



# DISTRICT OF NORTH SAANICH

## COUNCIL POLICY

<b>TITLE: INSTALLATIONS ON MUNICIPAL OR NON-MUNICIPAL LANDS – COMMUNICATION ANTENNAE</b>	<b>NO. COU-099</b>
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### POLICY INTENT

This policy for communication antennae serves as a guideline for proponents seeking to install or modify antenna systems and is based on the Federal *Radiocommunication Act* and associated guidelines which gives federal officials the overriding and final approving authority for antenna structures. As such, the terms set out in this policy shall apply only to the extent that they do not frustrate, unduly restrict or interfere with the exercise of the legislative, regulatory or licensing authority of the Government of Canada in the field of radiocommunications.

### APPLICATION

1. An applicant for the installation of new radiocommunication antenna(e) shall provide the following information:
  - a. Applicant’s name, address and contact person;
  - b. Legal description and property address of the proposed antenna installation and the name and address of the property owner;
  - c. Three (3) sets of plans showing location and details of the installation and all associated equipment and facilities including engineered site plans (site plans and elevations/profiles) showing all servicing requirements;
  - d. Information submitted with the plans shall include the proposed use of the antennae and the size, height, operating frequency, transmitter power of each antenna, configuration/number of antennae, and associated structures;
  - e. Identification of areas accessible to the general public and the access/demarcation measures to control public access;
  - f. Attestation that there will be compliance with Health Canada Safety Code 6 for the protection of the general public, including consideration of nearby radiocommunication systems. This shall also include providing exposure evaluation and analysis demonstrating

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radio frequency emission will be less than the Safety Code 6 limits for uncontrolled environments at locations accessible to the general public (i.e. not solely accessible for access by workers) for the proposed installation; and

- g. Written confirmation from Transport Canada, (and/or the Victoria Airport Authority (VAA)), and NAV Canada, that there are no objections to the proposed siting, height of the facility and whether any special lighting, painting or other conditions are required.
- 2. The application must conform to 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 apply for building and/or construction permits for the elements of proposed works as required and appropriate. Also, if required by zoning regulations, a variance shall also be obtained for the installation.

**PUBLIC CONSULTATION PROCESS**

Unless the proposed installation is excluded from land-use authority and public consultation requirements by the Federal Government’s approving agency (e.g. exclusions listed in Innovation Science and Economic Development (ISED) guideline document CPC-2-0-03, Radio Communication and Broadcasting Antenna Systems), the following public consultation process shall apply:

- 1. The applicant shall provide written notification to all neighbouring property owners within a radius of three times the antenna height (measured from the ground at the base of the supporting structure) or 100 metres, whichever is greater.
- 2. 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. An affidavit of notices sent and addresses is acceptable.
- 3. The proponent shall also provide the District with copies of any responses received within 30 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.
- 4. The proponent shall respond to each party in writing within 14 days acknowledging receipt of the question, comment or concern, and provide the District with a copy of the all responses.
- 5. 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.

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6. The proponent shall address in writing all reasonable and relevant concerns within 60 days of receipt or explain why the question, comment or concern is not, in the view of the proponent, reasonable or relevant and provide copies of these communications to the District.
7. In the written communication referred to in preceding point 7, clearly indicate that the party has 21 days from the date of the correspondence to reply to the proponent’s response.
8. The proponent shall keep a record of all the correspondence/discussions that occurred within the 21-day public reply comment period and provide this record to the District.
9. The applicant shall provide the District with a copy of the site application to ISED.
10. At the end of the consultation process, the District reserves the right to submit a report to ISED advising support or non-support with regards to the proposal submitted, if adequate public consultation was completed, and any other comments relevant to land use impacts.

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