |
| L | PRESCRIBED BURNING | All flying associated with planning, preparing for, and executing a prescribed burn. A prescribed burn that exceeds prescription and requires fire response action, flying will be coded to the appropriate code. Requires flight details and Prescribed Burn # or project # in Remarks section of Aircraft Costing screen. |

| CODE | PROJECT | PURPOSE |
|------|---------------------|--|
| M | MERCY | Search and rescue, evacuation, medevac,s RCMP, etc. Requires flight details in Remarks section of Aircraft Costing screen. |
| N | FERRY | Positioning and de-positioning of aircraft from operating base to a predetermined point. Includes flights from and to Point-of-Hire. Requires flight details in Remarks section of Aircraft Costing screen. |
| O | OTHER | Forest Management flying not covered in listed codes. Requires flight details on the Flight Ticket or Loadsheet and in Remarks section of Aircraft Costing screen. |
| P | TOWERS | All flights or portions of flight required for the purpose of operating, maintaining, and servicing fire look-out towers. Includes flights to survey and/or construct new facilities. Requires flight details in Remarks section of Aircraft Costing screen. |
| Q | FIRE MANAGEMENT | All flights or portions of flights for the purpose of community consultation. Requires flight details in Remarks section of Aircraft Costing screen. REQUIRES FIRE #. |
| R | PREVENTION PROGRAMS | Flight time attributed to the transportation of personnel, equipment, and supplies, required to administer FireSmart activities and/or conduct prevention programs (i.e.: workshops, school demonstration, road signs etc.) Requires flight details in Remarks section of Aircraft Costing screen. |
| S | GENERAL TRANSPORT | Transportation of personnel, equipment and supplies to or from primary or secondary bases, fire attack bases, holding camps, work projects etc. Not to be used for actual fire-line flying or in direct support of fire activity. Requires flight details in Remarks section of Aircraft Costing screen. SHOULD NEVER HAVE A FIRE # |

| CODE | PROJECT | PURPOSE |
|------|-------------------------------------|---|
| T | TRAINING | Flight time of aircraft attributed to the training of, or transportation for the purpose of training fire crews and fire staff. Requires flight details in Remarks section of Aircraft Costing screen. |
| U | STANDBY OR UNUSED MINIMUMS | The unused or not flown hours of contract and casual hired aircraft AND/OR crew expenses when no flying is required. Aircraft and crew were on standby for dispatch. If an aircraft is <u>NOT</u> used due to weather or unserviceability or on standby it must be specified in Remarks section of Aircraft Costing screen and on the Flight Ticket/Loadsheat. |
| V | FALSE ALARMS | All flights or portions of flights attributed for flying to and from reported fires but which are not found or turn out to be no fire. Requires flight details in Remarks section of Aircraft Costing screen. |
| W | ENFORCEMENT | All flights or portions of flights for the purpose of conducting fire investigations, enforcement activities and/or actions. Requires flight details in Remarks section of Aircraft Costing screen. |
| X | EXPORT | All hours flown by Environment and Climate Change (ECC) contract aircraft while in the service of other cooperative fire control agencies, or government. Requires flight details in Remarks section of Aircraft Costing screen. |
| Y | FOREST DEVELOPMENT | All flights in support of Forest Development projects and/or activities. These projects/activities include silviculture, forest inventory, reforestation, timber cruising, regeneration, pre-harvesting, post-harvesting, and harvesting. Requires flight details in Remarks section of Aircraft Costing screen. |
| Z | FOREST SCIENCE | All flights in support of Forest Science projects and/or activities. These projects and/or activities include: fire and forest ecology, fire history, FIDS (Forest Insect Disease Survey), vegetation classification and PSP (Permanent Sample Plots) etc. Requires flight details in Remarks section of Aircraft Costing screen. |

OTHER DIVISIONS – REGIONAL OPERATIONS

| CODE | PROJECT | PURPOSE |
|------------------------------------|---------------------------|---|
| ENFORCEMENT | | |
| ERO | Other Division's Budget | All regional operations authorized flights in support of enforcement activities and/or actions. Includes enforcement actions for environmental protection, forest development, wildlife management programs, and land and water inspections. Requires name of authorizing officer on flight ticket or loadsheet and Aircraft Costing screen. |
| ROE | Presup/Suppression Budget | |
| SOUTH SLAVE BISON ECOLOGIST | | |
| GRO | Other Division's Budget | All regional operations authorized flights by the South Slave Bison Ecologist or delegate in support regional wildlife management projects and/or activities. Requires name of authorizing officer on flight ticket or loadsheet and Aircraft Costing screen. |
| ROG | Presup/Suppression Budget | |
| OTHER | | |
| ORO | Other Division's Budget | All regional operations authorized flights in support of flying activities not covered in codes. Requires flight details and authorizing officer name on flight ticket or loadsheet and in Remarks section of Aircraft Costing screen. |
| ROO | Presup/Suppression Budget | |
| ENVIRONMENTAL PROTECTION | | |
| PRO | Other Division's Budget | All regional operations authorized flights for the purpose of inspections, monitoring or cleanup of agents, substances or material deemed harmful to the environment. Requires name of authorizing officer on flight ticket or loadsheet and Aircraft Costing screen. |
| ROP | Presup/Suppression Budget | |
| RESOURCE DEVELOPMENT | | |
| RRO | Other Division's Budget | All regional operations authorized flights in support of conservation education and resource development designated projects. Requires name of authorizing officer on flight ticket or loadsheet and Aircraft Costing screen. |
| ROR | Presup/Suppression Budget | |
| WILDLIFE MANAGEMENT | | |
| WRO | Other Division's Budget | All regional operations authorized flights in support of regional wildlife management projects and/or activities. Includes all bear deterrent and removal activities. Requires name of authorizing officer on flight ticket or loadsheet and Aircraft Costing screen. |
| ROW | Presup/Suppression Budget | |

IF Regional Operations or HQ use the Department's rotary or fixed wing aircraft – use the appropriate Presup/Suppression Budget Purpose Code.

OTHER DIVISIONS – HEADQUARTER OPERATIONS (Headquarters in Yellowknife)

| CODE | PROJECT | PURPOSE |
|---------------------------------|--|--|
| ENFORCEMENT | | |
| EHQ | Other Division's Budget | All headquarters authorized flights in support of enforcement activities and/or actions. Includes enforcement actions for environmental protection, forest development, wildlife management programs, and land and water inspections. Requires name of authorizing officer on flight ticket or loadsheet and Aircraft Costing screen. |
| HQE | Presup/Suppression Budget | |
| OTHER | | |
| OHQ | Other Division's Budget | All headquarters authorized flights in support of flying activities not covered in codes. Requires flight details and authorizing officer name on flight ticket or loadsheet and in Remarks section of Aircraft Costing screen. |
| HQO | Presup/Suppression Budget | |
| ENVIRONMENTAL PROTECTION | | |
| PHQ | Other Division's Budget | All headquarters authorized flights for the purpose of inspections, monitoring or cleanup of agents, substances or material deemed harmful to the environment. Requires name of authorizing officer on flight ticket or loadsheet and Aircraft Costing screen. |
| HQP | Presup/Suppression Budget | |
| RESOURCE DEVELOPMENT | | |
| RHQ | Other Division's Budget | All headquarters authorized flights in support of conservation education and resource development designated projects. Requires name of authorizing officer on flight ticket or loadsheet and Aircraft Costing screen. |
| HQR | Presup/Suppression Budget | |
| WILDLIFE MANAGEMENT | | |
| WHQ | Other Division's Budget (ie.:Wildlife's budget) | All headquarters authorized flights in support of regional wildlife management projects and/or activities. Includes all bear deterrent and removal activities. Requires name of authorizing officer on flight ticket or loadsheet and Aircraft Costing screen. |
| HQW | Presup/Suppression Budget | |

IF Regional Operations or HQ use the Department's rotary or fixed wing aircraft – use the appropriate Presup/Suppression Budget Purpose Code.

Appendix 2--5



AIRCRAFT LOADSHEET/TRIP LOG

| | | | |
|------------------------|------------------|-------------------|--|
| Flight Date (dd-mm-yy) | Aircraft Company | | |
| Aircraft Registration | Aircraft Type | Flight Ticket No. | |
| Contract No. | Pilot | Engineer | |

| Time Reported for Duty: | | | | Time Released from Duty: | | | | | Remarks (Required) |
|-------------------------|------|----------|------|--------------------------|---------------------|-----------------|-------------|-------------------------|--------------------|
| Departure | | Arrival | | Passengers (number) | Cargo or # of Drops | Fire #/ Project | Flight Code | Flight Time Hours/Miles | |
| Location | Time | Location | Time | | | | | | |
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
| 6. | | | | | | | | | |
| 7. | | | | | | | | | |
| 8. | | | | | | | | | |
| 9. | | | | | | | | | |
| 10. | | | | | | | | | |
| 11. | | | | | | | | | |
| 12. | | | | | | | | | |
| 13. | | | | | | | | | |
| 14. | | | | | | | | | |

HOURS

| | |
|----------------------------------|--|
| Total Hours Flown Today: | |
| Previous Accumulated Hours: | |
| Total Accumulated Hours to Date: | |

FUEL OBTAINED

| Fuel Location | DRUMS | | | Bulk – Litres |
|---------------|-------|--------------|--------------|---------------|
| | No. | Date of Fuel | Batch Number | |
| | | | | |
| | | | | |
| | | | | |

CREW EXPENSES

| MEALS | Breakfast/Lunch/Dinner/Incidentals | | | | Hotel (No GST) | Vehicle (No GST) |
|----------|------------------------------------|--------------------------|--------------------------|--------------------------|----------------|------------------|
| | B | L | D | I | | |
| Pilot | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ | \$ |
| Engineer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$ | \$ |

EXPENSE AUTHORIZATION

NOTE: Reimbursable expenses (GST excluded) are allowable only while away from home base and must NOT be for services provided by Department of Environment and Climate Change.

