

March 3, 2021
Area Planning Division

Antenna System Siting Procedures

This pamphlet is for general guidance only. This pamphlet is to be utilized in conjunction with City of Surrey Policy No. O-62. It does not replace by-laws or other legal documents.

This information bulletin explains the processes, submission requirements, and public consultation details associated with initiating review of an antenna system proposal with the City of Surrey Area Planning Department.

Notification of Excluded Antenna Systems

Notwithstanding ISED's exclusion criteria for certain Antenna System siting proposals detailed under Section 3.1 of City of Surrey Policy No. O-62, Proponents are asked, as a courtesy, to inform the City of all new Antenna System installations within the City's boundaries. This will enable the City to:

- Be prepared to respond to public inquiries once construction/installation has begun;
- Be aware of site Co-location within the City; and
- Maintain records to refer to in the event of future modifications and additions.

Before commencing construction of excluded Antenna System installations, Proponents are to notify the City by emailing one of the City of Surrey Area Planning Division staff contacts listed on the final page of this bulletin.

Pre-Application Consultation with the City

Pre-application consultation is an important element in the Antenna System siting process as it generally occurs at a point before the Proponent is committed to a site or design. As a result, it represents the best opportunity to influence the siting decision since the Proponent will more likely become committed to a site once the detailed engineering has been completed. While a discussion of application requirements is appropriate, the proposal will benefit most from early direction on matters of siting and design. Proponents are strongly encouraged to initiate pre-application consultation as early as possible in the antenna siting process.

Prior to submitting an Antenna System siting proposal that does not meet any of the exclusions listed in Section 3.1 of City of Surrey Policy No. O-62, the Proponent will undertake the following pre-application consultations with the City.

Site Investigation Meeting with City

Prior to submitting an Antenna System siting proposal, the Proponent will initiate a site investigation meeting with the City.

The purpose of the site investigation meeting is to identify:

- preliminary issues of concern;
- requirements for public consultation (including the need for additional forms of notice and a public information session);
- bylaw/policy issues (i.e. Zoning, OCP, Development Permit Areas, etc.);
- siting and design concerns; and
- the need for discussions with any City Departments and Other Agencies as deemed necessary by the City.

The Proponent will bring the following information to the site investigation meeting¹:

- (1) The proposed location and any potential alternative locations;
- (2) The type and height of the proposed Antenna System;
- (3) Preliminary drawings or visual renderings of the proposed Antenna System superimposed to scale; and
- (4) Documentation regarding the investigation of co-location potentials on existing or proposed Antenna Systems within 500 metres of the subject proposal and to provide reasons why other existing structures within that radius are not acceptable for use. (i.e. structural capabilities, safety, available space or failing to meet service coverage needs).

If desired by both the Proponent and the City, multiple Antenna System siting proposals may be reviewed at a site investigation meeting.

Confirmation of City Preferences and Requirements

Following the site investigation meeting, City staff will provide the Proponent with an information package that includes:

- (1) Proposal submission requirements;

¹ Proponents may prefer to attend the site investigation meeting without some of the required documents – particularly preliminary drawings – if it is waiting on City feedback before settling on a final location, structure height or design. This should be confirmed with the City. Such documents will be required to be provided following the meeting and prior to the City providing the Proponent with the information package.

- (2) A list of plans and studies that may be required (i.e. environmental impact statements);
- (3) A list of City Departments and Other Agencies to be consulted; and
- (4) An indication of the City's preferences regarding Co-location for the site(s) under discussion.

To expedite the review of the proposal, the Proponent will review this information package before the full proposal is submitted so that the interests of City Departments are taken into account. The Proponent is encouraged to consult with affected Departments and adjacent Municipalities within a Prescribed Distance², before submitting the proposal.

Development Guidelines

Antenna Systems should be sited and designed to respect local sensitivities and preferences as identified by the City.

The City has set out a number of guidelines under criteria for the selection of sites and/or construction of new Antenna Systems detailed within Section 5 of City of Surrey Policy No. O-62.

The Proponent should review the guidelines identified within City of Surrey Policy No. O-62 as early as possible and should attempt to resolve any outstanding issues prior to submitting its Antenna System siting proposal and undertaking the public consultation, where required by the City. Because expressed preferences may be location or site-specific, the Proponent is encouraged to discuss the guidelines fully with the City at the site investigation meeting.

Section 5 of City of Surrey Policy No. O-62 provides details on preferred/discouraged locations, co-location and design preferences. In addition, the Proponent should consult the Visual Glossary and Rooftop Equipment Design Drawings located on the City of Surrey Telecommunications Antenna Systems Webpage.

Proposal Submission

For non-excluded proposed Antenna Systems as detailed under Section 3.1 of City of Surrey Policy No. O-62, the Proponent will submit to the City an Antenna System siting proposal and the applicable fee.

² The CPC states that "there may be more than one land-use authority with an interest in the proposal. Where no established agreement exists between such land-use authorities, proponents must, as a minimum, contact the land-use authority(ies) and/or neighbouring land-use authorities located within a radius of three times the tower height, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater."

Proposal Submission Requirements

The Proponent must include the following information when submitting an Antenna System siting proposal:

- (1) A letter or report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, coverage and capacity of existing Antenna Systems in the general area and a summary of opportunities for Co-location potentials on existing or proposed Antenna Systems within 500 metres of the subject proposal;
- (2) Visual rendering(s) of the proposed Antenna System superimposed to scale;
- (3) A site plan showing the proposed development situated on the site;
- (4) Building elevations showing the location of the antennas, any screening, and noting their height;
- (5) A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use;
- (6) For Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System;³
- (7) An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices; and
- (8) Any other documentation as identified by the City following the site investigation meeting.⁴

The City will circulate the proposal for review and comment to:

- (1) Affected City Departments; and
- (2) Any adjacent Municipalities within the Prescribed Distance.⁵

Upon receipt of a proposal submission that satisfies the requirements outlined above, the City will accept the proposal as complete.

