

Telecommunication Structure Policy

1 TELECOMMUNICATION STRUCTURE POLICY

This policy establishes the procedural standard that applies to proponents of antenna systems and identifies the Municipality's development and design standards for antenna systems and Telecommunication Structures.

1.1 APPLICABILITY

- 1.1.1 The federal Minister of industry is the approval authority for the development and operation of antenna systems, pursuant to the *Radiocommunication Act*. Innovation, Science and Economic Development Canada recognizes the importance of considering input from local Land Use Authorities and the public regarding the installation and modification of antenna systems and encourages land use authorities to establish a local protocol to manage the process of identifying and conveying concerns, questions and preferences to the proponent of an antenna system and Innovation, Science and Economic Development Canada.
- 1.1.2 The protocol established here applies to any proposal to install or modify a telecommunication, radiocommunication or broadcast antenna system within the Municipality which is not excluded from the consultation requirements established by Innovation, Science and Economic Development Canada in Client Procedures Circular CPC-2-03 (or subsequent/amended publications). Proponents of excluded antenna systems are nevertheless encouraged to contact the Municipality to discuss the proposal and identify any potential issues or concerns and give consideration to the Municipality's development and design standards.

1.2 ANTENNA SYSTEMS SITING PROTOCOL EXCLUSION LIST

- 1.2.1 Innovation, Science and Economic Development Canada has determined that certain antenna structures are considered to have minimal impact on the local surroundings and do not require consultation with the local Land Use Authority or the public. Innovation, Science and Economic Development Canada's publication, Radiocommunication and Broadcast Antenna Systems CPC-2-0-03 lists the types of antenna installations exempted from the requirement to consult with the local Land Use Authority and the public. The installations listed in CPC-2-03 are therefore excluded from the Municipality's Telecommunication Tower Siting Protocol, which currently include:
- (a) maintenance of existing radio apparatus including the antenna system, transmission line, mast, tower or other antenna-supporting structure;
 - (b) addition or modification of an antenna system (including improving the structural integrity of its integral mast to facilitate sharing), the

transmission line, antenna-supporting structure or other radio apparatus to existing infrastructure, a building, water tower, etc. provided the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height;

- (c) maintenance of an antenna system's painting or lighting in order to comply with Transport Canada's requirements;
- (d) installation, for a limited duration (typically not more than 3 months), of an antenna system that is used for a special event, or one that is used to support local, provincial, territorial or national emergency operations during the emergency, and is removed within 3 months after the emergency or special event; and
- (e) new antenna systems, including masts, towers or other antenna-supporting structure, with a height of less than 15.0 m above ground level.

1.2.2 Proponents who are not certain if their proposed structure is excluded, or whether consultation may still be prudent, are advised to contact the Municipality office or Innovation, Science and Economic Development Canada for guidance.

1.3 MUNICIPAL REVIEW AND ISSUANCE OF CONCURRENCE OR NON-CONCURRENCE

1.3.1 The Council shall be responsible for reviewing and issuing municipal concurrence or non-concurrence for all antenna system proposals within the Municipality which are not excluded in 1.2.1.

1.3.2 Concurrence with a proposal will be measured against the requirements of the applicable land use district within which the antenna is proposed, the development and design standards in this Appendix, applicable policies in the municipality's Municipal Development Plan, and consideration of comments received during the public consultation process and any other matter deemed relevant by the Council.

(a) When a proposal is given a concurrence decision, the proponent will receive a letter of concurrence from the Municipality documenting its decision and any conditions.

(b) When a proposal is given a non-concurrence decision, the proponent will receive a letter of non-concurrence from the Municipality describing the reasons for the decision.

1.3.3 Municipal concurrence does not constitute approval of uses, buildings, and structures which require issuance of a development permit under the Land Use Bylaw. A proposal which includes uses, buildings or structures in addition to the antenna system, is required to obtain development permit approval for such uses, buildings and structures in accordance with the provisions of this Bylaw.

1.4 DEVELOPMENT AND DESIGN STANDARDS

- 1.4.1 The Municipality requests the following antenna systems development and design standards be adhered to:
- (a) co-utilization of existing antenna systems is the preferred option within the Municipality and is encouraged whenever feasible;
 - (b) an antenna system (including any guy wires or similar support mechanisms) should be placed no closer than 7.6 m from the property line abutting the road;
 - (c) antenna structures which are visible from residential uses may be requested to employ innovative design measures to mitigate the visual impact of these structures. The proponent shall provide stealth structure options when requested by the Municipality. Stealth structure options will be based on an evaluation of the massing, form, colour, material, and other decorative elements, that will blend the appearance of the facility into and with the surrounding lands.

1.5 APPLICATION SUBMITTAL REQUIREMENTS

- 1.5.1 The Municipality requests the following package be submitted for consideration of a proposed antenna system:
- (a) a map, including legal location, and site plan of the proposed system;
 - (b) a description of the type and height of the proposed antenna system and any guy wires or other similar support mechanisms (e.g. support cables, lines, wires, bracing);
 - (c) the proposed lighting and aeronautical identification markings for the antenna and any supporting structures;
 - (d) documentation regarding potential co-utilization of existing towers within 800 m of the proposed Telecommunication Structure; and
 - (e) any other additional information or material deemed necessary and appropriate to properly evaluate the submission.

1.6 NOTIFICATION AND PUBLIC CONSULTATION PROCESS

- 1.6.1 Proponents are required to formally notify the Municipality of their intent to make a submission to obtain a letter of concurrence regarding the siting of a Telecommunication Structure within the Municipality prior to landowner notification or advertisement of the proposed project.
- 1.6.2 If required by the Municipality, the proponent shall hold a public information meeting regarding their development proposal and should proactively explain all aspects of the siting, technology and appearance of the proposed structure.
- 1.6.3 Once approval to proceed to public consultation has been given, at the cost of the applicant, the Municipality will notify all landowners within 300 m of the proposed Telecommunication Structures.

- 1.6.4 With each notification to landowners, the proponent will be responsible to prepare a letter providing information regarding the location of the Telecommunication Structure, physical details of the Telecommunication Structure, the time and location of the public information meeting, and a contact name and phone number of someone employed by the proponent who can answer questions regarding the proposal. The notifications must be sent 14 days prior to the public meeting.
- 1.6.5 Within 14 days from the date of circulation of the notification or the date of the public information meeting, the proponent will be responsible to provide the Municipality with a summary of the meeting indicating the topics discussed, additional concerns raised with resolutions, and any outstanding issues the proponent and/or landowners could not resolve.
- 1.6.6 Where the public process has raised unresolved concerns, the Municipality will request a ruling by Innovation, Science and Economic Development Canada prior to the issuance of a letter of concurrence.