X _____
Signature of ECC Representative

_____ Date (dd-mm-yy)

| | | | |
|------------------|--|--------------|--|
| Data Entered By: | | Verified By: | |
|------------------|--|--------------|--|

Transport Canada's Aeronautical Information Manual (AIM) Canada (section: AIR 4-1)

FLIGHT TIME CONVERSION TABLE
(rounding of Air Time and Flight Time)

| | |
|------------------|----------|
| 00 – 02 minutes= | 0.0 hour |
| 03 – 08 minutes= | 0.1 hour |
| 09 – 14 minutes= | 0.2 hour |
| 15 – 20 minutes= | 0.3 hour |
| 21 – 26 minutes= | 0.4 hour |
| 27 – 32 minutes= | 0.5 hour |
| 33 – 38 minutes= | 0.6 hour |
| 39 – 44 minutes= | 0.7 hour |
| 45 – 50 minutes= | 0.8 hour |
| 51 – 56 minutes= | 0.9 hour |
| 57 – 60 minutes= | 1.0 hour |

NO FLIGHT SHALL BE CONSIDERED TO HAVE A DURATION OF LESS THAN 0.1 HOUR.

ECC defines and will reimburse a minimum start up flight time as 0.1 hours (not 0.2)

METRIC CONVERSION TABLES

| TO CONVERT | INTO | MULTIPLY BY |
|--------------|---------------|-------------|
| Centimetres | Inches | .394 |
| Feet | Metres | .305 |
| U.S. Gallons | Litres | 3.785 |
| Imp. Gallons | U.S. Gallons | 1.201 |
| Imp. Gallons | Litres | 4.546 |
| Inches | Centimetres | 2.540 |
| Inches Hg. | Lbs. sq. in. | .490 |
| Kgs./Litre | Lbs./Imp. Gal | 10.023 |
| Kgs./Litre | Lbs./U.S. Gal | 8.333 |
| Kilograms | Pounds | 2.205 |
| Kilometres | St. Miles | .621 |
| Kilometres | N. Miles | .540 |

| TO CONVERT | INTO | MULTIPLY BY |
|---------------|--------------|-------------|
| Lbs./Imp. Gal | Kgs./Litre | .998 |
| Lbs./U.S. Gal | Kgs./Litre | .120 |
| Lbs. sq. in. | Inches Hg. | 2.040 |
| Litres | U.S. Gallons | .264 |
| Litres | Imp. Gallons | .220 |
| Metres | Feet | 3.281 |
| N. Miles | Kilometres | 1.852 |
| N. Miles | St. Miles | 1.152 |
| Pounds | Kilograms | .454 |
| St. Miles | Kilometres | 1.609 |
| St. Miles | N. Miles | .868 |
| U.S. Gallons | Imp. Gallons | .833 |

AIRTANKER
LOAD JETTISON AREAS

| | |
|-----------------------------|--|
| Inuvik (EV) | Location: One mile south east of Campbell Lake Coordinates: 68° 15' 30" N x 133° 13' 30" W |
| Norman Wells (VQ) | Location: On north slope of Franklin Mountain Range Coordinates: 65° 22' 00" N x 126° 40' 00" W |
| Fort Simpson (FS) | Location: Fort Simpson Town Dump Coordinates: 61° 50' 00" N x 121° 18' 30" W |
| Yellowknife (ZF) | Location: Fifteen miles east/northeast of Yellowknife Coordinates: 62° 26' 00" N x 113° 59' 00" W |
| Hay River (HY) | Location: North east of Cameron Hills Coordinates: 60° 35' 30" N x 116° 55' 00" W |
| Fort Smith (SM) | Location: Northwest of airport out of control zone Coordinates: 60° 00' 00" N x 112° 00' 00" W |

MEALS AND INCIDENTAL EXPENSES – APRIL 01, 2026

The allowance for meals and incidental expenses when traveling in NWT and Canada are now:

| | |
|-------------|----------|
| Breakfast | \$29.05 |
| Lunch | \$34.45 |
| Dinner | \$73.55 |
| Incidentals | \$25.00 |
| | ----- |
| | \$162.05 |

Appendix 6 ENR Contact Directory

FOREST MANAGEMENT DIVISION

Department of Environment and Climate Change
Box 7, #149 McDougal Road, Fort Smith, NT X0E 0P0

Office Phone: (867) 872-7700
Fax: no fax

AVIATION SERVICES

Office Phone: (867) 872-0258
Office Phone: (867) 872-0876
Fax: (867) 872-2148

FORT SMITH AIRTANKER BASE

Office Phone: (867) 872-2959
Fax: no fax

SOUTH SLAVE REGIONAL OFFICE

Department of Environment and Climate Change Office
Box 900 Fort Smith, NT X0E 0P0

Phone: (867) 872-6400
Fax: (867) 872-2035
Fire Clerk: (867) 872-6422

FORT RESOLUTION

Office Phone: (867) 394-4596
Fax: (867) 394-5101

HAY RIVER AREA OFFICE

Department of Environment and Climate Change
156 Miron Drive, Hay River, NT X0E 0R2

Office Phone: (867) 875-5550
Fax: (867) 875-5559
Fire Clerk: (867) 875-5555

HAY RIVER AIRTANKER BASE

Office Phone: (867) 874-2280
Fax: no fax

FORT PROVIDENCE

Office Phone: (867) 699-3014
Fax: (867) 699-3031

HAY RIVER FOREST RESOURCES OFFICE

Department of Environment and Climate Change
Box 4354, #173 Hay River Dene Reserve
Hay River, NT X0E 1G3

Office Phone: (867) 875-7496
Fax: no fax

NORTH SLAVE REGIONAL OFFICE

Department of Environment and Climate Change
Box 2668 Yellowknife, NT X1A 2P9 Fire Ops

Switchboard: (867) 767-9238
Fax: no fax
Fire Clerk: Ext. #53245

YELLOWKNIFE AIRTANKER BASE

Office Phone: (867) 873-3778
Fax: no fax

FRANK CHANNEL FOREST FIRE CENTRE – SEASONAL ONLY

Office Phone: (867) 371-3133
Fax: (867) 371-5281

LUTSEL K'E

Office Phone ECC: (867) 370-3141
Office Phone Forestry: (867) 370-3930
Fax: (867) 370-3008

TLICHO OFFICE - BEHCHOKÖ

Office Phone: (867) 392-6511
Fax: (867) 392-6339

SAHTU REGIONAL OFFICE

Department of Environment and Climate Change
Box 130 Norman Wells, NT X0E 0V0

Switchboard: (867) 587-2422
Fax: (867) 587-2402
Fire Clerk: (867) 587-2401

NORMAN WELLS AIRTANKER BASE

Phone lines currently out of order must call dispatcher on site cell

Fax: no fax

DELINE

Office Phone: (867) 589-3421
Fax: (867) 589-4906

FORT GOOD HOPE

Office Phone: (867) 598-2271
Fax: (867) 598-2708

TULITA

Office Phone: (867) 588-3441
Fax: (867) 588-3907

DEHCHO REGIONAL OFFICE

Department of Environment and Climate Change
Box 240, Fort Simpson, NT X0E 0N0

Switchboard: (867) 695-7450

Fax: no fax

Fire Clerk: Ext. #1018

FORT SIMPSON AIRTANKER BASE

Office Phone: (867) 695-2717

Fax: no fax

FORT LIARD

Office Phone: (867) 770-4300

Fax: (867) 770-4600

BEAUFORT DELTA FORESTRY OFFICE – SHELL LAKE

Department of Environment and Climate Change
PO Box 2749, Inuvik, NT X0E 0T0

Office Phone: (867) 678-8091

Fax: (867) 678-6659

Fire Clerk: (867) 678-8091 Ext. 53678

AKLAVIK

Office Phone: (867) 978-2248

Fax: (867) 978-2061

FORT MCPHERSON

Office Phone: (867) 952-2200

Fax: (867) 952-2269

PAULATUK

Office Phone: (867) 580-3021

Fax: (867) 580-3022

SACHS HARBOUR

Office Phone: (867) 690-3060

Fax: none

TSIIGEHTCHIC

Office Phone: (867) 953-3055

Fax: none

TUKTOYAKTUK

Office Phone: (867) 977-2350

Fax: (867) 977-2335

ULUKHAKTOK

Office Phone: (867) 396-4505

Fax: (867) 396-3033

Appendix 7-11

AERODROME LOCATION INDICATORS FOR NWT SETTLEMENTS

| | |
|-------------|-------------------------|
| RE2 | Behchokö (Rae/Edzo) |
| WJ | Deline (Fort Franklin) |
| PY | Fort Chipewyan, Alberta |
| GH | Fort Good Hope |
| JF | Fort Liard |
| FM | Fort McPherson |
| JP | Fort Providence |
| FL | Fort Reliance |
| FR | Fort Resolution |
| FS | Fort Simpson |
| SM | Fort Smith |
| FB2 | Frank Channel |
| RA | Gameti (Rae Lakes) |
| HY | Hay River |
| EV | Inuvik |
| LK | Łutsel K'e (Snowdrift) |
| VQ | Norman Wells |
| CEU9 | Sambaa K'e (Trout Lake) |
| FN | Tulita (Fort Norman) |
| WE | Wekweètì (Snare Lake) |
| EM3 | Whatì (Lac La Marte) |
| XY | Whitehorse, Yukon |
| WY | Wrigley |
| ZF | Yellowknife |

AIRCREW BRIEFING FORMAT

Air Operators are required to follow the applicable subpart when providing a passenger briefing. When an aircraft arrives on a Fire or a Project (i.e., Caribou Survey, Fuel Caching, Wildfire Incident, etc.) or at a region, a full briefing **must** be done with the aircrew. Aircrews should also be briefed every morning on the jobs or activities anticipated for that day. This will assist in planning of meals, rest periods and/or maintenance requirements. Remember to update the briefing when circumstances change. The following is a checklist that may be used when briefing aircrews (Note: some items may not be applicable depending on the job).

1. Agency Policy and Procedures

- (a) Flight and duty time limitations
- (b) Fueling procedures
- (c) Persons authorized to order flights
- (d) Mandatory flight following
- (e) Air traffic control over wildfires
- (f) Rotations schedule policy
- (g) Initial Response Officer standard operating procedures

2. Administration and Operations

- (a) Flight tickets and codes
- (b) Meals, lodging, and vehicles
- (c) Maintenance requirements, equipment & parts storage, washing facilities
- (d) Emergency response procedures (down or overdue/missing aircraft)
- (e) Communications directory (frequencies, repeaters, call signs)
- (f) Dispatch procedures (grid, bearing, distance, etc.)
- (g) Mandatory radio procedure
- (h) Current fire history and background
- (i) Resources deployment (camps, bases, other aircraft locations)
- (j) Fuel cache locations
- (k) Forest / Wildlife survey routes (maps of survey area etc.)
- (l) Type of flying required such as low level, straight line transects, radio tracking etc.
- (m) Air attack procedures
- (n) Load configurations and load calculations
- (o) Passenger briefings
- (p) Assignment for the day (i.e., retrieving wildlife collars, fuel caching, fire servicing etc.)
- (q) Crew they are working with (call sign, names if no call sign)
- (r) Aircrew history (type and amount of hours flown, time spent in remote bases, maintenance schedule etc.)

