

AGENDA ITEM NO: 7-H-9

MEETING DATE: June 18, 2019

**STAFF REPORT – COVER SHEET**

SUBJECT: City Of Chilliwack /  
Telecommunication Antenna Structures  
Policy DATE: June 7, 2019

DEPARTMENT: Planning & Strategic Initiatives PREPARED BY: Erin Leary / kk

**1. SUMMARY OF ISSUE:**

Telecommunication Antenna Structures (TAS) are currently governed by the Federal government through the Spectrum Management and Telecommunication office. Within the federal regulations, consultation with local land use authorities and the public is mandated prior to submission of an application for a new TAS by a proponent. This consultation process requires the local government to provide comment in relation to the proposed TAS; however, the municipality has no authority to either approve or deny the application. In order to provide Council and the public with a clear guideline as to municipal authority and to outline an appropriate public consultation method geared specifically to the City of Chilliwack, staff have taken the opportunity to update the City's G-22 Policy Directive: Telecommunication Towers to reflect current industry standards and legislative requirements in addition to creating guidelines for preferred tower locations, co-location requirements and a detailed public consultation process.

**2. RECOMMENDATION:**

Council rescind Policy Directive G-22: Telecommunication Towers and replace it with a new Policy Directive G-22: Telecommunication Antenna Structures.

  
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David Blain  
Director of Planning & Engineering

**3. CHIEF ADMINISTRATIVE OFFICER'S  
RECOMMENDATION/COMMENTS:**

Supports recommendation.

  
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Peter Monteith  
Chief Administrative Officer

## STAFF REPORT ON TELECOMMUNICATION ANTENNA STRUCTURES POLICY

PREPARED BY: Erin Leary DATE: June 7, 2019

POSITION: Planner III DEPARTMENT: Planning & Strategic Initiatives

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### 1. DEFINITION OF ISSUE:

Telecommunication Antenna Structures (TAS) are currently governed by the Federal government through the Spectrum Management and Telecommunication office. Within the federal regulations, consultation with local land use authorities and the public is mandated prior to submission of an application for a new TAS by a proponent. This consultation process requires the local government to provide comment in relation to the proposed TAS; however, the municipality has no authority to either approve or deny the application. In order to provide Council and the public with a clear guideline as to municipal authority and to outline an appropriate public consultation method geared specifically to the City of Chilliwack, staff have taken the opportunity to update the City's G-22 Policy Directive: Telecommunication Towers to reflect current industry standards and legislative requirements in addition to creating guidelines for preferred tower locations, co-location requirements and a detailed public consultation process.

### 2. BACKGROUND:

Carriers are required to notify and consult with the relevant land use authority prior to being granted approval by Spectrum Management and Telecommunications to install a TAS. The municipality's role is to outline the public consultation process for carriers to follow to ensure consultation is conducted in an appropriate manner and to provide an acknowledgement that the relevant municipal process or other requirements have been satisfied and the municipality is in support (or opposed) to the proposal.

Between August 2017 and January 2018 the City of Chilliwack received 18 Development Variance Permit (DVP) or Non-Farm Use applications regarding the construction of telecommunications towers throughout the City as the structures either exceeded the Zoning Bylaw height or location provisions or the ALC total lot coverage requirements.

During the Public Information Meetings for the DVP applications the public raised numerous concerns including, generation of obtrusive levels of light and noise, potential electronic interference with other electronic devices, health impacts from the transmission frequencies, overall appearance, options for co-location of service providers and the appropriateness of towers being constructed in close proximity to public amenities (i.e. parks, schools, trails, etc.).

Council subsequently instituted a moratorium on DVP applications for TAS and directed staff to develop a Telecommunication Tower Policy that would streamline the municipal process and address the concerns raised by the public as well as contemplate industry standards and thresholds, co-location opportunities, special review criteria for properties located within the ALR and location and design guidelines for future telecommunication tower facilities.

### 3. FACTORS:

#### Legislative Context

Telecommunication Antenna Structures (TAS) are regulated by the Federal government under Innovation, Science and Economic Development Canada (ISED) and licensed by Spectrum Management and Telecommunications. Based on current federal legislation, local governments have very little authority regarding the siting of TAS. ISED's Customer Procedures Circular (CPC) 2-0-03 is the document which outlines the public consultation process, co-location requirements and the dispute resolution process for local land use authorities and carriers. Should a land use authority not implement an independent policy to regulate TAS, the carriers must follow the default process included within CPC 2-0-03.

