

SAIT'S USE OF REMOTELY PILOTED AIRCRAFT SYSTEMS

Section:	Administration (AD)
Subject:	Security
Legislation:	<i>Aeronautics Act (R.S.C 1985, c.A-2); Canadian Aviation Regulations (SOR/96-433).</i>
Effective:	May 31, 2018
Revision:	June 7, 2023

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to provide a safe environment by regulating SAIT's operation and use of all remotely piloted aircraft systems (RPAS).

PROCEDURE

DEFINITIONS

Canadian Aviation Regulations (CARs)	Regulations under the <i>Aeronautics Act</i> governing aviation operations and safety in Canada.
Conflict of interest	A situation in which a member of the SAIT community has a private interest sufficient to influence, to appear to influence, or to potentially influence the objective exercise of that individual's duties in SAIT's best interests, or a situation in which that individual directly or indirectly competes with or aids another to compete with SAIT or to engage in a business or practice contrary to SAIT's interests, goals, objectives or business.
Employee	A person employed on SAIT's payroll, whether paid by annual salary or hourly wage, and contractors.
Flight	Operation that occurs within a specified period and geographic area.
Independent contractor	An individual contracted by SAIT under the individual's own company name and paid through Finance.
Microdrone	RPAS that weigh less than 250g.
Mission	A series of related flights for the execution of a specific program or purpose.

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Nav Canada	Private, not-for-profit corporation that operates Canada's air traffic control and civil air navigation system under the auspices of the Civil Air Navigation Services Commercialization Act.
Payload operator	Person trained to operate the payload system and, in some cases, to manage the flight.
Pilot certificate	Issued by Transport Canada for the operation of RPAS. In Canada, there are two main categories of RPAS operation: basic and advanced each with specific rules. The weight of the RPAS, distance from bystanders, and airspace rules define the category of operations.
Pilot-in-command	Licensed pilot of the RPAS with overall responsibility of the RPAS flight.
Remotely piloted aircraft system (RPAS)	Navigable aircraft, other than a balloon, rocket, or kite, that is operated by a pilot who is not on board.
RPAS Committee	Governing body and approver for all SAIT RPAS flights.
SAIT community	SAIT's governors, employees, students and independent contractors.
Transport Canada	The Canadian federal regulatory authority that manages transportation in Canada.
Visual line-of-sight	Unaided (corrective lenses and/or sunglasses exempted) visual contact with a RPAS sufficient to maintain operational control of the RPAS and to know its location and orientation.
Visual observer	A trained crew member who keeps the RPAS within visual line-of-sight and who assists the pilot-in-command in the duties associated with collision avoidance and with complying with the applicable rules of flight

GOVERNING PRINCIPLES

1. The Chair of the RPAS Committee is responsible for the overall management of this procedure and ensuring that SAIT complies with Canadian Aviation Regulations.
2. The RPAS Committee shall establish conditions and requirements for RPAS operations, approve all RPAS flights and missions, address issues and concerns related to RPAS activities at SAIT, and verify that regulatory reporting requirements to Transport Canada related to incidents are met.

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3. SAIT maintains comprehensive general liability insurance for RPAS research and academic purposes and for those RPAS activities falling within SAIT's scope of operations as a post-secondary institution, provided that use of the RPAS complies with Transport Canada and any other applicable regulations.
4. All flights or missions conducted by SAIT (employees, students or independent contractors) on SAIT lands must comply with Canadian Aviation Regulations.
5. All RPAS operations conducted outside of Canada on SAIT's behalf, including the use of a SAIT-owned or SAIT-leased RPAS, require approval from the RPAS Committee and, at the discretion of the RPAS Committee, approval from Executive Management Committee.
6. The senior leader of the school/department must ensure that RPAS operation requirements are followed by employees, students and independent contractors under their direction.

