

ACADEMIC COUNCIL REPORT

SESSION:

Public
Non-Public

ACTION REQUESTED:

Decision
Discussion/Direction
Information

TO: Academic Council

DATE: April 23, 2019

FROM: Niall O'Halloran, Policy and Compliance Advisor

SUBJECT: Written Policy Instrument Consultation Opportunity

ACADEMIC COUNCIL MANDATE:

- Under the Policy Framework, Policy Owners must consult with Academic Council before presenting draft policy instruments to the approval authority for approval.
- We submit this report to inform you of the opportunity to review draft policy instruments and provide written comments before they are presented to the relevant Approval Authority.

POLICY INSTRUMENT(S) AVAILABLE FOR CONSULTATION:

- Air Vehicle Approval Directive
- Fees and Charges section of Undergraduate Regulations

HOW TO COMMENT:

- Academic Council members can provide written comments by email to policy@uoit.ca. Comments will be shared with the relevant Policy Owner for consideration.
- The comment period will be open until 4:30 pm on May 7, 2019.

NEXT STEPS:

- Academic Council members can provide written comments by email to policy@uoit.ca.
- A summary of comments on each instrument will be provided to the relevant deliberative body and approval authority. A full list of consultation and approval for each instrument is attached.
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SUPPORTING REFERENCE MATERIALS:

- Air Vehicle Approval Directive
- Fees and Charges section of Undergraduate Regulations

Classification Number	LCG 1116.XX
Parent Policy	Risk Management Policy
Framework Category	Legal, Compliance and Governance
Approving Authority	President
Policy Owner	University Secretary and General Counsel
Approval Date	DRAFT FOR REVIEW
Review Date	
Supersedes	

AIR VEHICLE APPROVAL DIRECTIVE

PURPOSE

1. The purpose of these Directives is to provide an appropriate use and approval process for the piloting of Air Vehicles on University premises.

DEFINITIONS

2. For the purposes of these Directives the following definitions apply:

“Applicant” means an individual or organization seeking to use Space.

“Control Zone” is air space controlled by NAV CANADA, which requires an approved Special Flight Operations Certificate.

“Event” means any short-term organized activity, meeting, display, or form of public address by a User within or on a University Space.

“Piloted Air Vehicle” means an aircraft with a pilot on board.

“NAV CANADA” is the company that owns and operates Canada’s civil air navigation services which include air traffic control, airport advisory and flight information, and aeronautical information.

“NOTAM” is “A Notice to Airmen” filed with NAV CANADA, issued for special flight operations.

“Oshawa Aerodrome” means an area in which airport flight operations take place.

“Space” means any location owned, leased, rented or otherwise occupied by the University and made available for temporary use.

“Special Flight Operations Certificate (SFOC)” is a certificate issued by Transport Canada that is necessary to obtain in order to fly a remotely, or autonomous piloted aircraft. The certificate outlines how and where an Applicant may fly their air vehicle.

“Unpiloted Air Vehicle (UAV)” means a power-driven aircraft that is designed to fly without a pilot on board.

SCOPE AND AUTHORITY

3. These Directives apply to all Applicants seeking to pilot all air vehicles in University Space.
4. The piloting or landing of all air vehicles, falls under the Restricted Space category of the Booking and Use of University Space Procedure.
5. The University Secretary and General Counsel, or successor thereof, is the policy owner and responsible for overseeing the implementation, administration and interpretation of these Directives.

DIRECTIVE

6. APPROVAL REQUIREMENTS FOR UAV INTERNAL APPLICANTS IN EXTERIOR SPACE

- 6.1. The Applicant must read and understand all legal requirements and related rules to flying drones as set out by Transport Canada.
- 6.2. The Applicant must complete the mandatory training required by Transport Canada.
- 6.3. The Applicant may consult with the Director of Risk Management prior to completing the SFOC and/or Appendix B applications to ensure they have the necessary documents for filing, such as but not limited to:
 - i. A Certificate of Insurance;
 - ii. Permitted exterior location coordinates;
 - iii. Proof of Corporation;
 - iv. Emergency plan to address safety risks;
- 6.4. The Applicant will complete the SFOC application;
- 6.5. The Applicant will read and understand all legislation, rules and regulations that apply to the approved SFOC;
- 6.6. The Applicant will complete Appendix B;
- 6.7. Once the Applicant receives the approved SFOC and Appendix B, they must send the completed package including supporting documents of the SFOC to the Director of Risk Management fourteen (14) days in advance of the first proposed start date.
- 6.8. The Director of Risk Management will collect the appropriate signatures and notify the Applicant of the approval at least five (5) days prior to the first proposed start date.
- 6.9. The Applicant must keep with them at all times while piloting the aircraft:
 - i. A copy of the SFOC, including the emergency and security plans;
 - ii. The Certificate of Insurance;
 - iii. The pilot's name, address, and telephone number;