Local governments have been given the ability to set a public consultation process and to suggest location preferences and design guidelines via the creation of a policy framework. ISED typically respects the municipality's reasonable feedback with respect to these issues. The draft Policy (attached) includes provisions to address these points which will be further detailed in this report. It is important to recognize the municipal policy is a guideline only and does not grant the municipality any jurisdiction regarding the approval, licensing or installation of TAS or the ability to prohibit the installation of a TAS.

#### ISED Default Public Consultation Process

ISED created a default public consultation process for carriers to follow should the local government choose not to implement an independent policy. ISED's process includes an initial mail out notification to the local public within a radius of three times the tower height. Those towers that exceed 30m in height require a notice to be placed in the local newspaper in addition to the mail out. The public has 30 days to respond, with the carrier addressing all reasonable and relevant concerns in writing within 60 days. The public then has an additional 21 days to provide any further concerns in writing. The ISED process does not require a public information session with the local public; however, it is likely that a carrier will conduct such a meeting should they receive a significant public response.

ISED has identified within CPC-2-0-03 three classifications of concerns which are deemed irrelevant to the review of a TAS and need not be addressed. They are as follows:

1. Disputes with members of the public relating to the proponent's service, but unrelated to the antenna structure;
2. Potential effects that a proposed structure will have on property values or municipal taxes; and,
3. Questions whether the Radiocommunication Act, CPC-2-0-03, Safety Code 6, locally established bylaws, other legislation, procedures or processes are valid or should be reformed in some manner.

As such, a municipal government or carrier has no ability or obligation to comment on the above concerns during the public consultation process. Should members of the public raise these issues, they should be directed to the appropriate regulatory agency to address their concerns.

### **Current Practice**

The City created the current Telecommunication Tower Policy in 2009 in response to a Development Variance Permit (DVP) application for a 45m tall telecommunication tower on Yale Road. Although the tower was approved, there were a significant number concerns raised by the public at the time. As such, a policy was developed to help guide carriers and staff in terms of public consultation and design standards and to complement the Zoning Bylaw requirements.

Since 2009, the legislation governing telecommunication infrastructure has been updated to reflect the ever changing technological advancements of the industry as well as necessary public consultation practices. As such, the historical standards utilized to form the current Policy and Zoning Bylaw provisions do not correspond with the needs of the industry today or the process outlined in CPC-2-0-03.

In brief, the City currently relies on two concurrent consultation approaches to TAS applications. Firstly, the applicant is required to provide written notification to all property owners within 100m of the proposed TAS site of a public meeting designed to receive input from interested parties regarding the proposal. Minutes of the meeting as well as written comment on the issues that were raised and how they will be address must be submitted to the City for review.

Secondly, in most cases, the carrier must also apply for a Development Variance Permit (DVP) as the structure likely exceeds the maximum height requirements (no more than 3m higher than the existing building onto which the antenna is installed) or siting provisions (the TAS must be attached to an existing structure) as outlined within the Zoning Bylaw. The DVP process includes a Public Information Meeting, held by the City, with Council responsible for either approving or denying the application. The approval/denial of the DVP application is used by the proponent as the statement of concurrence / non-concurrence.

Although this two stream approach meets the technical public consultation requirements as outlined by CPC-2-0-03, it relies on an inconsistent notification processes within the community and creates confusion in terms of overall application requirements for both applicants and staff.

### **Telecommunication Industry Standards**

A review of various municipal bylaws and applicable federal regulations was completed to inform the creation of the draft TAS Policy. Consultation was also conducted with the major service providers (Bell, Telus, Shaw/Freedom Mobile & Rogers) and consultants in the telecommunications field to ensure the policy reflects industry standards and carrier requirements. As a result of this research and consultation a number of industry standards and preference were identified. They are as follows:

1. A range of TAS types and heights are required throughout the community to provide adequate coverage and capacity for the growing population. Larger, macro (30m+ in height) sites are needed to provide adequate coverage for the community and must be located strategically to accommodate topographic considerations.