PASSENGER SAFETY BRIEFING FORMAT

No ECC employee will be allowed to board an aircraft until they have been briefed by the Pilot-in-Command of the aircraft of the following:

1) How to Approach and Depart from Aircraft

- Dangers from prop and/or rotor wash (loose objects, hats, debris, etc.)
- Wait for signal from pilot – hand gestures with positive eye contact
- Move calmly (no running)
- Crouched position and in pilots view (as applicable for RW)
- Slope of the ground (as applicable for RW)
- Never approach the rear of the helicopter - danger from tail rotors (as applicable)
- When aircraft propellers are running, never walk beyond the red painted line on float or on fuselage when walking from back to front of aircraft

2) Boarding and Exiting Procedures

- Functioning of doors (inside and out)
- Use of seatbelts and shoulder harness
- Use of electronic devices (headsets, cell phones etc.)
- No smoking inside or around the aircraft

3) Equipment and Cargo

- Cargo must be carried in or out, not thrown
- No objects above shoulder height
- Carry long equipment horizontally
- Functioning of cargo doors and cargo compartment load limits
- Cargo must be secured (cabin and cargo compartment)
- Storage of bear spray, guns, ammunition, sharp objects (as authorized by TC and TDG Directorate)
- Storage of car batteries, gasoline, dangerous goods (as authorized by TC and TDG Directorate)

4) Emergency Procedures

- Position for emergency landing
- Wait for pilot instructions before exiting (if conscious)
- Emergency calls
- Exiting when helicopter is on its side (as applicable)
- Helping each other
- Location and use of fire extinguisher
- Location and use of emergency location transmitter (ELT)
- Location and use of first aid kit
- Location and use of survival kit
- Location and use of satellite phone
- Battery switch/disconnection, fuel switch shut-off

5) Additional Briefing

No pilot distractions during take-off, maneuvering or landing

Landing area, helipad housekeeping, and debris to be picked up (as applicable for RW)

Sling loads (as applicable for RW)

Winter hazards (as applicable)

Life vests and raft (as applicable)

Clothing dependent on season (for job/weather/season)

Personal equipment requirements (earplugs, etc.)

STANDARD DISPATCH FORMAT

After the aircrafts' engine has been started and the radio master turned on, the *Initial Response Officer* or *Crew Leader* contacts base for the dispatch information. The information is given in the following order:

- (1) Incident (fire) #:** **Regional identifier (EV, ZF, FS, etc.) followed by fire #**
- (2) Coordinates:** Latitude and longitude
- (3) Bearing:** Magnetic bearing from your location
- (4) Distance:** To be given in statues miles measured in a straight line from your location
- (5) Other Aircraft:** Other aircraft dispatched, their frequencies and call signs
- (6) Remarks:** Geographic references, Incident Commander, other crews and their calls signs or other relevant information

On dispatch, the Initial Response Officer or Crew Leader is given some critical pieces of information.

To be certain that this information has been received correctly, the Initial Response Officer or Crew Leader will read back this information to the dispatcher.

The dispatcher responds, "Read back correct" if no errors have been made. Once the dispatch has been received the Initial Response Officer or Crew Leader plots the fire on his/her map, shows the pilot the location marked on the map and passes on the bearing and distance to the pilot.

This is done as soon as possible so the pilot can inform the Flight Services Station of the outbound track and distance.

FORT SMITH SERVICE DIRECTORY**ACCOMMODATIONS**

| | |
|---|----------|
| Pelican Rapids Inn | 872-2789 |
| (Kitchenettes, air-conditioning, fridges in suites) | |
| Wood Buffalo Inn | 872-3222 |
| Cell: 872-0811 | |
| (Suites with separate bedroom, living room, kitchenette, free wireless) | |
| Whispering Pines Cottage..... | 621-0254 |
| (Air-conditioning, washer & dryer) cell: 621-0254 | |
| Breynat Hall Residence | 872-0135 |
| Whopping Crane | 872-3426 |
| River Side Bed & Breakfast..... | 872-8304 |
| Alternate: 872-8056 | |
| (2 rooms and 1 basement suite, pet friendly) | |

VEHICLES

| | |
|-------------------------------|----------|
| Pelican Rapids Inn | 872-2789 |
| Fort Smith Construction | 872-2229 |

RESTAURANTS

| | |
|---------------------------------------|----------|
| The Pelican Boardroom | 872-2729 |
| Berro's Pizzeria..... | 872-3332 |
| Pelican Rapids Golf and Country | 872-4653 |
| Anna's Restaurant..... | 872-2582 |

NORMAN WELLS SERVICE DIRECTORY**ACCOMMODATIONS**

| | |
|---|--------------|
| Heritage Hotel | 587-5000 |
| (Dining room, AC, some suites with kitchenettes) | |
| Yamouri Inn | 587-2744 |
| Toll Free: 800-661-0841 | |
| (Coffee shop, apartment units with kitchen available) | |
| Whiponic Wellputer Camp | 587-2389 |
| MacKenzie Mountain Inn (3 Camps) | 322-6092 |
| Trumpeter Camp Company | 780-832-1061 |
| Northridge Contracting | 872-2050 |
| (1 camp, 20 rooms) | |
| Sahtu Dene Inn..... | 587-2511 |
| (Private bathrooms, shared kitchen, internet) | |

VEHICLES

| | |
|-----------------------------------|----------|
| Norman Wells Transportation | 587-2416 |
| Northridge Contracting | 587-2050 |
| Whiponic Wellputer Camp | 587-2389 |
| McCoy Enterprises Ltd..... | 587-2499 |

RESTAURANTS

| | |
|---|----------|
| Heritage Hotel (Take out only) | 587-5000 |
| Yamouri Inn (Take out and catering only) | 587-2744 |
| Cell: 587-986-9825 | |

HAY RIVER SERVICE DIRECTORY**ACCOMMODATIONS**

| | |
|--|----------|
| Cambridge Executive Suites | 874-2233 |
| (Apartments with full kitchen, cable TV) | |
| Harbour Guest House (Old Town location) ... | 874-2233 |
| Anchorage Guest House (Old Town location)... | 874-2233 |
| Ptarmigan Inn..... | 874-6781 |
| (Cable TV, lounge, restaurant, air-conditioned rooms) | |
| Northern Country Inn | 874-6792 |
| (Satellite, kitchenette, internet, air-conditioning) | |
| Hay River Suites (Long term rentals only) | 874-2332 |
| (Kitchenette, microwave, air-conditioning, TV, laundry, Wi-Fi, BBQs/picnic tables) | |
| Hay River 2 Season Adventure Campsites ... | 875-7112 |

VEHICLES

| | |
|---|----------|
| Budget Rentals | 875-7677 |
| Hay River 2 Season Adventure Camp | 875-7112 |
| Buffalo Airways | 874-3333 |
| North Star Taxi | 445-9122 |

RESTAURANTS

| | |
|---------------------------------------|------------------|
| The Board Room | 874-2111 |
| The Red Rooster..... | 874-6349 |
| The Keys (At the Ptarmigan Inn) | 874-6781 |
| Big Lake Eatery..... | 874-3330 |
| The Sub on the Hub..... | 874-6898 |
| Super A Foods (Pizza)..... | 875-4888 ext.285 |
| Woodland Wok & Grill | 875-4100 |
| Right Stop | 874-5750 |

For other accommodations, refer to:

<https://spectacularnwt.com>

Area code: (867) (Unless otherwise noted)

FORT SIMPSON SERVICE DIRECTORY**ACCOMMODATIONS**

| | |
|---|--------------|
| The Gardens | 695-2456 |
| (2 & 3 bedroom, furnished apartments, cable TV, internet, jacuzzi and sauna) | |
| Bannockland Inn | 695-3337 |
| Willows Inn..... | 695-2077 |
| Dehcho Suites | 695-2309 |
| (A three bedroom suite w/2 bathrooms. Four self-contained suites sharing one kitchen. Suites with internet and satellite TV and air-conditioning) | |
| Maroda Motel | 695-2201 |
| (Cable TV, kitchenettes, air-conditioning) | |
| Nahanni Inn (Cable TV, restaurant) | 695-2201 |
| Executive Suites | 695-2007 |
| (Two bedroom suites with full kitchen, satellite TV, internet, exercise machines and laundry) | |
| Lady Slipper Lodge..... | 695-2357 |
| (B&B, 6 rooms, air-conditioning and internet) | |
| Fort Simpson Lodging | 695-3253 |
| Granny Suites | 445-2338 |
| Liidlii Kue Cottage Rentals | 780-405-9451 |
| W. Burrill and Sons..... | 446-9466 |
| (Campers) | |
| Beauty Rest | 675-1213 |
| (1 apartment) | |

VEHICLES

| | |
|--------------------------|----------|
| Willows Inn..... | 695-2077 |
| Lady Slipper Lodge..... | 695-2357 |
| W. Burrill and Sons..... | 446-9466 |

RESTAURANTS

| | |
|--|----------|
| Nahanni Inn | 695-2201 |
| Pizza Hut Take Out (Northern Store)..... | 695-2391 |
| Pandaville..... | 695-3080 |

INUVIK SERVICE DIRECTORY**ACCOMMODATIONS**

| | |
|---|--------------|
| MacKenzie Hotel | 777-2861 |
| (Dining room and lounge, business area, exercise room, banquet and meeting facilities, cable TV, chiller units) | |
| Capital Suites | 678-6300 |
| (Cable TV, business/fitness area, some kitchenettes, air conditioning) | |
| Nova Inn | 777-6682 |
| Toll Free: 866-374-6682 | |
| (High speed internet access, fridges in all guests rooms, AC, satellite TV, laundry facilities) | |
| Cynthia's B&B..... | 678-4151 |
| Arctic Chalet..... | 777-3535 |
| (Cabins with fans) | |
| Arctic Char Suites..... | 613-979-7471 |

VEHICLES

| | |
|-----------------------------|--------------|
| Arctic Chalet..... | 777-3535 |
| Driving Force..... | 777-2346 |
| North Circle Ventures | 613-979-7471 |

RESTAURANTS

| | |
|--|-----------|
| Mamaqtuq..... | 777-3663 |
| Alestine's (Take out)..... | 678-5188 |
| Pizza Hut & KFC (At the Northern)..... | Take away |
| The Roost | 777-2727 |
| Cloud 9 (Airport)..... | TBD |
| Lil Ava's Pizza + Pasta | 777-5800 |

