

Community Engagement Procedure

Saskatoon Light & Power- Infrastructure Projects

Last Updated: May 23, 2018

1 Consultation Requirement

New infrastructure projects over 15 metres in height, initiated by Saskatoon Light & Power are required to undertake consultation as defined by this Procedure, unless otherwise specified in the exclusions noted in Section 1.1.

- a) New infrastructure projects includes the replacement of existing structures unless otherwise excluded in Section 1.1.
- b) Special consideration should be given to reducing the visual impact of new infrastructure projects in Residential neighbourhoods.

1.1 Exclusions to Consultation Requirement

A project will be excluded from this requirement if the structure meets one or more of the criteria below:

- a) Structures less than 15 metres;
- b) Street lighting;
- c) Installation, for a limited duration of a structure that is used for a special event, emergency operations, or as a temporary measure to provide service coverage and/or capacity in an area. Such installations will typically remain in place for not more than 3 months, and in no case will remain in place for more than 12 months;
- d) Maintenance of existing structures;
- e) Replacement of existing structures with a similar structure in the same, or within a reasonable distance, of the current location; and
- f) Structures affixed on top of buildings, unless the building is 4 stories or less and the combined height of the building and structure exceeds 23 metres.

2 Public Consultation Process

2.1 Notification Package

Saskatoon Light & Power shall arrange for a notification package to be sent to the Community Engagement Section, the Ward Councillor, the Community Association President and property owners located within 200 metres of the proposed structure, measured from the system base or the outside perimeter of the supporting structure, whichever is greater. Sites not located within the 200 metre radius may also require notification at the discretion of the Community Engagement Section. The notification package must include, at minimum:

- a) Why the structure is being proposed;
- b) Contact name, phone number, and email address of the project manager with whom residents may contact for more information or to comment on the proposal;
- c) A detailed site plan showing existing and proposed structures;
- d) The civic address of the proposed location;
- e) A detailed description of the type of structure and related accessory structures proposed including, but not limited to, height, diameter, material, and colour;
- f) A rendering of the proposed structure within the context of the location proposed;
- g) Indicate that comments may be submitted up to 30 days past the date of the public notification package being sent; and
- h) Notices are to be sent by regular mail, and should clearly state on the exterior of the envelope, "A NEW INFRASTRUCTURE PROJECT IS PROPOSED WITHIN YOUR AREA. IMPORTANT INFORMATION IS ENCLOSED" (depending on the nature of the proposed structure, a term other than "new infrastructure project" may be more appropriate to increase specificity).

2.2 Correspondence

Saskatoon Light & Power is to address all reasonable and relevant concerns that may arise as a result of the public notification, keeping a record of all associated communications. If a member of the general public or municipality has a question or concern related to the proposed infrastructure project, the Saskatoon Light & Power is required to:

- a) Respond to the party in writing within 14 days acknowledging receipt of the question and keep a record of the communication;
- b) 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 Saskatoon Light & Power, reasonable or relevant; and
- c) In the written communication referred to in the preceding point, clearly indicate that the party has 21 days from the date of the correspondence to respond.

2.3 Public Information Meeting

Where a proposed infrastructure project has resulted in substantive public concern or has been recognized as a contentious issue, Saskatoon Light & Power may be required to hold a public information meeting. In determining the need for such a meeting, Saskatoon Light & Power, in consultation with the Community Engagement Section, shall consider if a meeting would be beneficial to the process by helping to disseminate information and address concerns. In facilitating the public information meeting, the Saskatoon Light & Power shall:

- a) Contact the Community Engagement Section, Ward Councillors, and Community Association President to coordinate a date for the public meeting;
- b) Arrange to hold a public meeting in the area where the proposed new infrastructure project is to be located.
- c) The following, at minimum, will be addressed during planning of the public meeting:
 - a. The meeting will conform to the overall objectives of the City of Saskatoon Community Engagement process:
 - i. Provide practical and appropriate opportunities for participation by citizens and stakeholders regarding proposed developments, services, programs or other governmental decisions that impact their quality of life; and
 - ii. Provide sufficient access to information to allow stakeholders to become well-informed and thus capable of participation in the dialogue.
 - b. An appropriate format and location be chosen for the public meeting;
 - c. Information available at the meeting shall include but is not limited to:

- i. Details about the specific proposed infrastructure project;
 - ii. If options available regarding siting, design, height, etc., those options are to be presented and images of the different options are to be provided;
 - iii. Information on sites that were examined but could not be obtained and reasons why the sites could not be obtained;
 - iv. A map showing the catchment area in which the proposed infrastructure project can be located;
 - v. Comment sheets are to be provided at the public meeting for those in attendance to submit written comments; and
 - vi. Names and addresses of all those who attended the public meeting are to be recorded.
- d. Arrange for a public meeting notice to be delivered to all property owners within a minimum of 200 metres of the base of the proposed antenna system. Notices must include, at minimum:
 - i. A date, time and location for the public meeting;
 - ii. An agenda or itinerary of the meeting; and
 - iii. A contact name, phone number, and email address of a Saskatoon Light & power representative whom residents may contact for more information or to comment on the proposal.
- e. Notices are to be sent by regular mail, a minimum of 21 days prior to the meeting date and should clearly state on the exterior of the envelope, “A NEW INFRASTRUCTURE PROJECT IS PROPOSED WITHIN YOUR AREA. IMPORTANT INFORMATION IS ENCLOSED” (depending on the nature of the proposed structure, a term other than “new infrastructure project” may be more appropriate to increase specificity).
- f. Place a notice poster on site (minimum size 1’x2’) at least 14 days in advance of the meeting. This notice should indicate:
 - i. What the proposal is for;
 - ii. Where the proposed infrastructure project is to be located (map);
 - iii. Meeting location, time, date; and
 - iv. A contact number the public may call for more information.



3 Concluding Public Consultation Process

Upon conclusion of the public consultation process, Saskatoon Light & Power shall submit to the Community Engagement Section, the following:

- a) A copy of the notice that was delivered to households and a statement regarding the manner by which they were delivered;
- b) All correspondence between Saskatoon Light & Power and the public; and
- c) An accurate record of proceedings of the meeting, which shall include a list of the names and addresses of all persons attending, a summary of the issues, and details as to how unresolved issues will be handled.

4 Public Notice

This procedure does not supersede the City of Saskatoon Council Policy C01-021 *Public Notice*.