

Title	Drone Use		
Parent Policy	Third Party Campus Use	Responsible Office	Operations and Resilience
Classification	Administrative	Effective Date	2024-Aug-22
Category	Facilities and Properties	Document No.	1095-PR
Approval	Vice-President, Finance and Operations		

This procedure is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment, and the parent policy.

The most up-to-date versions of the university's procedures are posted on the policy and procedure website. If you've printed this guideline, check the website to ensure you have the current version.

NOTE: The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.

1.0 Requesting to film by remotely piloted aircraft system(s) or drone(s) (or collectively, “drones”)

- 1.1 Permission must be obtained by Transport Canada to fly drones of all sizes at Royal Roads University (“University”), including on the campuses and surrounding grounds (or collectively, “lands”) and in University airspace.
- 1.2 If permission from Transport Canada is granted, the pilot must then request approval to film on University lands from the University’s Responsible Office as follows:
 - a. Email Campus Security at security@royalroads.ca to propose the date, time, and desired filming locations;
 - b. Identify the purpose of the filming (e.g., personal, recreational, commercial, or documentary); and
 - c. Provide a copy of the pilot’s certificate for special flight operation issued by Transport Canada.

2.0 Evaluation of Request

- 2.1 Campus Security will evaluate the request to film by drone and make a recommendation to the Responsible Office. The Responsible Office will provide a decision to the pilot by email within 30 days.
- 2.2 If the pilot’s proposed date cannot be accommodated due to University business or other bookings, alternative dates will be proposed by the Responsible Office to the pilot.

3.0 Terms of Use

- 3.1 Pilots granted permission by the University to film by drone on University Lands must follow:
 - a. University policies and procedures, including the *Third Party Campus Use Policy*;
 - b. local, provincial, and federal laws;
 - c. Transport Canada rules and regulations; and
 - d. Canadian Aeronautics regulations outlined in the *Aeronautics Act*.

4.0 Review

The University will monitor best practices and relevant legislation and revise this procedure as required. In any event, this procedure will be reviewed at least once every three years.

5.0 Related Documents

Royal Roads University Documents and Information

- Third Party Campus Use Policy

Legislation and Information

- [Aeronautics Act](#)
- [Canadian Aviation Regulations, Part 9](#)
- [Flying Your Drone Safely and Legally](#)

Review, Revision and Approval History

<u>Date</u>	<u>Activity</u>
2024-Aug-22	Approved by VP, Finance and Operations; first implementation and effective date
2025-Aug-22	Next Review