



**DISTRICT OF NORTH SAANICH**

**COUNCIL POLICY**

<b>TITLE: INSTALLATIONS ON MUNICIPAL OR NON-MUNICIPAL LANDS – COMMUNICATION TOWERS</b>	<b>NO. COU-098</b>
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**APPLICATION (23/99)**

1. An applicant for a radio communication tower shall provide the following information:
  - a) Applicant’s name, address and contact person
  - b) Legal description and property address of the proposed tower location and the name and address of the property owner
  - c) Three (3) sets of plans showing location and details of the tower and all associated equipment and facilities including engineered site plans showing all servicing requirements
  - d) Information submitted with the plans shall include the proposed use of the antennae and the size, height, colour etc. of the tower and associated structures
  - e) Applicant shall install landscaping and screening appropriate to the location to screen the auxiliary structure
  
2. The application must conform with the Municipal Tree Protection Bylaw and any trees on the property which will be affected by the proposal shall be indicated on the plans referred to above.
  
3. The applicant shall contact, in writing, all of the similar service providers. The correspondence shall advise of the potential siting location, and request either an indication of willingness to share the use of the proposed tower, or confirm there is no interest in sharing the proposed facility. There should also be confirmation that there is no proposal to install a similar facility within a five kilometer radius of the proposed facility. The District of North Saanich is to be copied on this correspondence. If one or more carriers indicate a willingness to locate in the identified area, the applicant is to make the necessary arrangements to facilitate shared usage of the facility.

**PUBLIC CONSULTATION PROCESS (23/99)**

1. The applicant shall place an advertisement in the local newspaper and post an information sign not less than 1.5 metres by 1 metre on/or adjacent to the proposed site at a location clearly

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visible from the nearest road. The sign will advise of the proposed siting of a communications tower and will be posted for a period of not less than 14 days.

2. The applicant shall advise all households within a radius of at least 250 meters of the tower location, in writing, of the proposal.
3. The applicant will provide the District with a copy of the notice delivered to the subject households, together with verification of the date that the notices were delivered.
4. The proponent shall also provide the District with copies of any responses received within 14 days of posting or mailing the notice, whichever is later. Subject to the responses received, the District may require the applicant to hold a public meeting to discuss the proposal.
5. The applicant shall provide the District with confirmation from Transport Canada (and/or The Victoria Airport Authority [V.A.A.] ) that Transport Canada/V.A.A. has no objections to the proposed siting and height of the facility, or alternatively the conditions or requirements that would apply to the installation.
6. If the District requires the applicant to hold a public meeting, the applicant will provide, to the District, an accurate record of proceedings of the meeting. Included will be a list of the names and addresses of all persons attending, a summary of the issues, and details as to how any unresolved issues will be handled.
7. The applicant shall apply for a building permit for the proposed works.
8. The applicant shall provide the District with a copy of the site application to Industry Canada, complete with the Municipal Land Use Consultation Declaration form.
9. The District reserves the right to submit a report to Industry Canada advising whether or not the District considers adequate public consultation has been conducted by the applicant and to provide comments on any negative land use impacts.
10. When requested by the District, the applicant shall make provision on and/or within the proposed facility for compatible municipal, regional or provincial facilities.

**LOCATION OF TOWERS:**

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1. Communication towers are not to be located closer than 250 m to a residential dwelling;
2. Applicants are encouraged to locate communication towers in utility, industrial, commercial or open space zones; and
3. Applicants are discouraged from locating communication towers in residential or school zones. (122COW/07)

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