For other accommodations, refer to:

<https://spectacularnwt.com>

Area code: (867) (Unless otherwise noted)

YELLOWKNIFE SERVICE DIRECTORY**ACCOMMODATIONS**

| | |
|---|----------|
| Anderson Thompson Tower | 873-5701 |
| Capital Suites | 669-6400 |
| (2-3 bedrooms, apartments have 2 full baths, satellite TV, close to downtown, air-conditioning, furnished suites also available) | |
| Chateau Nova | 766-6682 |
| (Satellite TV, close to downtown, air-conditioning, microwave/mini fridge, restaurant on site) | |
| Discovery Inn | 873-4151 |
| (Cable TV, AC, kitchenettes available, restaurant) | |
| Explorer Hotel | 873-3531 |
| Toll Free: 1-800-661-0892 | |
| (Cable TV, dining lounge, air-conditioning, parking) | |
| Stanton Suites Hotel | 873-6686 |
| (Suites, fully equipped kitchens, satellite TV, internet) | |
| Nova Inn | 873-9700 |
| (Satellite TV, dining room, lounge, air-conditioning, restaurant, parking, downtown, fitness centre, business centre, and internet) | |
| Old Town Log Cabins | 445-4727 |
| Super 8 | 669-8888 |
| Quality Inn | 873-2601 |
| (Cable TV, dining room, lounge, mini bars, portable air-conditioning, downtown location, connected to Centre Square Mall) | |
| The Watermark Tower | 873-5701 |

VEHICLES

| | |
|-------------------------------|----------|
| Budget Rentals | 920-9209 |
| cell: 445-6167 | |
| National Car Rental | 920-2970 |
| Gas Town - Rent A Relic | 873-3400 |
| Hertz | 766-3838 |

RESTAURANTS

| | |
|--|----------|
| Boston Pizza | 920-2000 |
| Bruno's Pizza | 920-2130 |
| Monkey Tree | 920-4914 |
| Red Apple | 766-3388 |
| Mark's Family Restaurant | 920-7878 |
| Gold Range Bistro | 873-4567 |
| A Taste of Saigon | 873-9777 |
| Fat Burger | 920-2900 |
| Vietnamese Noodle House | 873-3399 |
| Subway (Downtown) | 920-2727 |
| Sushi North | 669-0001 |
| Zehabesha Traditional Ethiopian Restaurant | 873-6400 |
| Bluebell Eatery (formerly Shwarma House) | 920-7667 |
| The Woodyard | 873-2337 |
| The Copperhouse | 920-5500 |
| Korea House | 669-0188 |
| Main Street Donair & Falafel | 766-3910 |
| Fresh Slice Pizza | 873-5000 |
| Masala Kingdom | 688-7165 |
| Mary Brown's Chicken | 920-6279 |

For other accommodations, refer to:

<https://spectacularnwt.com>

Area code: (867) (Unless otherwise noted)

Appendix 12 Communications Directory

ECC VHF-FM and VHF-AM RADIO COMMUNICATION DIRECTORY

| | | | | | | | | |
|-----------------------------------|---------|-----|----------------------------|-------|-----|------------------------------------|------------|-----|
| Yellowknife XLJ-214 | | | Behchokö (Rae/Edzo) | | | Frank Channel XLJ-70 | | |
| FREQ. | FM | F4 | FREQ. | FM | F14 | FREQ. | FM | F14 |
| RPTRS | Edzo | F13 | RPTRS | Edzo | F13 | RPTRS | Edzo | F13 |
| | Faber | F15 | Whati | | | Lutsel K'e XMP-208 | | |
| | McCrea | F7 | FREQ. | FM | F16 | FREQ. | FM | F1 |
| | YK City | F3 | RPTRS | Faber | F15 | RPTRS | McLean Bay | F2 |

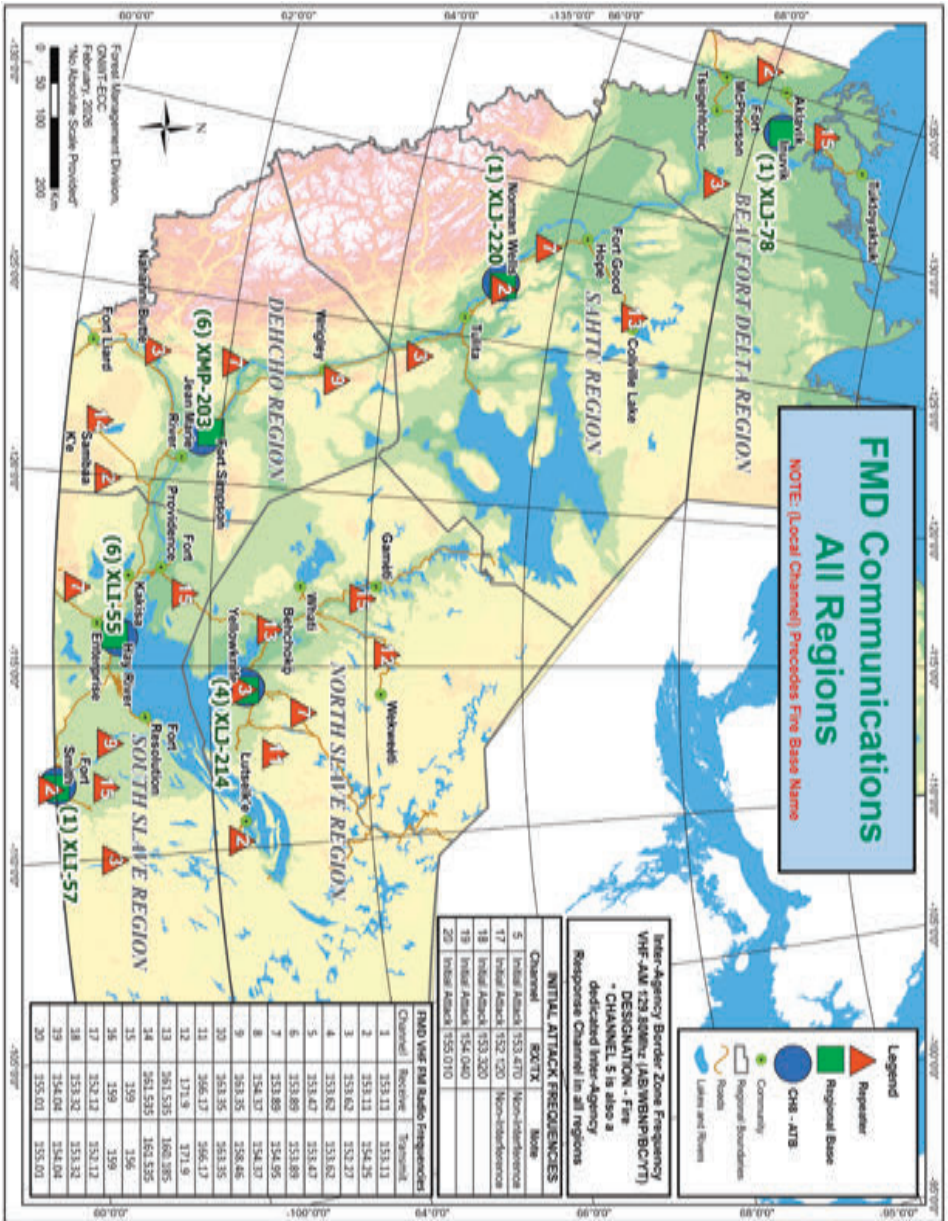
| | | | | | | | | |
|---------------------------------|-------------|-----|---------------------------------------|-------------|-----|--------------------------------|---------|-----|
| Fort Smith XLI-57 | | | Fort Providence XMP-204 | | | Hay River XLI-55 | | |
| FREQ. | FM | F1 | FREQ. | FM | F6 | FREQ. | FM | F6 |
| RPTRS | Fort Smith | F2 | RPTRS | Horn | F9 | RPTRS | Cameron | F7 |
| | Tsu Lake | F15 | | Cameron | F7 | | Horn | F9 |
| | Long Island | F9 | Fort Resolution XLJ-83 | | | | Caen | F15 |
| | Hill Island | F3 | FREQ. | FM | F10 | | | |
| | | | RPTRS | Long Island | F9 | | | |
| | | | | Tsu Lake | F15 | | | |