As technology advances, a shift towards micro/small cell antennas is occurring to manage capacity demands, especially in dense urban areas. As such, more established carriers, with the large scale TAS infrastructure currently in place, are pursuing more micro sites (6m height or less) which are generally located on existing infrastructure (i.e. utility poles). Micro sites are currently being more specifically pursued in order to allow for the various carriers to address capacity gaps in their existing networks and to facilitate the creation of a 5G network once the technology has been appropriately vetted. These micro site TAS are exempt from the public consultation process and municipal government approval. It is important to note, these micro cell antennas are currently located throughout the community with little to no visual impact on the surrounding residential uses.

2. Co-location is a valid option for carriers; however, based on technological requirements, when more carriers are located on a single structure, the TAS will likely have to increase in height. This increase in overall massing may be in conflict with the design guidelines outlined within municipal policies, and as such, certain flexibility should be accommodated in terms of forced co-location to ensure design standards can be respected.
3. Carriers are willing to accommodate design guidelines; however, it must be acknowledged that larger TAS (30m+ in height) are unlikely to fully integrate into an area regardless of any design measures which are taken to improve their appearance as the structures are large and highly visible by nature.
4. Generally, carriers do not have a definitive comprehensive plan for future TAS expansion, as new TAS are planned as demand increases and coverage gaps are identified. Should a plan exist, they are funded on an annual basis, with significant variability built in as each location is based on the siting of other structures in the network. As such, should a TAS application be denied or the structure relocated, the plan would have to be adjusted accordingly.
5. Most carriers and consultants alike emphasized the fact that the reality of today's world is such that people want and/or need constant access to wireless services in all urban and rural locations. As such, to fulfill that demand, the infrastructure, regardless of design or height, is required to be located throughout the community. This fact should be included as a component of the review process for any TAS proposal.

#### **4. DRAFT TELECOMMUNICATION ANTENNA STRUCTURES (TAS) POLICY:**

The draft TAS Policy outlines a number of guidelines for carriers to follow. These guidelines are designed to ensure that any TAS located within the City are able to integrate into the community as seamlessly as possible and to promote an inclusive and productive public consultation process. The main provisions within the draft Policy include the following:

##### **Location Preferences**

Although the City does not have the authority to prohibit the installation of TAS, the Policy can encourage and discourage locations based on criteria that Council deem appropriate. As such, the following areas have been identified to direct carriers when determining suitable locations for new TAS in Chilliwack:

Encourage

- Industrial and commercial areas
- Agricultural areas
- Rooftops (preferably buildings over 10m)
- Existing structures (utility poles, water towers, etc.)

Discourage

- Residential areas
- Elementary, middle and high school grounds
- Downtown Historic area (DPA 4)
- Environmentally sensitive areas (DPA 3)

By creating locations which are “encouraged” and “discouraged”, rather than prohibited, each application can be judged on a case-by-case basis by the merit of the proposal. As such, a proposed TAS may be located within a “discouraged” area but based on the physical design of the structure and the rationale provided by the proponent regarding the necessity of a certain site, it can be deemed a suitable location.

Those TAS to be located within agricultural areas are encouraged to have a lot coverage under 100m<sup>2</sup> and a shared access driveway or, where shared access is not possible, a separate access which adjoins a property line. These provisions are consistent with the City farm home plate guidelines and the requirements previously permitted within the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (“the Regulation”). The Regulation was recently replaced and all restrictions regarding TAS were removed; however, regulations governing fill in the ALR still apply. As a result, each TAS application will require an informal referral to the ALC to determine if any further application (i.e. non-farm use application, notice of intent or soil or fill use application) will be necessary. The ALC has confirmed that this referral process is their preferred method for review.

**Design Guidelines**

The draft Policy includes flexible design guidelines to facilitate the development of unobtrusive and inconspicuous TAS by evaluating landscaping, architectural details, colour, shrouding, camouflage, etc. on a case-by-case basis in the context of the surrounding area. Applicants are required to provide a rationale for the design of the TAS including a description of how the visual impact of the TAS will be mitigated by the use of innovative techniques. By creating flexible design guidelines, carriers will be able to design structures to meet the needs of the communities where the TAS will be located, resulting in overall better designs on a site by site basis.

**Co-location**

Carriers are required under federal legislation to attempt co-location prior to making an application for a new TAS. The draft Policy includes co-location criteria to ensure federal regulations are followed and provide carriers a guide outlining the documentation which will be required at time of application to demonstrate that an attempt at co-location has been made. Furthermore, the draft Policy requires an application for any new TAS be accompanied by a written agreement confirming that other carriers will be permitted to place equipment on the TAS should it be approved.

