



## Rural Municipality of Meadow Lake #588 Policy

Policy #TS-020  
Policy Title: Drone Policy

<b>Policy Objective:</b> To provide guidelines for drone operation.	
<b>Authority:</b> Council Resolution # <b>181-23</b>	Dated: August 14, 2023

**Policy Statement:** This policy outlines the guidelines and procedures for the use of drones by the Rural Municipality of Meadow Lake No. 588 for investigating beaver dams, bridges, culverts, water bodies, washouts, other infrastructure-related purposes, bylaw enforcement and emergency situations. The RM is committed to adhering to all relevant provincial and federal regulations to ensure safe and responsible drone operations.

1. **Purpose:** The purpose of this policy is to establish guidelines for the RM's utilization of drones in infrastructure investigation activities. The policy aims to ensure compliance with all applicable laws and regulations while maintaining the safety and privacy of individuals and the environment.
2. **Scope:** This policy applies to all RM personnel and authorized contractors involved in the operation of drones for infrastructure investigation within the boundaries of the RM in accordance with provincial and federal regulations.
3. **Regulatory Compliance:** The RM shall adhere to all relevant provincial and federal regulations, including but not limited to:
  - a. Canadian Aviation Regulations (CARs) Part IX - Remotely Piloted Aircraft Systems (RPAS)
  - b. Transport Canada's guidance material and requirements for drone operations
  - c. Privacy legislation, including the Personal Information Protection and Electronic Documents Act (PIPEDA) and applicable provincial privacy laws.
4. **Drone Operations:**
  - a. **Qualified Personnel:** Drone operations shall be conducted only by authorized personnel who possess appropriate Transport Canada-issued pilot certifications or qualifications.
  - b. **Documentation:** The RM shall maintain records of all drone operations, including flight plans, maintenance logs, and any incident reports as required.
  - c. **Risk Assessment:** A thorough risk assessment shall be conducted prior to each drone operation, taking into account potential hazards, airspace restrictions, privacy concerns, and environmental impact.

POLICY #

RM OF MEADOW LAKE #588

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Date Issued: August 14, 2023

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d. **Flight Planning:** Prior to any drone operation, a flight plan shall be developed, indicating the intended flight path, altitude, and any restricted or sensitive areas to be avoided.

e. **Airspace Authorization:** The RM shall ensure that necessary airspace authorizations, such as Transport Canada's Special Flight Operations Certificate (SFOC), are obtained for all drone operations that require them.

f. **Privacy Protection:** The RM shall take appropriate measures to protect the privacy of individuals and ensure compliance with applicable privacy legislation. Images or data collected that may include personal information shall be handled in accordance with the privacy policy of the RM.

g. **Environmental Considerations:** The RM shall take precautions to minimize the environmental impact of drone operations and adhere to any environmental protection regulations, such as avoiding sensitive habitats, minimizing noise disturbances, and following waste disposal guidelines.

h. **Emergency Procedures:** The RM shall establish emergency procedures to be followed in the event of an accident, incident, or malfunction during drone operations.

**5. Training and Education:**

a. All personnel involved in drone operations shall receive proper training, including theoretical and practical instruction on drone operation, regulations, safety protocols, and privacy requirements.

b. Regular training sessions shall be conducted to update personnel on changes in regulations, technology, and best practices for drone operations.

**6. Incident Reporting and Investigation:**

a. Any accidents, incidents, or near misses related to drone operations shall be reported to the appropriate authorities and promptly investigated by the RM to determine causes and prevent future occurrences.

b. Lessons learned from incidents and near misses shall be shared with personnel involved in drone operations to enhance safety and improve procedures.

**7. Policy Review:**

a. This policy shall be reviewed periodically to ensure its continued relevance and compliance with evolving provincial and federal regulations.

b. Any necessary updates or amendments to the policy shall be made in a timely manner, with proper communication and training provided to relevant personnel.

**8. Approval and Implementation:**


This policy shall be approved by the RM's governing body and communicated to all personnel involved in drone operations.

9. When the RM of Meadow Lake plans to survey a waterway for the purpose of obtaining information relating to any blockages or debris issues that may affect the flow of a waterway or cause flooding, the RM will first obtain written permission from the property owner to fly a drone over the area.
10. If permission is not obtained, then the RM drone operator will operate the drone only in the air space above the registered roadway abutting the affected property.
11. Drone operation will not occur when windspeed affects operation.
12. Drone operation during wildfire, floods and other state of emergency situations will be at the discretion of the drone operator with approval from the CAO or Reeve.

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