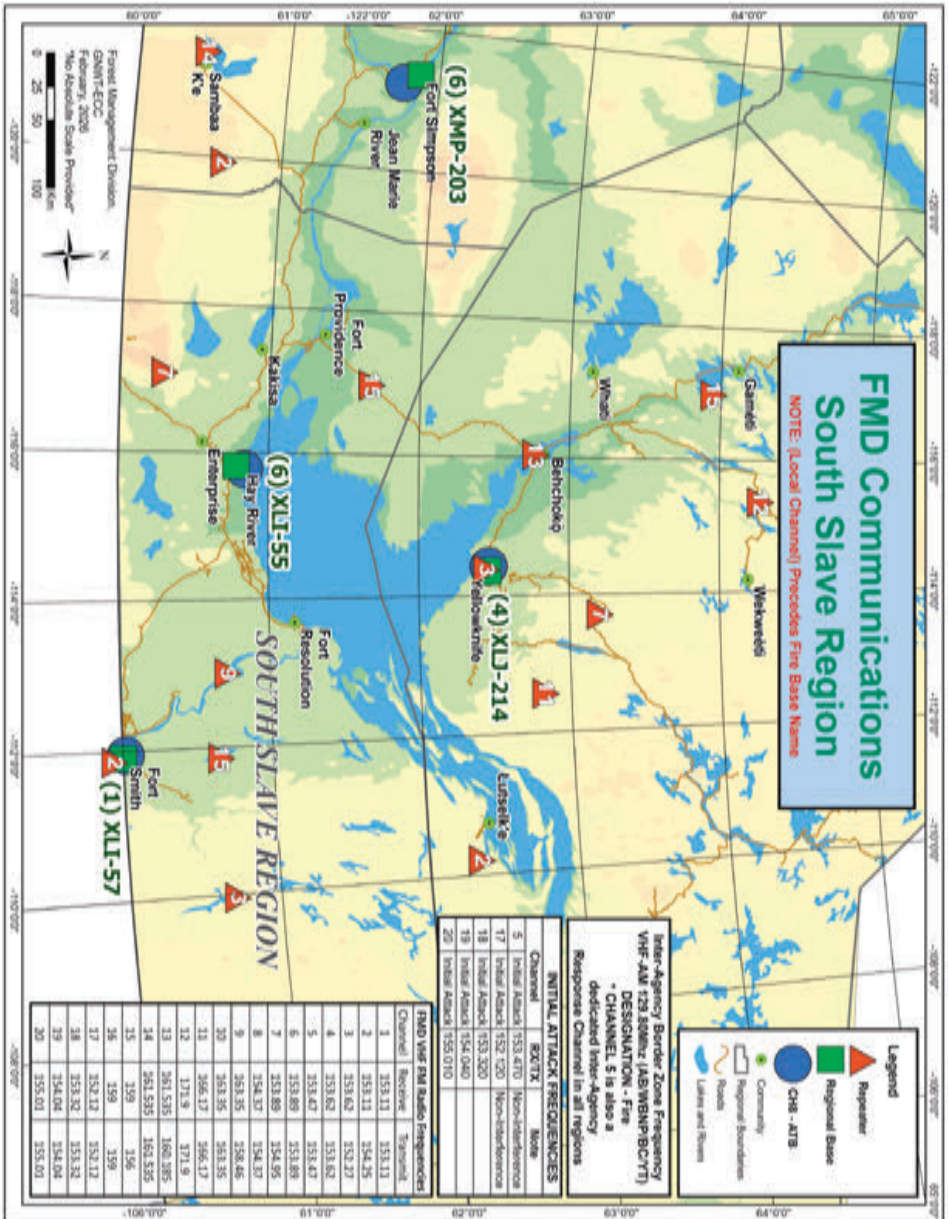
| | | | | | | | | |
|-----------------------------|-------------|-----|----------------|------------|----|--------------------------------------|------------|----|
| Inuvik XLJ-78 | | | Aklavik | | | Fort McPherson CBF-213 | | |
| FREQ. | FM | F1 | FREQ. | FM | F1 | FREQ. | FM | F1 |
| RPTRS | Travaillant | F3 | RPTRS | Goodenough | F2 | RPTRS | Goodenough | F2 |
| | Goodenough | F2 | | | | | | |
| | Parsons | F15 | | | | | | |

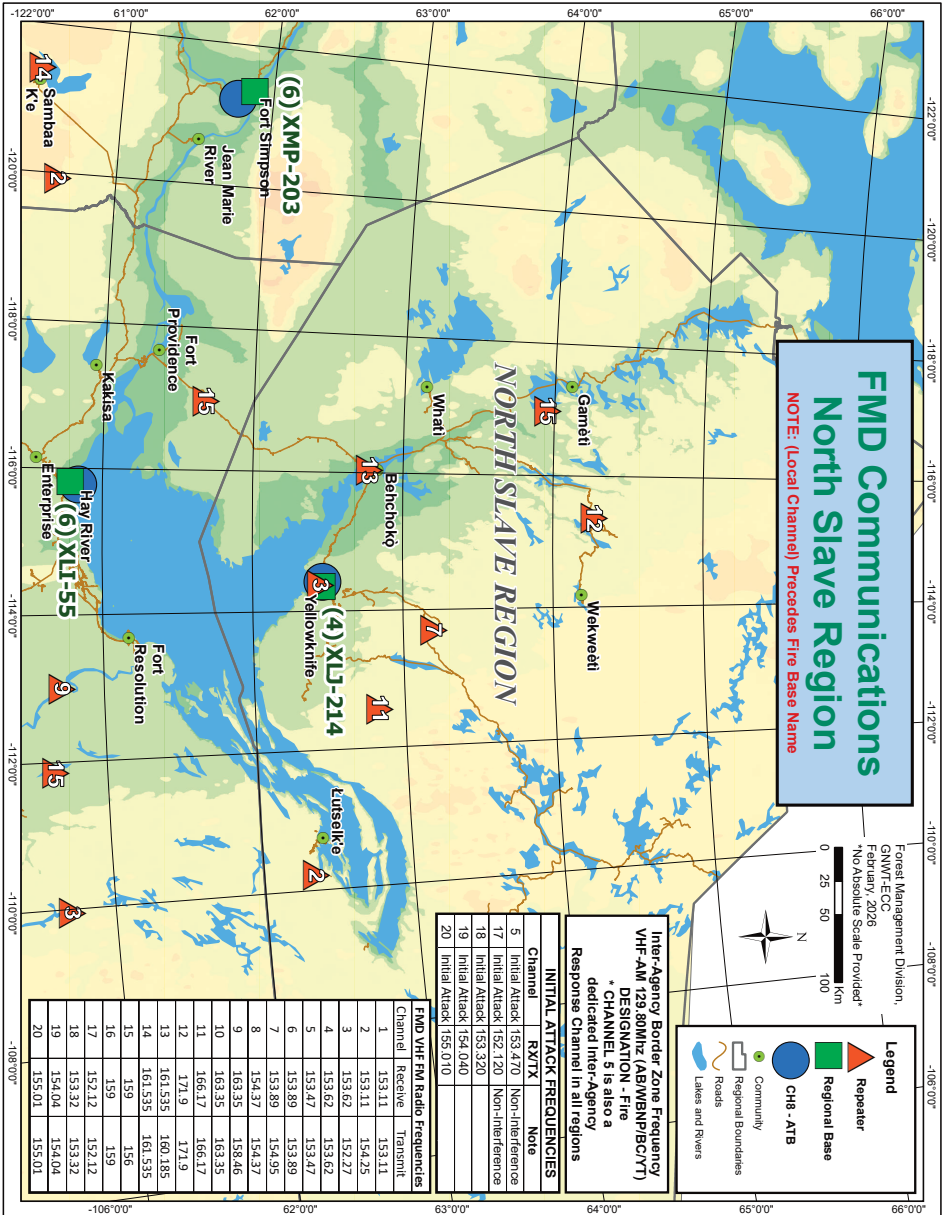
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|------------------------------------|----------|-----|--------------------------------------|--------|----|------------------------------|-------|----|
| Norman Wells XLJ-220 | | | Fort Good Hope XMB-317 | | | Tulita XMB-890 | | |
| FREQ. | FM | F1 | FREQ. | FM | F6 | FREQ. | FM | F4 |
| RPTRS | Hammer | F2 | RPTRS | Gibson | F7 | RPTRS | Clark | F3 |
| | Gibson | F7 | Deline XLI-822 | | | | | |
| | Clark | F3 | FREQ. | FM | F4 | | | |
| | Colville | F13 | RPTRS | Clark | F3 | | | |

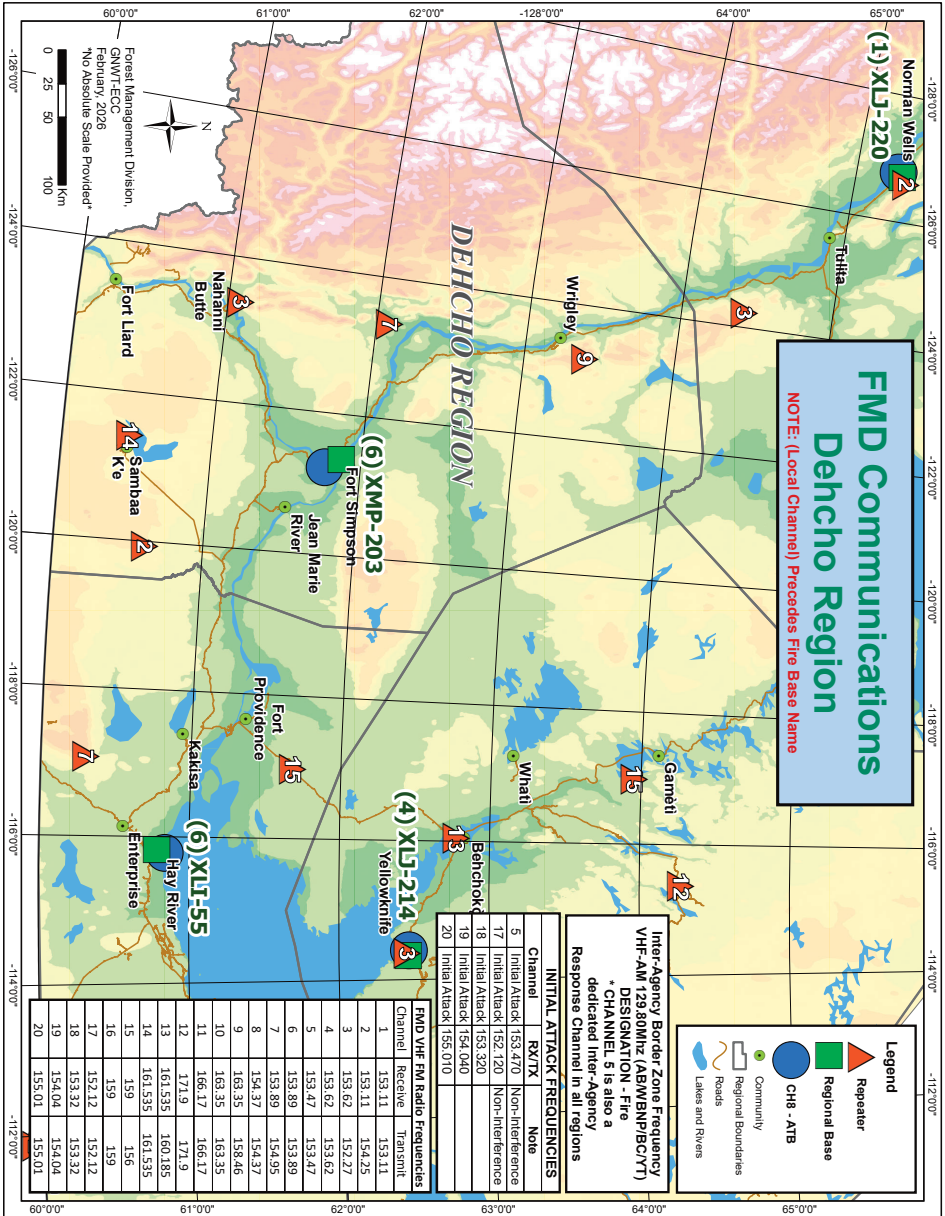
| | | | | | | | | |
|------------------------------------|--------------|----|----------------------------------|---------|-----|----------------|--------------|--------|
| Fort Simpson XMP-203 | | | Fort Liard XLJ-215 | | | Wrigley | | |
| FREQ. | FM | F6 | FREQ. | FM | F4 | FREQ. | FM | F6/F10 |
| RPTRS | Camsell | F7 | RPTRS | Nahanni | F3 | RPTRS | Cap Mountain | F9 |
| | Cap Mountain | F9 | Sambaa K'e | | | | | |
| | Nahanni | F3 | FREQ. | FM | F14 | | | |
| | Redknife | F2 | | | | | | |

