



Policy Name: New Antenna Systems

☐ New ☒ Amendment

DEPARTMENT: Planning

SP Governance/Corporate Policy and Planning/Policies and Procedures

POLICY NO: POL-0007 - PLAN

Amended Policy

The purpose of this policy is to outline the notification procedures required when a stand-alone antenna system is proposed within 150 m of a residentially zoned property, a school site or as a standalone antenna system on lands designated as "City Centre" in the City of Langford's Official Community Plan. Council policy on Antenna Systems (Policy No. POL-0007) requires that the applicant overseeing the installation of the antenna system schedule a public information session with Council in accordance with this policy, as follows:

1. If a stand-alone antenna system(s) is proposed within 150 metres of any residentially zoned property, school site, or on lands designated "City Centre" on Map 2 of the City of Langford Official Community Plan, the City requires that the proposal be the subject of a public information session in accordance with the following:
 - i. The applicant, or the property owner, shall pay a Public Hearing fee to the City of Langford;
 - ii. The public information session shall be held in Langford Council Chambers prior to a Regular Meeting of Council;
 - iii. The public information session must be attended by the property owner and the applicant so that they may answer to questions and concerns posed by the public;
 - iv. All notification should follow Industry Canada's Default Public Consultation Process Public Notification Package (Appendix 1, below);
 - v. The applicant must provide to the City a written notification for mail out to all properties within 150 metres of the proposed antenna system 30 calendar days in advance of the public information session;
 - vi. The applicant must place public advertisements detailing the location and specifications of the proposed antenna system in a minimum of two (2) publications of a local newspaper between ten and three days prior to the public information session;
 - vii. The applicant must provide the City a template for a sign that the City will place on the subject property, in accordance with the municipal standards for a Public Hearing. The sign shall indicate the location and specifications of the proposed antenna system and be placed on the subject property no less than ten(10) days prior to the public information session;

- viii. If in the opinion of Council that the matter has not been satisfactorily addressed at the scheduled public hearing, Council may require further public hearings all on the same terms as previously enumerated;
- ix. All supporting documentation, including but not limited to reports and consultants, regarding the concerns regarding the antenna systems on all residents within 150 metres must be provided to the City and to all the residents notified 30 days prior to the public information session.

Adopted by Council
Meeting Date: February 4, 2019

CERTIFIED CORRECT



Chief Administrative Officer

2/5/19

Date:

Appendix 1 – Industry Canada's Default Public Consultation Process – Public Notification Package

The proponent must ensure that at least **30 days** are provided for public comment. Notification must provide all information on how to submit comments to the proponent in writing. Notices must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by mail or be hand delivered. The face of the package must clearly indicate that the recipient is within the prescribed notification radius of the proposed antenna system. The proponent must also provide a copy of the notification package to the land-use authority and the local Industry Canada office at the same time as the package is provided to the public.

Notification must include, but need not be limited to:

1. The proposed antenna system's purpose, the reasons why existing antenna systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal;
2. The proposed location within the community, the geographic coordinates and the specific property or rooftop;
3. An attestation that the general public will be protected in compliance with Health Canada's Safety Code 6 including combined effects within the local radio environment at all times;
4. Identification of areas accessible to the general public and the access/demarcation measures to control public access;
5. Information on the environmental status of the project, including any requirements under the *Canadian Environmental Assessment Act, 2012*;
6. A description of the proposed antenna system including its height and dimensions, a description of any antenna that may be mounted on the supporting structure and simulated images of the proposal;
7. Transport Canada's aeronautical obstruction marking requirements (whether painting, lighting or both) if available; if not available, the proponent's expectation of Transport Canada's requirements together with an undertaking to provide Transport Canada's requirements once they become available;
8. An attestation that the installation will respect good engineering practices including structural adequacy;
9. Reference to any applicable local land-use requirements such as local processes, protocols, etc.;
10. Notice that general information relating to antenna systems is available on Industry Canada's Spectrum Management and Telecommunications website (<http://www.ic.gc.ca/towers>);
11. Contact information for the proponent, land-use authorities and the local Industry Canada office; and
12. Closing date for submission of written public comments (not less than **30 days** from receipt of notification).