
	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	MOS-2003 Unmanned Air Vehicle Policy October 11, 2017 Infrastructure, Planning & Development


Policy Statement:

As a requirement of the Special Flight Operations Certificate, UAV Operator's must obtain permission from the aerodrome to operate a UAV within 5 nautical miles (9.26 kilometers) of an aerodrome. This policy provides the operator permission without assuming any liability on the part of the Town.

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1.0 Reason for Policy

The purpose of the UAV Policy is to establish the rules for issuing a permit to an applicant to operate a UAV in the corporate limits of the Town of Vegreville.

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2.0 Definitions

- 2.1 **Airport Manager** means the Manager of the Vegreville Regional Airport as appointed by the Chief Administrative Officer.
- 2.2 **CAO** means the Chief Administrative Officer for the Town of Vegreville.
- 2.3 **Property Owner** means the person recognized by the law as having the ultimate control over, and right to use, property as long as the law permits and no agreement or covenant limits his or her rights.
- 2.4 **Town** means the Town of Vegreville.
- 2.5 **UAV** means Unmanned Air Vehicle.

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3.0 Responsibilities

3.1 Town Council to:

- 3.1.1 Approve by resolution this policy and any amendments.
- 3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

3.2 Chief Administrative Officer to:

- 3.2.1 Implement this policy and approve procedures.
- 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

3.3 Director of the Department to:


- 3.3.1 Ensure implementation of this policy and procedure.
- 3.3.2 Ensure that this policy and procedure is reviewed every three years.
- 3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

3.4 Supervisor to:

- 3.4.1 Understand, and adhere to this policy and procedure.
- 3.4.2 Ensure employees are aware of this policy and procedure.

3.5 All Employees to:

- 3.5.1 Understand and adhere to this policy and procedure.

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4.0 General Conditions

4.1 Due to the presence of the Airport and the Helipad at St. Joseph’s General Hospital, UAV Operators in the Town must have a UAV Permit to operate a UAV within the corporate limits of the Town of Vegreville.

4.2 Commercial filming and photography require a business license in addition to a UAV Permit.

4.3 UAV Permit Applications must be accompanied by:

- 4.3.1 A completed UAV Permit Application form, Appendix A;
- 4.3.2 A copy of the UAV Operator’s valid Special Flight Operations Certificate (SFOC);
- 4.3.3 Proof of valid aviation liability insurance coverage in the amount of no less than \$1,000,000 pertaining to the operation of a UAV;
- 4.3.4 Applicable Property Owner Consent form(s), Appendix B; and
- 4.3.5 A site survey of the project location.


4.4 All permits issued will include the following clause:

4.4.1 UAV Operators will at all times be solely responsible for ensuring compliance with all applicable laws, regulations, and acts from any level of government while operating in the Town of Vegreville.

4.5 The Airport Manager or their designate will be responsible for the issuance of UAV Permits and will set the conditions for each permit on a case by case basis. Conditions on a permit include, but are not limited to:

4.5.1 Providing the Airport Manager a copy of the NOTAM submitted by the UAV Operator no less than twenty four (24) hours prior to the intended start date of UAV activities.

4.6 Permits must be applied for, at a minimum, one (1) week in advance of the intended project start date.


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4.0 General Conditions Cont'd

- 4.7 Permits are not transferrable. If the UAV operation is not completed in the time frame specified in the UAV Permit conditions, UAV Operators will be required to reapply.

- 4.8 The Airport Manager will forward a copy of every permit issued to RCMP and Municipal Enforcement Administration.

- 4.9 Permit file numbers will use the format of PERMIT ISSUE NUMBER-NUMERICAL VALUE OF THE APPLICATION MONTH-TWO DIGIT YEAR OF ISSUE-FIRST THREE LETTERS OF APPLICANT NAME. For example, a permit application for ABC Corporation applied for April 2, 2017 would be assigned the file number of 01-04-17-ABC and the next permit applied for on the same day by DEF Corporation would be assigned the file number 02-04-17-DEF and so on.