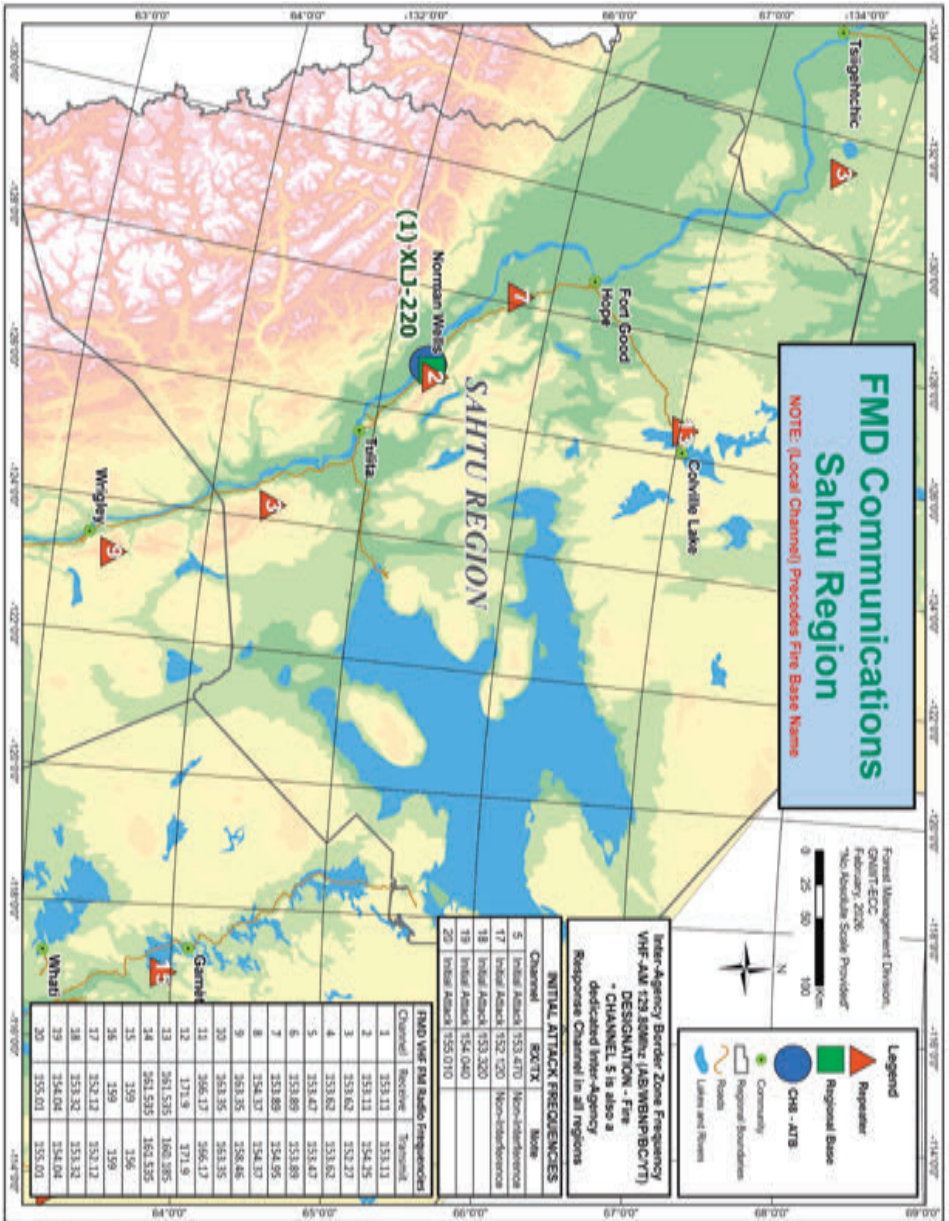
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|-------------------------------------|--------------|--|---|----------|--|--------|------------------|--|
| AIR ATTACK RADIO FREQUENCIES | | | BORDER ZONE FREQUENCIES (NT, AB, WBNP, BC, YT) | | | | | |
| 122.05 | Air to Air | | Assigned VHF-AM Frequencies | | | | | |
| 122.650 | ATBs/Group 1 | | 122.425 | Assigned | | VHF-FM | CH5 | |
| 131.850 | Group 2 | | 122.625 | Assigned | | VHF-AM | 129.80 or 126.70 | |
| 129.950 | Group 3 | | | | | | | |
| 122.400 | Group 4 | | | | | | | |
| 122.250 | Group 5 | | | | | | | |

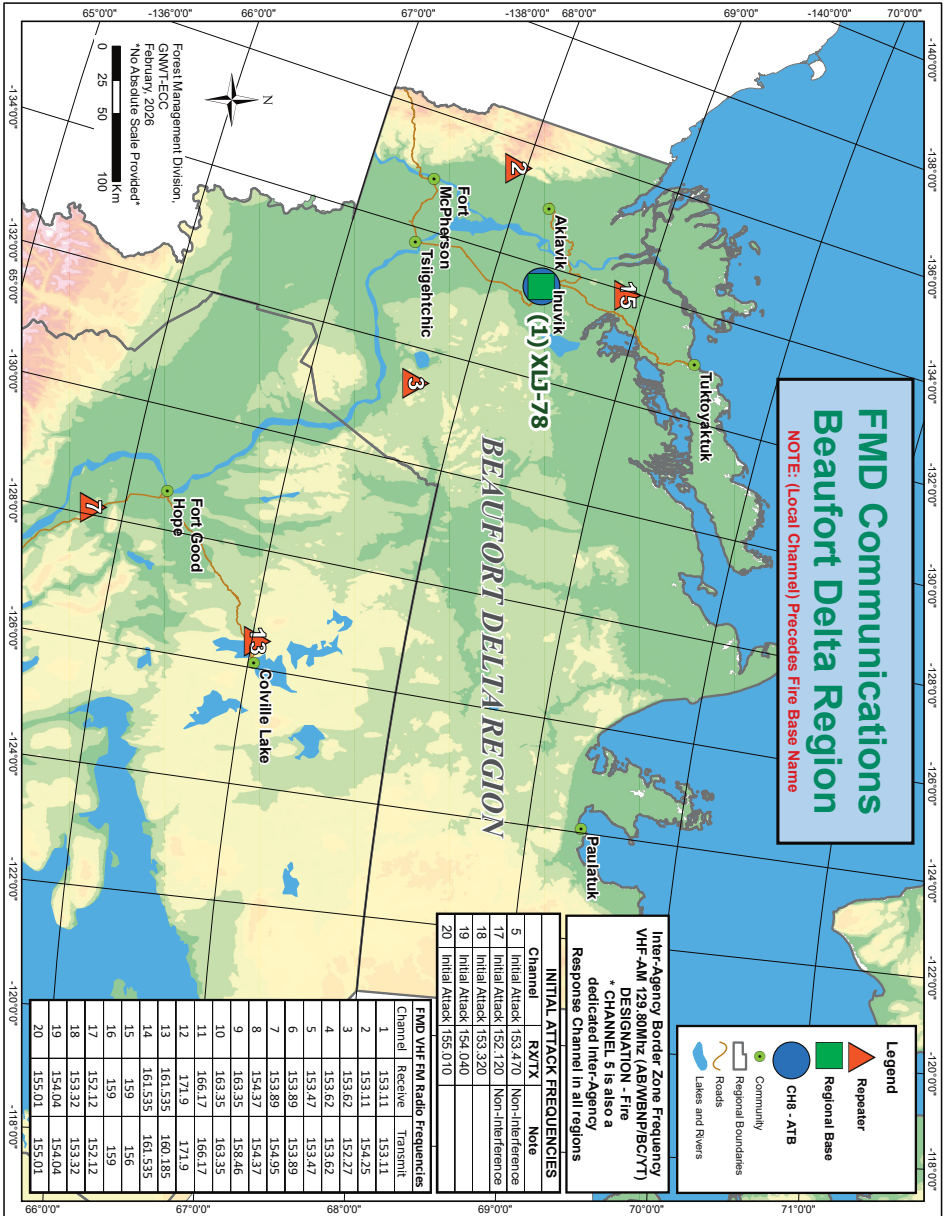












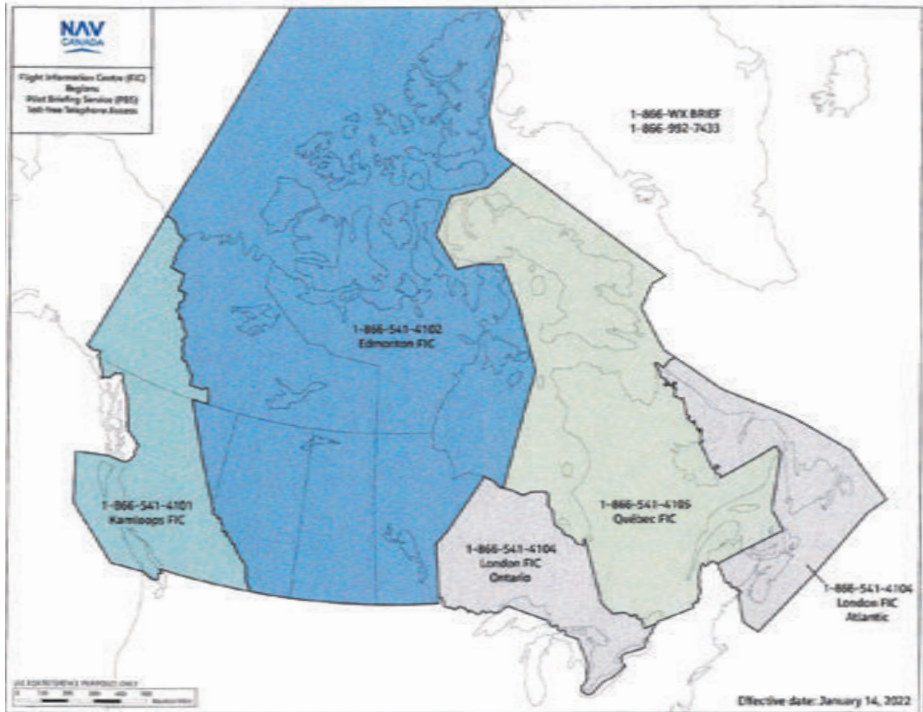
Appendix 13-16

**FLIGHT SERVICES COMMUNITY AERODROME RADIO STATION
(C.A.R.S) CONTACT NUMBERS**

| | |
|--------------|--------------|
| Fort Smith | 867-872-2376 |
| Norman Wells | 867-587-2555 |
| Hay River | 867-874-2441 |
| Inuvik | 867-777-2522 |
| Yellowknife | 867-873-4049 |
| Fort Simpson | 867-695-2491 |