- iv. A copy of the UAV system operating specifications and limitations;
 - v. Some form of communication device (e.g.; cellphone) to report any incidents.
- 6.10.** The Applicant is required to file a NOTAM with NAV Canada in advance of every proposed flight operation.
- 6.11.** Upon approval from NAV Canada, the Applicant is required to confirm approval of the proposed flight with Risk Management, and the Office of Campus Infrastructure and Sustainability.
- 6.12.** The Applicant is required to contact security 24 hours in advance to access the restricted space on campus.
- 6.13.** The Applicant is responsible for immediately reporting any situations that arise during flight operations where the UAV has come into contact with any property or person, to the Director of Risk Management and Security as soon as reasonably possible.
- 6.14.** The Applicant is responsible for immediately reporting any situations and/or incidents including flyaway that arise to Transport Canada as outlined in the SFOC standards and Appendix B.

7. APPROVAL REQUIREMENTS FOR UAV EXTERNAL APPLICANTS IN EXTERIOR SPACE

- 7.1.** The Property owner's permission for the use of Space will be permitted at the discretion of the Director of Risk Management and in consultation with other University stakeholders.
- 7.2.** The Applicant must complete Appendix A and show proof of the following:
- i. Approved SFOC, including the emergency and security plans;
 - ii. A copy of the Emergency and Security Plans;
 - iii. A Certificate of Insurance naming the University and Durham College as additional insured's for 5 million dollars;
 - iv. A copy of the system operating specifications and limitations;
 - v. Proposed "UAV Pilot Flight Log";
- 7.3.** The Applicant must send the approved Appendix, SFOC, and supporting documents to the Director of Risk Management twenty (20) days in advance of the first proposed start date.
- 7.4.** The Director of Risk Management will notify the Applicant of the approval at least five (5) days prior to the first proposed start date.
- 7.5.** The Applicant must keep with them at all times while piloting the aircraft:
- i. A copy of the SFOC, including the Emergency and Security Plans;

- ii. The Certificate of Insurance;
 - iii. The pilot's name, address, and telephone number;
 - iv. A copy of the UAV system operating specifications and limitations.
 - v. Some form of communication device (e.g.; cellphone) to report any incidents.
- 7.6. The Applicant is required to file a NOTAM with NAV Canada in advance of every proposed flight operation.
 - 7.7. Upon approval from NAV Canada, the Applicant is required to confirm approval of the proposed flight with Risk Management, and the Office of Campus Infrastructure and Sustainability.
 - 7.8. The Applicant is required to contact security 24 hours in advance to access the restricted space on campus.
 - 7.9. The Applicant is responsible for immediately reporting any situations that arise during flight operations where the UAV has come into contact with any property or person, to the Director of Risk Management and Security as soon as reasonably possible.
 - 7.10. The Applicant is responsible for immediately reporting any situations and/or incidents including flyaway that arise to Transport Canada as outlined in the SFOC standards and Appendix A.

8. APPROVAL REQUIREMENT FOR MANNED AIR VEHICLES AND FLIGHTS IN INTERIOR UNIVERSITY SPACE

- 8.1. Consult with the Director of Risk Management for flights involving Piloted Air Vehicles and/or flights in interior University Space.
- 8.2. The Director of Risk Management will determine if an Applicant is permitted to conduct the proposed flight operation in University Space considering all evidence from the Applicant and in consultation with other stakeholders both internal and external to the University.

MONITORING AND REVIEW

- 9. These Directives will be reviewed as necessary and at least every three years. The Risk Management Committee or successor thereof, is responsible to monitor and review this Directive.

RELEVANT LEGISLATION

- 10. Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1

Human Rights Code, R.S.O. 1990, Chapter H.19

Canadian Aviation Regulations

Civil Aviation, Standards: General Safety Practices – Model Aircraft and Unmanned Air Vehicles

Interim Order Respecting the Use of Model Aircraft

Transport Canada Aeronautical Information Manual

Criminal Code of Canada

Privacy Act

Trespass Act

Transportation of Dangerous Goods Act

Canadian Transport Accident Investigations and Safety Board Act

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 11.** Booking and Use of University Space Policy
- Booking and Use of University Space Procedures
- Risk Management Framework Policy
- University-Hosted Event Risk Management and Approval Directive
- Appendix A – Air Vehicle Application for External Users
- Appendix B - Air Vehicle Application for Internal Users

Classification Number	ADM XXXX
Framework Category	Administrative
Approving Authority	President
Policy Owner	Registrar
Approval Date	DRAFT FOR REVIEW
Review Date	-
Supersedes	-
Last Updated	

FEES AND CHARGES POLICY – FROM UNDERGRADUATE ACADEMIC CALENDAR

Fees and charges

For information about specific, current fees, visit uoit.ca/fees.

