

Township of Southgate

Administration Office

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Staff Report CAO2022-013

Title of Report: Southgate Drone Incident and Damage

Department: Administration

Council Date: March 16, 2022

Council Recommendation:

Be it resolved that Council receive Staff Report CAO2022-013 as information.

Background:

It has come to the attention of the Township that the drone purchased for municipal use by various Township departments was damaged in the fall of 2021. The damage occurred while being used to practice operating and use of the drone to gain experience on an employee's personal time.

The incident was first brought to attention of Southgate Management on the evening of March 3rd, 2022 when the CAO received a call from a member of Southgate Council that he had a copy of an unsigned letter.

Staff Comments:

The incident took place when the drone was being used after business hours without permission from the Township's CAO. The damage to the drone was not reported to Township Management or Human Resources staff until March 3, 2022, when we received a copy of an anonymous letter about the matter.

When management investigated the use of the drone after business hours, it was confirmed that there was damage from a crash into a lake while trying to gain operating experience. It was confirmed with the employee the following:

- They confirmed they were the only person operating the drone on this day;
- They confirmed the purpose was to practice operating use of the drone to gain experience;
- They confirmed the use of the drone was without any permission by Management or making any other Southgate staff aware of the use prior to the incident;
- They confirmed the drone crash did occur into a lake;
- They confirmed the incident took place because of loss of line of sight and a low battery warning while operating causing loss of control of the drone;
- They confirmed divers were hired to complete recovery of the drone from the lake which was paid for personally by the employee;

- They confirmed the drone was not recovered;
- They confirmed the employee personally paid for a new drone and the shipping costs to replace the unrecovered drone; and
- The employee acknowledged and understands they should have gained permission for afterhours use and further should have reported the incident to management immediately after the crash took place, as these actions were inconsistent with and in violation of the Southgate Policy #10 Employee Code of Conduct.

This incident has been addressed following Southgate's Policy #19 Progressive Discipline Policy.

Financial Impact or Long-Term Implications

There has been no financial impact or costs incurred by the Township in relation to this incident as the employee has covered all costs at their own expense.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments

1. That Council receive staff report CAO2022-013 as information.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO

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