Toll Free NavCanada 1-866-992-7433
Weather Briefing

NAV CANADA National Map of Flight Information Centres (FIC):





Government of
Northwest Territories

NOTICE OF CREW CHANGE

AVIATION SERVICES

Email: aviation@gov.nt.ca • Fax: (867) 872-2148

FOREST MANAGEMENT DIVISION

Phone: (867) 872-7700

| | |
|--|---|
| Company Name: _____ | |
| _____ <small>Name of Authorized Representative (please print)</small> | X _____ <small>Signature of Authorized Representative</small> |
| Contract Number and Aircraft Registration: _____ | |
| We hereby give notice of not less than forty-eight (48) hours in advance that a crew change will take place as follows: | |
| | Effective Date: _____ <small>(dd/mm/yy)</small> |
| The following crew meet the specifications for flight and maintenance crews as required by the contract and/or standing offer agreement: | |
| Pilot Name: _____ | To replace Pilot: _____ |
| Cell No.: _____ | |
| License No.: _____ | |
| Engineer Name: _____ | To replace Engineer: _____ |
| Cell No.: _____ | |
| License No.: _____ | |
| Remarks: | |

| STOCK # | DESCRIPTION | LBS | KGS |
|------------------|---|-------|--------|
| 100LLDR | Aviation Fuel 100LL 205 Litre Drum | 365.0 | 165.56 |
| JETA1DR..... | Aviation Fuel JETA1 205 Litre Drum | 400.0 | 181.44 |
| FA105 | Axe Boys 2.5 LB Head 28" Handle | 4.5 | 2.04 |
| FA105L..... | Axe Mans 3.5 LB Head 36" Handle | 5.5 | 2.49 |
| RG0100BX | Bag Hose Nylon Orange (10/BX) | 23.0 | 10.43 |
| RG0100BX | Bag Hose Nylon Orange (20/BX)..... | 52.0 | 23.59 |
| RG1396 | Bar Soldier Fuel Energy (90/BX) | 15.0 | 6.80 |
| RG0879BX | Batteries "AA" Cell (144/BX) | 5.0 | 2.27 |
| RG0882BX | Batteries "D"Cell (72/BX) | 23.0 | 10.43 |
| 282 | Battery NI-CAD NIFE SUNICA | 61.5 | 27.90 |
| RG01014 | Battery Non-Spillable Sunlyte Auto WX ST | 69.1 | 31.34 |
| RG1360..... | Bladder Water Slip-On Neoprene (110 GAL)..... | 23.0 | 10.43 |
| RG0445 | Board Spine w/Restraints | 21.0 | 9.53 |
| TYPE3R | Box Battery Metal WX STN QD..... | 55.2 | 25.04 |
| TYPE3R | Fullbox Battery Metal WX STN QD w/2 Batteries | 193.0 | 87.54 |
| RG0419BN | Box Packing Chainsaw (10/BN)..... | 50.0 | 22.68 |
| RG0419BN | Box Packing Chainsaw (5/BN) | 26.5 | 12.02 |
| RG0105BN | Box Packing Hose Waxed (15/BN) | 28.5 | 12.93 |
| RG0105BN | Box Packing Hose Waxed (25/BN) | 52.0 | 23.59 |
| RG0420BN | Box Packing Power Pump (10/BN)..... | 57.0 | 25.86 |
| RG0420BN | Box Packing Power Pump (5/BN) | 26.0 | 11.79 |
| RG0731BX..... | Bucket Water Collapsable FMD (25/BX)..... | 15.0 | 6.80 |
| RG0683 | Cabinet First Aid Station Uility | 50.0 | 22.68 |
| W520 | Can Jerry Fuel Plastic Wedco 5 GL..... | 3.3 | 1.47 |
| W520BX | Can Jerry Fuel Plastic Wedco 5 GL (6/BX) | 19.0 | 8.62 |
| W150BX..... | Can Jerry Fuel /Oil Plastic Wedco (6/BX)..... | 16.3 | 7.37 |
| W150 | Can Jerry Fuel /Oil Plastic Wedco 2.5 GL | 2.2 | 1.00 |
| A9901-2-5-7B ... | Cap Safety All Colours (18/BX) | 24.0 | 10.89 |
| A9901-2-5-7B | Cap Safety All Colours 20/BX) | 26.0 | 11.79 |
| 550XP | Chainsaw Husqvarna 16" Bar w/Guard | 13.6 | 6.17 |
| 550XPBX | Chainsaw Stihl 16" Bar w/Guard (2/BX) | 32.2 | 14.61 |
| 066 | Chainsaw Stihl 36" Bar w/Guard | 25.5 | 11.57 |
| 066BX | Chainsaw Stihl 36" Bar w/Guard | 31.0 | 14.06 |
| RG0733BX..... | Container First Aid NWT #1 M/T (6/BX)..... | 32.0 | 14.52 |
| RG0734 | Container First Aid NWT #2 SF/T (10/BX) | 35.0 | 15.88 |

| STOCK # | DESCRIPTION | LBS | KGS |
|----------------|---|-------|--------|
| RG0734BX | Container First Aid NWT #2 M/T (3/BX) | 22.3 | 10.12 |
| RG0735BX..... | Container First Aid NWT #3 M/T (2/BX)..... | 30.0 | 13.61 |
| RG0735 | Container First Aid NWT#3 SF/T | 7.2 | 3.27 |
| 891002BX | Container Water 20 Litre (6/BX)..... | 12.0 | 5.44 |
| 5286 | Cooler Food 64.3 Litre | 14.5 | 6.58 |
| RG0923MT | Drum Waste Storage/Trans 45 Gal Metal | 46.0 | 20.87 |
| RG0923PL | Drum Waste Storage/Trans 45 Gal Plastic | 25.0 | 11.34 |
| RG1408..... | Decant Funnel..... | 15.0 | 6.8 |
| | Decant Pond | 10.0 | 4.5 |
| | Decant Stacker..... | 30.0 | 13.6 |
| | Decant Pallet | 70.0 | 31.75 |
| 20-96-6..... | Fencing Game (330' x 8' Roll) | 400.0 | 181.44 |
| RG0654 | Flash 21 (6/BX) | 35.0 | 15.88 |
| RG0134..... | Fly/Tarp Canvas w/Rope > or = 12 X 14' | 24.5 | 11.11 |
| FT104DR | Foam Fire (205 Litre Drum) | 490.0 | 222.26 |
| 3-8 | Gate Game Fence 3' x 8' Single | 49.0 | 22.23 |
| RG01677 | Gazebo Camp Shelter | 27.0 | 12.27 |
| RG0325..... | Generator Honda EM3000C..... | 71.0 | 32.21 |
| RG0072 | Hose Fire Cotton Q/C 1.5" x 100' | 12.5 | 5.67 |
| RG0072BX | Hose Fire Cotton Q/C 1.5" x 100' (5/BX) | 65.0 | 29.48 |
| RG0072FD | Hose Fire Cotton Q/C Folded (4/BX) | 56.0 | 25.40 |
| RG0072..... | Hose Fire Synthetic Q/C 1.5" x 100' | 11.0 | 4.99 |
| RG0072BX | Hose Fire Synthetic 1.5" x 100' (6/BX) | 68.0 | 30.84 |
| RG0072FD | Hose Fire Synthetic Folded (4/BX)..... | 50.0 | 22.68 |
| RG1227 | Hose Fire Synthetic Q/C 2.5" x 100' | 20.0 | 9.07 |
| RG0777..... | Hose Suction Draft EX 2" x 10/8' | 5.0 | 2.27 |
| RG0892 | Hose Suction Draft EX 2" x 5' | 2.0 | 0.91 |
| MK10110 | Hose Suction Rubber 2" x 10/8'..... | 14.5 | 6.58 |
| RG0291 | Kit First Aid NWT #1 Complete | 7.5 | 3.40 |
| RG0415..... | Kit Foam Suction/Induction Injection | 31.01 | 4.06 |
| RG1476 | Kit Medical CSA Standard Type 3 Complete (2-25 workers) | 7.0 | 3.18 |
| RG0004 | Kit Mess 25 Man Complete w/Wooden Box | 190.0 | 86.18 |
| RG1318 | Kit Spill Response Universal | 110.0 | 49.90 |
| RG0011MB | Kit Tool Fire Chainsaw Complete Metal BX..... | 13.5 | 6.12 |
| RG0007 | Kit Tool Fire Pump Complete | 33.4 | 15.15 |