³ The Proponent may request to use the City's mapping system.

⁴ For example, in cases where the Proponent commits to a design that includes Co-location capacity, the City may require the Proponent to verify that other Proponents in the area have been notified of the potential Co-location opportunities.

⁵ As part of inter-municipal processes, the City may also request that the Proponent notify adjacent Municipalities at greater distances, subject to review by the City or at the request of the adjacent Municipality.

Fees

The Proponent must pay any applicable application fee to the City.

The Proponent is responsible for securing applicable applications or permissions from all relevant City Departments and paying any applicable application fees or charges as required to the City.

Public Consultation Process

If the proposed Antenna System is not excluded from the public consultation process as per the requirements in Section 3.1 of City of Surrey Policy No. O-62, the Proponent should expect the requirement to initiate the public consultation process as outlined in Section 7 of City of Surrey Policy No. O-62.

Notice Recipients

After the Proponent has submitted an Antenna Systems siting proposal, the Proponent will give notice to the entities outlined under Section 7.1 of City of Surrey Policy No. O-62.

Notice Requirements

The notice will be sent by regular mail or hand delivered, a minimum of 30 days before the public information session (where a public information session is required), and include:

- (1) The proposed Antenna System's purpose, including height and location requirements, 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, including a 21 cm x 28 cm (8 1/2" x 11") size copy of the site plan submitted with the application;
- (3) An attestation⁶ 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;

⁶ Example: I, (*name of individual or representative of company*) attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public, including any combined effects of nearby installations within the local radio environment.

- (5) Information on the environmental status of the project, including any requirements under the *Impact Assessment Act*;
- (6) A description of the proposed Antenna System including its height, and 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 ISED's Spectrum Management and Telecommunications website (<http://www.ic.gc.ca/towers>);
- (11) Contact information for the Proponent, the City Area Planning Contact and the local ISED office;
- (12) The date, time and location of the public information session (where required); and
- (13) A deadline date for receipt by the Proponent of public responses to the proposal:
 - a. Where a public information session is required, the deadline date for receipt of public correspondence on the proposal cannot be less than 14 days following the public information session.
 - b. Where a public information session is not required, the deadline date for receipt of public correspondence must be at least 30 days from the date the notices are mailed.

The notification shall be sent out in an envelope addressed to the "Occupant" and shall clearly show in bold type on the face of the envelope the statement:

"NOTICE FOR RESIDENTS WITHIN THREE TIMES THE HEIGHT OF A NEW PROPOSED TELECOMMUNICATIONS ANTENNA SYSTEM INFORMATION IS ENCLOSED."

In addition to the public notification requirements noted above, proponents of an antenna system proposed to be 30 metres or more in height must place a notice in a local community newspaper circulating in the proposed area.⁷ Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance.

Written Consultation Process

Following the delivery of the notification, the Proponent will allow the public to submit written comments or concerns about the proposal.

The Proponent will:

- (1) Provide the public at least 30 days to submit questions, comments or concerns about the proposal;
- (2) Respond to all questions, comments and addressing all reasonable and relevant concerns in a timely manner (no more than 60 days from the date of receipt);
- (3) Allow the party to reply to the Proponent's response (providing at least 21 days for public reply comments);
- (4) Keep a record of all correspondence that occurred during the written consultation process. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding; and
- (5) Provide a copy of all written correspondence to the City and the regional ISED office.

Example concerns that are not relevant to this process include:

- Disputes with members of the public relating to the proponent's service, but unrelated to antenna installations;
- Potential effects that a proposed antenna system will have on property values or City taxes;
- Questions whether the Radiocommunication Act, this document, Safety Code 6, locally established by-laws, other legislation, procedures, or processes are valid or should be reformed in some manner.

⁷ The notice must be synchronized with the distribution of the public notification package. It must be legible and placed in the public notice section of the newspaper. The notice must include: a description of the proposed installation; its location and street address; proponent contact information and mailing address; and an invitation to provide public comments to the proponent within 30 days of the notice. In areas without a local newspaper, other effective means of public notification must be implemented. Proponents may contact the local ISED office for guidance.

Public Information Session

The City may request the Proponent chair a public information session in cases where there is significant public interest in the proposed Antenna System. The type of public meeting to be conducted (open house, drop-in or town hall format) is up to the discretion of the Proponent, however:

- An appropriate date, time and location for the public information session will be determined in consultation with the City Area Planning Contact.
- The Proponent will make available at the public information session an appropriate visual display of the proposal, including a copy of the site plan submitted with the application and an aerial photograph of the proposed site.

The Proponent will provide the City with a package summarizing the results of the public information session containing at a minimum, the following:

- (1) List of attendees, including names, addresses and phone numbers (where provided voluntarily);
- (2) Copies of all letters and other written communications received; and
- (3) A letter of response from the Proponent outlining how all the concerns and issues raised by the public were addressed.

Post Consultation Review

The City and the Proponent will communicate following completion of the public consultation process (and arrange a meeting at the City's request) to discuss the results and next steps in the process.

Consultation Process Timeline

Consultation with the City is to be completed within 60 days of the proposal being accepted as complete⁸ by the City, as explained earlier in this information bulletin.

Where public consultation is required, consultation with the City and public consultation should be completed within 120 days of the proposal being accepted as complete by the City.

The City or Proponent may request an extension to the consultation process timeline. This extension must be mutually agreed on by both parties.

⁸ According to the CPC, "The 120-day consultation period commences only once proponents have formally submitted, in writing, all plans required by the land-use authority, and does not include preliminary discussions with land-use authority representatives."

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