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| <b>Policy #</b>                 | GA 120  |
| <b>Approved by:</b>             | Sanjay Puri   |
| <b>Approval Date:</b>           | June 21, 2023   |
| <b>Policy Holder Signature:</b> |  |
| <b>Policy Holder:</b>           | Vice President,<br>Administration and CFO   |
| <b>Administrative Contact:</b>  | Director, Public Safety &<br>Emergency Management                                   |
| <b>Replaces Policy Dated:</b>   | N/A   |
| <b>Review Date:</b>             | 5 Years from Approval Date  |

## Remotely Piloted Aircraft Systems Policy

### Purpose/Rationale:

The Humber College Institute of Technology and Advanced Learning, and the University of Guelph-Humber (hereafter referred to as “Humber” or “the College”), recognizes the increased use of Remotely Piloted Aircraft Systems (RPAS) for recreational, commercial, educational and research purposes. The College is further obligated to protect the safety of all persons present at Humber campuses by establishing principles of use for RPAS in compliance with Transport Canada regulations.

**This document is available in alternate format on request.**

### Scope:

This Policy applies to all members of the College community including faculty, staff, students, volunteers, contractors, and visitors at Humber campuses.

### Definitions:

**Advanced Operations:** If you meet **any one (1)** of these conditions, you are conducting advanced operations:

Operating in controlled airspace as defined by Transport Canada

- Operating over bystanders
- Operating within 30 meters (100 feet) of bystanders (measured horizontally)
- Operating less than 3 nautical miles from a certified airport or military aerodrome
- Operating less than 1 nautical mile from a certified heliport

**Basic Operations:** If you meet **all five (5)** of these conditions, you are conducting basic operations:

- Operating in uncontrolled airspace
- Operating more than 30 meters (100 feet) of bystanders (measured horizontally)
- Never operating over bystanders

- Operating more than 3 nautical miles from a certified airport or military aerodrome
- Operating more than 1 nautical mile from a certified heliport

If you DO NOT meet any 1 of these conditions, you are deemed to be conducting Advanced Operations.

*Pilot:* The operator of a remotely piloted aircraft system (RPAS) whether licensed or not, that is responsible for its safe and effective operation, including monitoring its flight path, responding to emergency situations and complying with applicable laws and regulations.

*RPAS:* Is a remotely piloted aircraft system, sometimes informally referred to as a **drone**. It is an unmanned aircraft that is remotely controlled by a pilot on the ground.

*Special Flight Operations Certificate (SFOC):* Is a Canadian aviation document issued by Transport Canada to authorize the operation of aircraft for specific purposes that fall outside the normal operating procedures or regulations.

## **Policy:**

1. **Authorization:** All RPAS operations within Humber premises must be authorized by the Director, Public Safety and Emergency Management (or designate). The RPAS operator must obtain appropriate authorization before any flight operation. Refer to related procedure.
2. **Safety:** The pilot must ensure that the RPAS is operated in a safe manner, and the operation does not pose any risk to people, property, or other aircraft in the area. The operator must follow all safety guidelines and protocols established by the College and Transport Canada regulations.
3. **Privacy:** RPAS pilots must respect the privacy of individuals and avoid filming or taking pictures of individuals or their property without their explicit consent. Any video or photographic recording must be conducted in a way that does not infringe on an individual's privacy.
4. **Security:** RPAS pilots must respect the security protocols of the College and avoid flying over sensitive areas such as residences, restricted areas, and other critical infrastructure without the expressed consent of the Director, Public Safety and Emergency Management (or designate).
5. **Maintenance:** The RPAS pilot is responsible for ensuring the RPAS is well-maintained, regularly inspected, and free from any defects that may compromise its safety and efficiency.
6. **Training:** All current and prospective RPAS pilots must complete the required training and licensing in compliance with Transport Canada's TPE 156263 "Knowledge Requirements for Pilots of Unmanned Air Vehicle Systems" before operating the RPAS.
7. **Licensing:** All RPAS pilots must be able to show their pilot certificate for either Basic Operations or Advanced Operations, Special Flight Operations Certificate – SFOC if

required, and proof of registration with Transport Canada while operating their RPAS.

8. **Insurance:** College approved pilots shall be named under the college's insurance policy. All third-party pilots operating a RPAS on College property must provide proof of pilot operators liability insurance in an amount no less than \$5 Million per occurrence.
9. **Records:** The college shall maintain records of all RPAS operations, including authorization, maintenance, and training records, for a minimum of two years. Refer to procedure.
10. **Violations:** Any violation of this policy or Canadian aviation regulations regarding RPAS operation may result in disciplinary action, up to and including termination of College privileges or employment. In addition, the RPAS operator may be liable for any damages resulting from the unauthorized or unsafe operation of the RPAS.

### **References:**

[Canadian Aviation Regulation Part IX – Remotely Piloted Aircraft Systems](#)

[Transport Canada – Flying your drone safely and legally](#)

[Transport Canada – Find your category of drone operation](#)

[Transport Canada Knowledge Requirements for RPAS pilots](#)

### **Related Procedure(s):**

Remotely Piloted Aircraft System (RPAS) Procedure