**Public Consultation:**

A two stream public consultation process has been included within the draft Policy geared toward separating low impact and high impact TAS. As an initial step, the carrier will contact, via mail, the residents and occupants of all properties located within 30m of the proposed TAS or 3 times the tower height, whichever is greater, and install a notification sign on the subject property. The 30m notification and signage requirements are consistent with the notification requirement for other applications the City processes which include public consultation. Should no response be received from the public within a 21 day period and the proposal meets the intent of the Policy, it will be deemed to have a low impact and the carrier may move forward with an application to the City for review. Low impact applications will be reviewed by staff with a statement of concurrence / non-concurrence provided by the Director of Planning & Engineering.

If a response is received from the public regarding the proposed TAS, staff will determine if an independent public information session, to be conducted by the applicant, is required. Should a public information session be deemed necessary or the proposal does not meet the intent of the Policy, the proposal will be considered high impact. High impact proposals will be reviewed by Council, rather than the Director of Planning & Engineering, with the statement of concurrence / non-concurrence issued as a Council resolution. Council will take into consideration the technical merits of the proposal as well as the content of the public information session in determining their support for the TAS application.

**Exemption list**

Various TAS are exempt from the public consultation process based on federal regulation. The draft Policy has included these exemptions for clarification purposes for both the public and carriers alike.

For those TAS which are exempt from the public consultation process, the Carrier is not required to submit an application to the City for review or obtain a statement of concurrence from the municipality. As such, the City does not have the authority to assess the proposal in relation to the Policy guidelines.

**Application submission requirements and fee**

Should a proponent wish to construct a new TAS within the City, a completed application must be submitted including the documentation outlined within Schedule A of the draft Policy. An application fee of \$110 will be required to account for staff time to review the application.

An amendment to the Development Application Fee Bylaw is required to create a fee category for Telecommunication Antenna Structures. Also, an amendment to the Delegation Authority Bylaw is required to permit the Director of Planning & Engineering the authority to issue a statement of concurrence for low impact proposals.

**5. PROPOSED ZONING BYLAW AMENDMENTS:**

Should the draft policy be adopted, amendments to the Zoning Bylaw to permit TAS in all zones, as per the federal regulations, will be brought forward for Council consideration.

**6. RECOMMENDATION & SUBSTANTIATION:****Recommendation:**

Council rescind Policy Directive G-22: Telecommunication Towers and replace it with a new Policy Directive G-22: Telecommunication Antenna Structures.

**Substantiation:**

The draft Policy incorporates a comprehensive public consultation process, detailed location criteria, co-location requirements and design guidelines which serve to create a clear application process for carriers and City staff alike as well as ensures the public has an opportunity to voice any concerns they may have regarding a proposal. The updated policy will address the conflicting public consultation processes which are currently in place and create a streamlined, efficient system for all new applications. Furthermore, the public consultation process, which may include a public information session if deemed necessary, will be conducted by the applicant, with the City given minutes from the meeting to utilize as part of the overall review of the proposal.

**7. SOURCES OF INFORMATION:**

- Customer Procedures Circular (CPC)-2-0-03 Radio and Broadcasting Antenna Systems
- Federation of Canadian Municipalities Antenna System Siting Protocol Template
- Industry Canada Guide to Assist Land-use Authorities in Developing Antenna System Siting Protocols
- Consultation with representatives from: Bell, Telus, Rogers, Shaw/Freedom Mobile, Cypress Land Services, SBA & Turris Group

**8. ATTACHMENTS:**

- Appendix "A" Draft Policy Directive G-22: Telecommunication Antenna Structures
- Appendix "B" G-22 Policy Directive – Telecommunication Towers



# Appendix A

## POLICY DIRECTIVE NO. – G-22

SUBJECT: TELECOMMUNICATION ANTENNA STRUCTURES

APPROVAL DATE: \_\_\_\_\_ LAST REVIEW DATE: \_\_\_\_\_

REFERENCE: Innovation, Science and Economic Development Canada's Customer  
Procedures Circular (CPC) 2-0-03

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### **A. INTRODUCTION**

The purpose of this policy is to set guidelines for City review and comment on applications made by carriers to the federal government for new telecommunication antenna structures in Chilliwack.

Telecommunication Antenna Structures shall conform to the guidelines described in the Policy Directive wherever possible.

