



<b>Policy Number:</b>	<b>GC-4203-2016</b>
<b>Policy Title:</b>	<b>Unmanned Aerial Vehicles (Drones)</b>
<b>Policy Owner:</b>	<b>General Counsel and Corporate Secretary</b>
<b>Effective Date:</b>	<b>September 21, 2016</b>

### **1. Purpose**

This policy governs the use of Unmanned Aerial Vehicles (UAVs) on Mohawk College property, and for College related business, activities or events.

### **2. Application and Scope**

This policy applies to all College community members operating, or intending to operate, a UAV on College property, or for College related business, activities or events.

### **3. Definitions**

**"SFOC"** is a special flight operations certificate which is a Canadian aviation document required for operating an unmanned aerial vehicle system.

**"UAV"** means an unmanned aerial vehicle, including a power-driven aircraft, other than a model aircraft, that is designed to fly without a human operator onboard, but does not include fireworks, kites, rockets and large unmanned free balloons.

### **4. Principles**

The College recognizes that UAVs are an important tool for gathering data, information and images. This policy provides a method for UAVs to be operated safely and in compliance with the law and College insurance requirements.

### **5. Accountability and Compliance**

#### **5.1 Accountability Framework**

This policy has been approved by the Senior Leadership Team.

#### **5.2 Compliance**

The General Counsel and Corporate Secretary is responsible for monitoring the effectiveness of this policy and ensuring compliance.

## **6. Rules**

6.1 College-owned UAVs may only be operated by College-approved pilots who are named under the College's insurance policy.

6.2 All current and prospective pilots must have completed a course in compliance with Transport Canada's TP 15263E 'Knowledge Requirements for Pilots of Unmanned Air Vehicle Systems' prior to operating a UAV. All pilots will be required to submit proof of training to their supervisor and the College's insurance representative.

6.3 Before operating a UAV, all pilots must determine if obtaining an SFOC is required. If so, the pilot must obtain a SFOC according to the timelines and protocols determined by Transport Canada.

6.4 All pilots are required to complete and maintain UAV Use Logs (Attachment 1). All records should be kept for a period of not less than one year. At the close of each fiscal year, all records should be sent to the College's insurance representative for archiving.

6.5 Any third-party hired to operate a third-party UAV on College property or for College related business, activities or events, must provide proof of appropriate insurance, a valid SFOC (if required), and, proof of completion of a training program in compliance with Transport Canada's TP 15263E 'Knowledge Requirements for Pilots of Unmanned Air Vehicle Systems' prior to flight.

## **7. Policy Revision Date**

### **7.1 Revision Date**

September 2019

### **7.2 Responsibility**

The General Counsel and Corporate Secretary will review this policy every three years or earlier when required.

## **8. Attachments**

Attachment 1 – UAV Use Log

## **9. Specific Links**

CS-1400-2008 Accidents and First Aid

CS-1401-1979 Health and Safety

Aeronautics Act

Canadian Aviation Regulations

Canadian Transportation Accident Investigation and Safety Board Act

Freedom of Information and Protection of Privacy Act  
Radiocommunication Act  
Trespass Act