PROCEDURE

A. RPAS Committee

1. The RPAS Committee shall be comprised of a minimum of three members with a chair, a member appointed from the Corporate Development, Applied Research and International Division and a member from the Academic Division. The chair shall be jointly appointed by the vice president, corporate development, applied research and international and the vice president academic. The chair must be a senior manager (associate dean, dean or director).
2. The RPAS Committee is responsible for creating and maintaining its Terms of Reference.
3. If the Chair of the RPAS Committee is in a potential or actual conflict of interest, as defined in procedure [HR.4.11.1 Conflict of Interest](#), regarding any matter that the RPAS Committee is considering or deciding, the Chair must excuse themselves from that consideration or discussion and cannot vote on the particular issue under consideration or discussion.

B. RPAS Flights that SAIT Conducts for SAIT Academic or Research Purposes

1. Members of the SAIT community wishing to carry out RPAS flights and missions (including the use of microdrones) for academic and research purposes must contact the RPAS Committee and follow SAIT's approval process. This process includes flight registration (including site survey), crew qualification, site security approval, and emergency plan awareness.
2. A pilot seeking approval for a first-time flight or mission must obtain approval from the RPAS Committee at least 5 business days before the scheduled flight date. Approval for

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subsequent flights or missions must be submitted for approval at least one business day prior to the flight.

3. To protect spectators and flight participants, RPAS flights conducted indoors on SAIT premises must take place within a completely enclosed space and may require additional safety precautions such as netting, as determined by the RPAS Committee.
4. The dean or director responsible for a SAIT-owned RPAS must ensure the RPAS make, model and purchase price is reported to the coordinator, insurance management, finance department.
5. Non-commercially built or modified RPAS may be used for research and academic purposes if they comply with the Canadian Aviation Regulations.
6. All incidents must be reported to Transport Canada, the RPAS Committee, the Safety and Community Services department and the coordinator, insurance management, Finance department. The RPAS pilot must ensure all Transport Canada regulatory reporting requirements are met.

C. RPAS Flights for Non-Academic or Non-Research Purposes

1. Members of the SAIT community or external individuals, organizations, or corporations wishing to carry out RPAS flights or missions (including the use of microdrones) on SAIT lands for non-academic or non-research purposes where SAIT has a vested interest must contact the RPAS Committee and follow SAIT's approval process. This process includes:
 - a) SAIT employees who are approached by external individuals wishing to carry out RPAS operations must provide information on the approval process for RPAS operations to that requestor.
 - b) Obtaining the required Transport Canada certification for flight operations.
 - c) Having comprehensive general liability insurance coverage including RPAS liability insurance in place for the RPAS flight, with a limit of no less than \$2,000,000 per occurrence with respect to bodily injury, death, property damage and loss.
 - d) Having the required personnel in place for the flight, including, at a minimum, a pilot-in-command and a visual observer. In some situations, this may also include a payload operator.
 - e) Complying with all conditions and requirements as determined by the RPAS Committee. This includes but is not limited to submitting the pilot certificate, RPAS registration and insurance certificate for review by the RPAS Advisory Committee.
2. A pilot seeking approval for a flight or mission must obtain approval from the RPAS Committee at least five business days before the scheduled flight date.

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3. To protect spectators and flight participants, RPAS flights conducted indoors on SAIT premises must take place within a completely enclosed space and may require additional safety precautions such as netting, as determined by the RPAS committee.
4. All incidents must be reported to Transport Canada, the RPAS Committee, Safety and Community Services and the coordinator, insurance management, Finance. The RPAS pilot must ensure all Transport Canada regulatory reporting requirements are met.
5. The pilot of the RPAS must ensure all Transport Canada regulatory reporting requirements are met in the event of an incident.

D. RPAS Flights for Recreational Purposes Over SAIT’s Premises

1. The use of a RPAS for recreational purposes is prohibited on lands that SAIT owns, leases or operates.

E. Compliance

1. Individuals who breach this procedure may be subject to trespass notice proceedings under procedure [AD.4.2.1 Trespassing](#) and/or to disciplinary proceedings under procedures [HR 4.4.1 Corrective Action Procedures](#) or [AC.3.4.4 Student Non-Academic Conduct](#).

POLICY/PROCEDURE REFERENCE

AD.4.6 SAIT’s Use of Remotely Piloted Aircraft Systems

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