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5.0 Appendix

5.1 Appendix A


5.1.1 UAV Permit Application form

5.2 Appendix B

5.2.1 Property Owner Consent form

5.3 Appendix C

5.3.1 UAV Approved Permit Template

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6.0 End of Policy



 Mayor Tim MacPhee



 Cliff Craig CLGM, Town Manager



Infrastructure, Planning & Development Department
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VEGREVILLE, ALBERTA T9C 1R7

T: 780-632-6479 | F: 780-632-6856
ipd@vegreville.com | www.vegreville.com

UAV Permit Application

Application Date: _____ File Number: _____

APPLICANT INFORMATION:

Applicant: _____
Address: _____ City: _____ Prov: _____
Postal Code: _____ Phone: _____ Email: _____

UAV OPERATION INFORMATION:

UAV Operator: _____ Observer: _____
Operator Contact: _____ Observer Contact: _____

Emergency Contact Information: _____

Operation Location/Address: _____ Lot: _____ Block: _____ Plan: _____

Legal Subdivision: Part of: _____ Section: _____ Township: _____ Range: _____ West of: _____

Project Description: _____

Maximum intended height of UAV (feet above ground level): _____

Proposed Project Start Date: _____ Proposed Project End Date: _____

Proposed Time(s) of UAV Operation: _____

Applicant Signature: _____ Date: _____

Printed Name: _____

The information collected on this form is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). The FOIP Act regulates the collection and disclosure of personal information. The privacy of personal information requested in this form is protected by the FOIP Act and is collected for the sole use of the Town of Vegreville to process your application and the information on this form may be used for preparing documents made available to the public and the issuance of permits. For more information, please contact the Town Manager at 780-632-2606.

OFFICE USE ONLY	
<input type="checkbox"/> SFOC Received	<input type="checkbox"/> Proof of Insurance Received
<input type="checkbox"/> Property Owner Consent Form(s) Received	<input type="checkbox"/> Site Survey Received
<input type="checkbox"/> Copy of NOTAM Received	Permit Issue Date:

PROPERTY OWNER CONSENT

1. OPERATOR

Pilot: _____ Observer: _____

2. INVOLVED PROPERTY (Property description including location, structures, vessels, and/or vehicles)

See attached map with operating areas marked

3. OPERATION

Date: _____ Equipment: _____

Description: _____

4. PROPERTY OWNER(S) (Person(s) authorized to give permission to the operators)

Name: _____ Title: _____

Email: _____ Phone: _____

5. RESTRICTIONS If consent is conditional or is being granted with any restriction(s), please indicate:

6. PERMISSION

The undersigned, with authority from and on behalf of all Property Owners of the designated involved property, hereby grants permission to the operator and its agents for the purposed detailed in the operation as described above, utilizing unmanned air vehicles within the limitations of local, provincial and federal laws, regulations, acts and bylaws and the restrictions detailed above.

Signature: _____ Date: _____



UAV PERMIT – NOTICE OF DECISION

PERMIT NUMBER:
APPLICANT:
LOCATION:
PERMIT ISSUE DATE:
PERMIT EXPIRY:

UAV Operation involving Application Number XX-XX-XX-XXX has been **approved with conditions.**

You are hereby authorized to proceed with the UAV Operation as specified in your application, provided that any stated conditions are complied with. **UAV Operators will at all times be solely responsible for ensuring compliance with all applicable laws, regulations, and acts from any level of government while operating in the Town of Vegreville.**

Permit Conditions

1. This permit will be null and void should the UAV Operator not provide the Town of Vegreville a copy of the NOTAM filed for this operation no less than 24 hours prior to commencement of the UAV Operation.
2. Applicant must contact the Planning & Development Department to ensure that no other permits or licenses are required, including but not limited to, a Town of Vegreville Business License. The Planning & Development Department can be contacted at the information at the top of this permit.
3. Applicant must contact St. Joseph's General Hospital at 780-632-2811 and obtain any of their requirements as the Manager of the Helipad located on their premises.
4. Permits are not transferrable. If the UAV operation is not completed in the time frame specified in the UAV Permit conditions, UAV Operators will be required to reapply.
5. A copy of this permit must accompany the UAV Operator or their Observer during the completion of the project and be provided to any member of the Royal Canadian Mounted Police or Municipal Enforcement Officer upon request.

APPROVED BY: _____

APPROVAL SIGNATURE: _____