

GENERAL ADMINISTRATION MANUAL

VOLUME 2: HIGHWAYS AND PUBLIC WORKS POLICIES

TITLE: GOVERNMENT AIR TRAVEL POLICY

EFFECTIVE: April 1, 2002

1 SCOPE

1.1 Authority

Policy authority is by Cabinet decision of March 13, 2002 per Minute #02 - 08.

1.2 Application

This policy establishes the procedures for purchasing Government Air Travel and applies to all government departments as defined in G.A.M. Policy 2.1.

1.3 Interpretation

Airline: means an air carrier offering scheduled, year-round passenger service between Whitehorse and a major Canadian center.

Government Air Travel: means the air travel requirements of the Government of Yukon, its employees, agents, and Yukon residents travelling under Government of Yukon sponsorship.

Committee: means the Government Air Travel Committee established under section 2.2 of this policy.

Minister: means the Minister of Highways and Public Works.

1.4 Purpose

To encourage competition among Airlines so Yukon receives the best possible air services.

1.5 Objectives

The principal objectives of this policy are:

1. To support Airlines providing scheduled year-round passenger service by fair and equitable purchase of Government Air Travel from Airlines providing comparable air services.
2. To encourage continuous competition between Airlines.
3. To deter anti-competitive practices by Airlines.

2 POLICY IMPLEMENTATION

2.1 Department of Highways and Public Works

- 2.1.1 The Department of Highways and Public Works will comply with this policy when purchasing Government Air Travel.
- 2.1.2 The Department of Highways and Public Works will monitor fares and levels of service provided by Airlines.
- 2.1.3 The Department of Highways and Public Works will award Government Air Travel among competing Airlines in a fair and equitable manner, by comparing the services and value offered by each Airline. In determining whether the service and value is comparable, the Department of Highways and Public Works shall consider factors including, but not limited to:
 1. ticket price;
 2. flight frequency;
 3. ticket terms and conditions;
 4. connections to other flights;
 5. availability of throughfares;
 6. marketing of Yukon;
 7. cargo service;
 8. type of aircraft; and
 9. overall Airline service.
- 2.1.4 In making the determination under section 2.1.3, the Department of Highways and Public Works may become aware of special benefits offered by Airlines, or Airline operations and practices, which have the effect of reducing the Airline's standard fares or improving its services including, but not limited to, such benefits as:
 1. lower airfare prices;
 2. additional aircraft flights and;
 3. revised times of aircraft arrival and departure;
 4. different aircraft seat quality or capacity;
 5. special offers for classes of seat fares; and

6. frequent flyer or other bonus programs for Airline use.

- 2.1.5 As soon as practicable after becoming aware of any Airline activities as described under section 2.1.4, the Department of Highways and Public Works will refer the consideration of special benefits, Airline operations or Airline practices to the Government Air Travel Committee to determine whether the actions of an Airline detrimentally affects competition between Airlines.
- 2.1.6 The Department of Highways and Public Works may receive a representation from an Airline or any member of the public requesting the Government Air Travel Committee to determine whether the actions of an Airline detrimentally affect competition between Airlines. The Department of Highways and Public Works will refer the representation to the Government Air Travel Committee for consideration.
- 2.1.7 The Department of Highways and Public Works may purchase Government Air Travel without restriction from Airlines offering special benefits that do not detrimentally affect competition between Airlines.

2.2 Government Air Travel Committee

- 2.2.1 The Minister may establish a Government Air Travel Committee to ensure the purchase of Government Air Travel encourages competition between Airlines.
- 2.2.2 The Committee shall consist of at least one member and one alternate member from each of the Department of Highways and Public Works and the Department of Tourism.
- 2.2.3 The Minister may also appoint members and alternate members to the Committee from the general public and any other department of the Government of Yukon.
- 2.2.4 Members of the public appointed to the Committee shall be provided an honorarium and reimbursed for expenses in accordance with the Government's Boards and Committees Policy.
- 2.2.5 The Committee shall review the activities of Airlines and determine whether their actions detrimentally affect competition for Yukon air travel between Airlines.
- 2.2.6 The Minister may, from time to time, provide direction to the Committee consistent with this policy.

- 2.2.7 If the Committee determines that an Airline's actions are detrimentally affecting competition between Airlines, the Committee will direct the Department of Highways and Public Works to curtail or cease purchasing Government Air Travel from that Airline, or such other action as considered appropriate, for such period of time deemed necessary by the Committee.
- 2.2.8 The Department of Highways and Public Works shall implement the decisions of the Committee on the purchase of Government Air Travel.
- 2.2.9 Decisions of the Committee are final.
- 2.2.10 The Committee may establish its own Terms of Reference and guidelines consistent with this policy.