| STOCK # | DESCRIPTION | LBS | KGS |
|----------|--|-------|-------|
| RG1288 | Kit Tool HD Fire HD Kit (BB4) | 45.2 | 20.50 |
| RG0918 | Kit Tool Sprinkler Complete Rainbird | 58.2 | 26.40 |
| RG0924 | Kit Tool Utility Pump Complete (WICK100) | 11.0 | 4.99 |
| RG0152BX | Mattress Air Cotton/Vinyl (10/BX) | 57.0 | 25.86 |
| RG1395BX | Meals Ready To Eat - MRE'S (12/BX) | 21.0 | 9.53 |
| ATP08BX | Oil Mixing Synthetic 2 Cycle 8oz (12/BX) | 7.0 | 3.18 |
| RG0414 | Oouthose Portable Nature's Own | 69.0 | 31.30 |
| RG0156BX | Pack Personal EFF (40/BX) | 124.0 | 56.25 |
| RG0607BX | Pack Personal FI Seasonal/Perm (12/BX) | 48.0 | 21.77 |
| RG0069 | Polythene | 31.0 | 4.06 |
| | Post Game Fence Galvanized HD 10' | 21.0 | 9.53 |
| | Post Game Fence Galvanized HD 11' | 24.0 | 10.89 |
| | Post Game Fence Galvanized HD 8' | 17.0 | 7.71 |
| | Post Road Sign "I Put It Out" Steel 10' | 20.0 | 9.07 |
| | Post Road Sign "I Put It Out" Steel 42" | 6.5 | 2.95 |
| FA107 | Pulaski Mattock and Axe 5 LB 36" Handle | 5.5 | 2.49 |
| HPO2BX | Pump Back Pack - Piss Complete (10/BX) | 72.0 | 32.66 |
| 1216 | Pump End MK3 | 16.0 | 7.26 |
| RG1162 | Pump Fire Fighting Pressure HD BB4 | 172.0 | 78.02 |
| RG1159BX | Pump Fire Fighting Pressure MK3 | 64.0 | 29.03 |
| RG1159 | Pump Fire Fighting Pressure MK3 | 58.0 | 26.31 |
| RG1816 | Pump Mini Mark Watson Edition | 20.0 | 9.07 |
| RG1160BX | Pump Utility Pressure Wickman 100 | 19.5 | 8.85 |
| RG1160 | Pump Utility Pressure Wickman 100 | 18.0 | 8.16 |
| RG0170BX | Robe Sleeping Summer (24/BX) | 74.0 | 33.57 |
| RG0173 | Rope Roll 1/2" x 335' Roll | 17.5 | 7.94 |
| RG0171 | Rope Roll 1/4" x 1200' Roll | 16.0 | 7.26 |
| RG0174 | Rope Roll 3/4" | 19.0 | 8.62 |
| RG0172 | Rope Roll 5/16" (or 3/8") x 600' Roll | 16.0 | 7.26 |
| RG0583 | Shelter Weather Instruments Large (FG) | 45.0 | 20.41 |
| FA109 | Shovel Fire Fighting 36" Handle | 4.0 | 1.81 |
| 10A | Shower Portable Propane No Pump | 98.5 | 44.68 |
| SCG | Shower Suitcase Type No Pump | 51.0 | 23.13 |
| | Shower Zodi Small Crew | 12.0 | 5.44 |
| RG0611 | Sign Outdoor Plywood "Forest Fire Danger | 85.0 | 38.56 |
| RG0642 | Sign Outdoor Plywood 4' x 8' "Hold It | 77.0 | 34.93 |

| STOCK # | DESCRIPTION | LBS | KGS |
|----------------|--|-------|--------|
| RG1397 | Sign Road "I Put It Out" 4 x 4' Alum 2ML | 18.5 | 8.39 |
| | Sign Road "Rap" 4 x 4' Alum 2ML | 18.5 | 8.39 |
| 4S | Sink Wash Hand/Face Folding Frame w/Box | 86.0 | 39.01 |
| RG0093BX | Socks Work Wool (96/BX)..... | 46.0 | 20.87 |
| AB7BX | Sparkplug NGK - MK3 (100/BX) | 19.0 | 8.62 |
| RG0442..... | Splint Kit Set of 15 Wood Assorted | 39.0 | 17.69 |
| RG1388 | Stand Log Holder | 49.5 | 22.5 |
| RG0190..... | Stove Wood Airtight 18" | 11.0 | 4.99 |
| RG0191 | Stove Wood Camp 4 Hole w/Oven and Legs | 33.0 | 14.97 |
| RG0023..... | Stretcher Basket Type w/Straps | 25.0 | 11.34 |
| RG0196 | Stretcher Canvas Folding DF99 | 18.5 | 8.39 |
| RG0022..... | Stretcher Scoop Break-Apart w/Straps | 26.0 | 11.79 |
| FA452 | Tank Fuel Poly (Marine) BB4 Pump | 7.0 | 3.18 |
| FA552QBX..... | Tank Fuel Poly OR/GR 5 Gal (4/BX)..... | 28.0 | 12.70 |
| FA552Q | Tank Fuel Poly OR/GR 5 Gal w/Insert | 7.0 | 3.18 |
| RG0317 | Tank Relay Free Standing 0500 GL Rubber..... | 36.0 | 16.33 |
| RG0596 | Tank Relay Free Standing 1500 GL Rubber | 64.0 | 29.03 |
| RG0319 | Tank Relay Free Standing 2500 GL Rubber..... | 81.0 | 36.74 |
| RG0203 | Tent Canvas 12' x 14' x 3.5' | 45.0 | 20.41 |
| RG0730..... | Tent First Aid Station | 40.0 | 18.14 |
| RG204 | Tent Poly 12' x 14' x 3.5' w/Rope | 25.0 | 11.34 |
| RG0063..... | Tent Polyester/Vinyl Cascade Shower..... | 158.0 | 71.67 |
| RG0062 | Tent Polyester/Vinyl Habitat Office | 328.0 | 148.78 |
| RG0061..... | Tent Polyester/Vinyl Ranger Kitchen..... | 291.5 | 132.22 |
| QESC1014A-B | Tent Portable Rigid Frame 10x14x11 FT | 190.0 | 86.18 |
| RG0207 | Torch Drip Sealite..... | 5.0 | 2.27 |
| RG1474 | Thermarest Mattress REG | 2.2 | 1.0 |
| RG1475 | Thermarest Mattress LG..... | 2.8 | 1.3 |
| RG1476 | Thermarest Mattress XL | 4.0 | 1.8 |
| RG1159 | Watson Pump | 45.0 | 20.41 |

NWT BASE CAMP COORDINATES

(Disclaimer: 2026 GPS coordinates require updates, therefore seek RDO information on these locations. If using any pilots are at these locations, please take a GPS latitude and longitude coordinate in decimal, minutes, seconds (DMS) format and advise RDO to update.)

| REGION | BASE | COORDINATES DECIMAL DEGREES (DD) | | | | COORDINATES DECIMAL MINUTES SECONDS (DMS) | | | | | |
|----------------|------------------------------------|--|-------|-----------|-------|---|----|-----|-----------|----|-----|
| | | LATITUDE | | LONGITUDE | | LATITUDE | | | LONGITUDE | | |
| Dehcho | Fort Simpson Heliport | 61 | .8322 | 121 | .3173 | 61 | 49 | .55 | 121 | 19 | .02 |
| Dehcho | Fort Liard Base | 60 | .2463 | 123 | .4598 | 60 | 14 | .46 | 123 | 27 | .35 |
| Dehcho | Sambaa K'e Base (Trout Lake) | 60 | .4349 | 121 | .2598 | 60 | 26 | .05 | 121 | 15 | .35 |
| Dehcho | Wrigley Base | 63 | .2078 | 123 | .4273 | 63 | 12 | .27 | 123 | 25 | .38 |
| Beaufort Delta | Fort McPherson Base | 67 | .4098 | 134 | .8778 | 67 | 24 | .34 | 134 | 52 | .40 |
| Beaufort Delta | Shell Lake Heliport | 68 | .3255 | 133 | .6387 | 68 | 19 | .31 | 133 | 38 | .18 |
| Beaufort Delta | Sunny Lake Base Camp | 67 | .8507 | 132 | .5884 | 67 | 51 | .02 | 132 | 35 | .18 |
| Beaufort Delta | Tsiigehtchic (Arctic Red River) | 67 | .4358 | 133 | .7200 | 67 | 26 | .09 | 133 | 43 | .12 |
| North Slave | Awry Lake Base Camp | 62 | .9418 | 114 | .9404 | 62 | 56 | .31 | 114 | 56 | .27 |
| North Slave | Faber Lake Base Camp | 63 | .9134 | 117 | .1772 | 63 | 54 | .48 | 117 | 10 | .38 |
| North Slave | Francois Lake Base Camp | 62 | .4854 | 112 | .4025 | 62 | 29 | .08 | 112 | 24 | .09 |
| North Slave | Frank Channel Base | 62 | .7863 | 115 | .9449 | 62 | 47 | .10 | 115 | 56 | .41 |
| North Slave | Lutsel K'e (Snowdrift) | 62 | .4155 | 110 | .6951 | 62 | 24 | .56 | 110 | 41 | .42 |
| North Slave | Yellowknife Heliport | 62 | .4754 | 114 | .4628 | 62 | 28 | .31 | 114 | 27 | .46 |
| North Slave | Gameti (Rae Lakes) | 64 | .1158 | 117 | .3129 | 64 | 06 | .56 | 117 | 16 | .46 |
| North Slave | Wekweeti (Snare Lake) | 64 | .1928 | 114 | .0773 | 64 | 11 | .34 | 114 | 04 | .38 |
| North Slave | Whati (Lac La Marte) | 63 | .1337 | 117 | .2446 | 63 | 08 | .01 | 117 | 14 | .40 |

NWT BASE CAMP COORDINATES

| REGION | BASE | COORDINATES DECIMAL DEGREES (DD) | | | | COORDINATES DECIMAL MINUTES SECONDS (DMS) | | | | | |
|-------------|---------------------------|--|-------|-----------|-------|---|----|-----|-----------|----|-----|
| | | LATITUDE | | LONGITUDE | | LATITUDE | | | LONGITUDE | | |
| Sahtu | Colville Lake Base | 67 | .0204 | 126 | .1216 | 67 | 01 | .14 | 126 | 07 | .18 |
| Sahtu | Deline (Fort Franklin) | 65 | .1921 | 123 | .4273 | 65 | 11 | .32 | 123 | 25 | .39 |
| Sahtu | Fort Good Hope Base | 66 | .2423 | 128 | .6388 | 66 | 14 | .32 | 128 | 38 | .32 |
| Sahtu | Kelly Lake Base Camp | 65 | .4178 | 126 | .3250 | 65 | 25 | .06 | 126 | 19 | .33 |
| Sahtu | Norman Wells Heliport | 65 | .2762 | 126 | .7818 | 65 | 16 | .34 | 126 | 46 | .55 |
| Sahtu | Tulita (Fort Norman) | 64 | .9072 | 125 | .5601 | 64 | 54 | .26 | 125 | 33 | .36 |
| South Slave | Fort Providence Base | 60 | .3177 | 117 | .6030 | 60 | 19 | .05 | 117 | 36 | .12 |
| South Slave | Fort Resolution Base | 61 | .1651 | 113 | .6580 | 60 | 09 | .54 | 113 | 39 | .29 |
| South Slave | Hay River Heliport | 60 | .7862 | 115 | .8241 | 60 | 47 | .10 | 115 | 49 | .27 |
| South Slave | Fort Smith Heliport | 60 | .0029 | 111 | .9082 | 60 | 00 | .09 | 111 | 54 | .19 |

- Beaufort Delta is formerly known as the Inuvik Region.
- North Slave Region is formerly known as the Yellowknife Region.
- South Slave Region is formerly known as the Fort Smith Region.
- Dehcho Region is formerly known as the Fort Simpson Region.
- Sahtu Region is formerly known as the Norman Wells Region.

