Remotely Piloted Aircraft Systems

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Executive Sponsor:	Vice President, People, Culture, and Inclusion
Department Responsible:	Safety, Security and Emergency Management
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Objectives

This procedure applies directly to Policy 7100, Safety and Security.

BCIT recognizes the increasing use of Remotely Piloted Aircraft Systems ("RPAS") for recreational, commercial, educational, and research purposes. The objectives of this procedure are to:

- Communicate the approval process for the use of RPAS on BCIT campuses.
- Ensure that RPAS are used on BCIT campuses only in accordance with Transport Canada and Canadian Aviation Regulations, as applicable.
- Enhance applied research.
- Support RPAS education, skills, and training.
- Support practical application of RPAS services to BCIT.
- Ensure safe operation of RPAS on BCIT campuses.

Who This Procedure Applies To

This procedure applies to all BCIT employees, contractors, visitors, and students.

Related Documents and Legislation

Federal Legislation

Aeronautics Act, RSC 1985, c A-2
Criminal Code, RSC 1985, c C-46
Canadian Aviation Regulations, SOR/96-433

Guides & other

Transport Canada Aeronautical Information Manual (TC AIM) - TP 14371, c RPA – Remotely Piloted Aircraft, p 431
Transport Canada, "Flying your drone safely and legally"

Provincial Legislation

Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165

Personal Information Protection Act, SBC 2003, c 63

BCIT Policies

Policy 1500, Code of Conduct
Policy 2003, Purchase of Operating Goods or Services
Policy 5102, Student Code of Conduct (Non-Academic)
Policy 5401, Program Development and Credentials
Policy 6700, Freedom of Information and Protection of Privacy
Policy 7130, Filming on Campus
Policy 7150, Occupational Health & Safety

Procedure

Regulatory Compliance

The use of RPAS falls under Transport Canada and the *Canadian Aviation Regulations* Part IX – Remotely Piloted Aircraft Systems. The rules differ depending upon the weight of the aircraft and payload, and the category of certification. All use of RPAS on BCIT campuses must comply with the Regulations.

Application to Use RPAS on BCIT Campuses

BCIT prohibits the use of RPAS on its campuses without the express written consent of the Senior Director of its Department of Safety, Security and Emergency Management ("SSEM"). Application forms are found in the Standard Operating Procedures ("SOP").

Prior to each approved use of RPAS on BCIT campuses, the pilot must notify SSEM (security@bcit.ca).

Academic instructors and department or school pilots must have current RPAS certificates and registration, and must verify that student certificates are current.

Contractor and visitors requesting consent of SSEM for use of RPAS must include the following:

- the name, address, and telephone number of the applicant;

- the name, address, and telephone number of the pilot, if different from applicant;

- pilot certificate number and aircraft registration number;

- method by which the pilot can be contacted directly during operation;

- the type and purpose of the operation;

- the dates, alternate dates, and times of the proposed operation;

- a detailed plan describing how the operation will be carried out;

- a complete description of the aircraft to be flown;

- a security plan for areas of operation and a security plan for areas to be overflown that ensure no hazard is created to persons or property on the surface; and,

- a copy of the Special Flight Operations Certificate as mandated by Transport Canada.

Liability Coverage for Use of RPAS for Educational and Institute-Authorized Activities

- Individuals who are responsible for educational activities are also responsible for addressing safety concerns and attaining approvals before planning any RPAS related educational activity.

- BCIT faculty, employees, or students may be asked to provide a memorandum of coverage. Contact BCIT Corporate Services on how to obtain a memorandum of coverage.

- Third parties applying to use RPAS may be required to demonstrate insurance coverage for the related activities prior to approval.

General Rules

To be followed in accordance with Transport Canada basic and advanced operations.

Except for indoor flights, the use of RPAS at the Aerospace Technology Campus is strictly prohibited.

Approval and Safety Considerations

Approvals of applications for the use of RPAS will be provided in writing by SSEM.

Upon approval, RPAS must only be used safely and legally in a way that does not endanger members of the BCIT community or BCIT structures or assets.

Privacy

If collecting personal information via video surveillance, operators of RPAS must adhere to the BC *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection Act*, and Policy 6700 – Freedom of Information and Protection of Privacy, including implementing appropriate procedures for the collection, use, and disclosure of personal information captured by the use of RPAS, and conducting a Privacy Impact Assessment where required by Policy 6700.

Duties and Responsibilities

Senior Director of Safety and Security Management

The Senior Director of SSEM is responsible for implementing and managing RPAS procedures and the SOP.

Committee (RPAS Hub name to be determined)

The committee is responsible for developing the SOP and ensuring it remains compliant with Transport Canada requirements and meets the needs of the Institute.

BCIT Community

The BCIT community is responsible for being aware of and complying with this procedure.

Forms Associated with This Procedure

Application to use RPAS on BCIT Property will be identified in the SOP.

Amendment History

		Approval Date	Status
Created:	Procedure 7100-PR10 version 1	2019 Oct 01	Replaced
Revised:	Procedure 7100-PR10 version 2	2023 Dec 05	In Force

Scheduled Review Date

2028 Dec 05 (or sooner, if there are changes to the applicable regulatory framework or relevant operational circumstances).