General information

After registration, each student will be able to view a detailed assessment of fees due, through the online registration process. No fee statements will be mailed. Students are responsible for checking and paying amounts owing by the fee deadlines specified in the academic schedule.

Students with fees outstanding beyond the due date will be assessed a late payment fee and will be subject to the university's hold policy. Interest will be calculated at a monthly rate compounded on the monthly balance and will be applied to the student account at the end of the month. Students with accounts on hold are unable to register, view grades, order transcripts, or graduate. Other services (e.g. library access, parking passes) may also be denied. In all cases, outstanding fees must be paid before subsequent registration will be allowed.

A student dropping courses by the last day to drop courses and receive a 100 per cent refund of tuition fees will not be liable for tuition fees for those courses. Any student who drops a course after this date and up to the last day to drop courses with a 50 per cent refund will receive a 50 per cent refund of tuition fees. Ancillary fees are non-refundable after the last day to drop courses and receive a 100 per cent refund of tuition fees. No tuition will be refunded for courses dropped after the last day to drop courses with a 50 per cent refund. Students wishing to drop courses should consult the academic schedule in this calendar for specific refund dates.

Methods of payment and deferment of fees

For detailed information on methods of payment and deferment of fees, please visit uoit.ca/studentfinances.

Tuition and fees

Tuition fees are charged on a per credit hour basis, up to the maximum annual program fee. Students who elect to complete additional courses beyond those required by the program will be charged for the additional courses at the regular per credit hour rate.

Tuition, ancillary and student organization fees are assessed on a semester basis. Please refer to uoit.ca/fees for detailed fee information.

Ancillary and student organization fees

Ancillary and student organization fees are charged on a semester basis. Ancillary fees include athletics, recreation, student services, student life and counselling. Student organization fees include student government and the student centre capital fund.

Health and dental insurance

~~Extended Health~~ ~~health~~ and dental insurance fees are charged annually and are ~~assessed~~ ~~applied~~ as part of fall semester fees or at the time of admission. These fees are charged to full-time students only.

~~Full-time students who have pre-existing health insurance and have paid their tuition fees in full by the last day to drop courses are eligible to opt-out by the opt-out deadline, which is available on the UOIT Student Union website~~ ~~university's UOIT Student Union website~~. ~~A portion of the health and dental fee is retained for administrative purposes.~~

~~International students are required to pay the University Health Insurance Plan (UHIP) fees in addition to regular~~ ~~extended~~ health and dental insurance fees. The rates are determined by the insurer. ~~Information about UHIP is available at the International Office.~~ ~~Full-time students who have pre-existing health insurance are eligible to opt-out by the opt-out deadline, which is available on the UOIT Student Union website~~

Technology-enriched learning environment

Most undergraduate programs require students to participate in the technology-enriched learning environment program. Please refer to ~~uoit.ca to the university's Technology-enriched Learning Environment (TELE) web page~~ for information on the compulsory ~~technology-enriched learning~~ fee and payment deadlines.

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Work-integrated learning fees

Fees may apply to those students engaged in work-integrated learning (WIL) opportunities. Examples of WIL include field experiences, co-op and internships. Further information related to these fees is available on the ~~Office of the Registrar's office~~ website.

Residence and campus dining plan fees

Residence

Residence fees are charged for an eight-month period (September to April). For payment deadlines and details, please visit ~~uoitrez.ca~~ ~~uoit.ca/residence~~.

Residence fees must be paid directly to the residence via one of their payment options and cannot be paid to the university. Payments made to the university in error will be applied to any outstanding balances on your account with the university.

Simcoe Village:

The South and Central Halls of Simcoe Village offer open concept suites shared by two beds (traditional dorm rooms). The North Hall offers suites with two separate bedrooms.

South Village:

The South Village offers suites with two separate bedrooms. A dining plan is mandatory for all students living in the South Village residence.

Campus dining plans

Students living in the South Village must choose one of the [mandatory dining plans](#).

All other students may choose to purchase one of the [voluntary dining plans](#). Campus dining plans consist of a set number of meals per week and a credit account, which may be used to purchase food from on-campus eating facilities.

Parking

Parking rates are determined annually. Rates vary depending on the permit type. Visit uoit.ca/parking for more information.