

E.06 Program Excursion Firearm Policy

Learning Environment

Nunavut Arctic College

Nunavut Arctic College Program Excursion Firearm Policy

POLICY

Nunavut Arctic College is committed to provide students with maximum safety during program-sponsored excursions that may involve the use of firearms.

PRINCIPLES

1. Nunavut Arctic College recognizes that the development of land skills is fundamental for many of its programs.
2. The College will, where appropriate, incorporate 'on the land' experiences into program curriculum.
3. The College recognizes that firearms are a necessary part of land excursion for both protection and cultural experiences.

PROCEDURES

SCOPE

This policy applies to all NAC programs that use firearms, vehicles, boats, dog team as part of their excursions on the land, water and/or ice in Nunavut.

DEFINITIONS

Employee

"Employee" means an individual who is part of the Public Service of the Government of Nunavut / Nunavut Arctic College and is employed on either a full time or casual basis.

Volunteer

"Volunteer" is someone who is not an employee or contractor of Nunavut Arctic College. A volunteer accompanies students and participates in school-sponsored excursions. A volunteer may or may not receive compensation for reasonable expenses incurred in relation to the excursion.

Contractor

A "contractor" is a person who has a fixed place of business in Nunavut and is licensed under the Nunavut Business License Act. A contractor works on his/her own behalf and is not a Government of Nunavut / Nunavut Arctic College employee or a volunteer.

Issued: June 2006

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Page 1 of 4

E.06 Program Excursion Firearm Policy

Learning Environment

Nunavut Arctic College

AUTHORITY AND ACCOUNTABILITY

The President of Nunavut Arctic College is accountable to the Board of Governors for the implementation of this policy.

The President of Nunavut Arctic College is responsible for the administration of all provisions pursuant to this policy, including the administration of liability coverage and loss prevention through Risk Management and Insurance.

PROVISIONS

1. Eligibility

- a. Any employee, contractor, student and/or volunteer participating in program-sponsored excursions, and wishing to possess a firearm, must complete and satisfy the requirements of a Criminal Record Check obtained no more than six months ago.
- b. Any employee, contractor, student and/or volunteer participating and/or supervising activities involving the use of firearms shall show proof of proficiency in firearms by providing documentation proving that they possess a Possession Acquisition License (PAL), Possession Only License (POL), or proof of successfully completing the Canadian Firearms Safety Course, a Verification Certificate from the Firearms Officer, and a Criminal Record Check no more than six months old. Copies of such documents will be kept on file by the program coordinating the excursion.
- c. Any employee, contractor, student and/or volunteer with firearms who are not Inuit Beneficiaries under the Nunavut Land Claims Agreement must comply with the licensing and registration provisions of the Firearms Act (Canada).
- d. Any program-sponsored excursion involving the use of, or potential use of, firearms must include an employee, contractor, and/or volunteer who satisfies the above requirements.
- e. Students wishing to bring personal firearms on program-sponsored excursions must have a) in case of a registered firearm a registration card for their firearm that they wish to bring on program-sponsored excursions, or b) in case of a non-registered firearm a Verification Certificate from the Firearms Officer, stating that the firearm is a non-restricted firearm, as per Fire Arms Act of Canada. Copies of such documents will be kept on file by the program coordinating the excursion.
- f. When not being used, all firearms must be transported, and stored in a safe manner during a program-sponsored excursion. This may include, but is not limited to, the use of proper gun cases, and/or trigger locks (also in accordance with the Canadian Firearms Act).
- g. The program-excursion coordinator may set limits as to the number of firearms allowed on a program-sponsored excursion for management and personal safety reasons. No student

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Page 2 of 4

E.06 Program Excursion Firearm Policy

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Nunavut Arctic College

regardless of age will be allowed to use a firearm without direct supervision of an employee, contractor and/or volunteer.

2. Application

- a. The coordinating program must keep on file copies of all appropriate documents, as mentioned in 1b, when a student is allowed to bring a personal firearm

3. Liability Coverage

- a. Government of Nunavut and Nunavut Arctic College liability insurer can verify files. If files are not well maintained, the government of Nunavut and the College can lose liability coverage for the activities of this program.
- b. Government of Nunavut/Nunavut Arctic College liability coverage for volunteers and employees (casual and full time) includes the use of snowmobiles, ATVs, boats (less than 20 meters long) and dog teams.
- c. Government of Nunavut/Nunavut Arctic College requirements and conditions for liability coverage include:
 - i) Minimum age of drivers is 16 years. Priority is placed on retaining the services of Elders/Experienced drivers.
 - ii) The Government of Nunavut/Nunavut Arctic College insurance program covers the liability for owners and drivers of snowmobiles, ATVs, boats (less than 20 meters long) and dog teams. Any damages sustained by their equipment are not covered. Additional comprehensive coverage will have to be purchased from private insurers without any premium reimbursement from the College.
 - iii) Drivers must abide by all applicable laws.
 - iv) All participants are encouraged to use appropriate safety measures (including and not limited to helmets).
 - v) Liability coverage does not include races and speed tests.
 - vi) Nunavut Arctic College must keep a list of drivers and owners.
- d. The Financial Administration Manual (Directive 808) requires all contractors obtain and maintain liability coverage.

PREROGATIVE OF CABINET

Nothing in this policy shall in any way be construed to limit the prerogative of Cabinet to make decisions or take action respecting Nunavut Arctic College's excursions outside the provisions of this policy.

Appendix E.06

Verification Certificate

This document indicates and verifies that the below mentioned firearm has been inspected, and verified to be a legal firearm.

Student Name: _____

PAL-#: _____

Firearm description:

Make: _____ Model: _____

Serial-#: _____

Barrel #: _____ Barrel length: _____ mm

Other ID-#: _____

Owner of firearm: _____

Other comments: _____

The above described firearm has been inspected by the Firearms Officer in Iqaluit, and was found to be legal.

Date: _____

Firearms Officer
Manitoba/Nunavut District
Box 2258
Bldg. 987B
Iqaluit, NU X0A 0H0