### **B. JURISDICTION**

Telecommunication Antenna Structures (TAS) are regulated by the Federal government under Innovation, Science and Economic Development Canada (ISED) and licensed by Spectrum Management and Telecommunications. ISED's Customer Procedures Circular (CPC) 2-0-03 is the document which outlines the public consultation process, co-location requirements and the dispute resolution process for local land use authorities and carriers. Should a land use authority not implement an independent policy to regulate TAS, the carriers must follow the default process included within CPC 2-0-03.

Carriers are required to notify and consult with the relevant land use authority prior to being granted approval by Spectrum Management and Telecommunications to install a TAS. The municipality's role is to outline the public consultation process for carriers to follow to ensure consultation is conducted in an appropriate manner and to provide an acknowledgement that the relevant municipal process or other requirements have been satisfied and the municipality is in support (or opposed) to the proposal.

The municipal policy is a guideline only and does not grant the municipality any jurisdiction regarding the approval, licensing or installation of TAS or the ability to prohibit the installation of a TAS.

Based on the CPC-2-0-03, three classifications of concerns have been identified and deemed irrelevant for municipal review of a TAS and do not need to be addressed. They are as follows:

1. Disputes with members of the public relating to the proponent's service, but unrelated to the antenna structure;

**B. JURISDICTION (continued)**

2. Potential effects that a proposed structure will have on property values or municipal taxes; and,
3. Questions whether the Radiocommunication Act, CPC-2-0-03, Safety Code 6, locally established bylaws, other legislation, procedures or processes are valid or should be reformed in some manner.

**C. LOCATION**

The City encourages TAS to be located in the following areas:

1. Industrial or commercial areas;
2. On rooftops (preferably on buildings in excess of 10m) or existing structures (utility poles, water towers, etc.); and,
3. Agricultural areas under the following conditions:
  - (a) Total lot coverage not exceeding 100m<sup>2</sup> (excluding driveways)
  - (b) Access to the TAS is via a shared driveway or an independent access adjacent to a property line.

The City discourages TAS to be located in the following areas:

1. Residential areas;
2. Elementary, middle and high school grounds;
3. In the downtown historic area as identified as Development Permit Area 4 in the 2040 Official Community Plan; and,
4. Environmentally sensitive areas as identified as Development Permit Area 3 in the 2040 Official Community Plan.

**D. DESIGN GUIDELINES**

Design and Camouflage of Installations:

The City encourages the use of TAS that are as unobtrusive and inconspicuous as possible, particularly on sites abutting residential areas. This includes the use of:

1. Trees, landscaping, perimeter fencing, architectural details, colour, shrouding, camouflage, etc. designed to minimize the visual impact of the TAS and integrate the structure into the design and/or character of the building and/or neighbourhood.

The City prefers structure mounted TAS to not exceed 50% of the height of the structure on which it is sited.

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**E. CO-LOCATION & RECONSTRUCTION**

Co-Location

The City encourages the co-location of TAS as a means to reduce the number of TAS within the City. This may include, but is not limited to:

1. The installation of a Carrier's antenna arrays on any existing antenna structure;
2. The construction of a new antenna structure on which other Carriers are invited to co-locate; and,
3. The reconstruction of an existing antenna structure to accommodate the equipment of two (2) or more Carriers.

Should a new TAS be constructed, a written agreement shall be provided confirming that other service providers will be permitted to place equipment on the TAS, to eliminate the need for additional towers in the area.

Evidence of Co-location Review

The Proponent must:

1. Contact, in writing, all Carriers within 500m of the base of the proposed location to request co-location on the existing tower; and,
2. Supply a copy of the written request along with all responses received regarding the request for co-location and reasons provided by the existing Carriers for declining co-location with the Proponent's application.

The City recognizes that the objective of promoting co-location and the objective of making TAS less noticeable may sometimes come into conflict. Nevertheless, the City intends to review each submission on its merits with a view to promote both objectives and, where necessary, will determine the appropriate balance between them.

**F. PUBLIC CONSULTATION PROCESS**

Proponents must consult with staff at an early stage of the site evaluation process through a site investigation meeting. Proponents should be prepared to discuss the specific site(s) currently under review as well as overall service levels for the community and projected need for future towers.

Public Consultation

1. Prior to submission of an application to the City, the proponent will conduct a mail out to all properties within 30m of the property on which the TAS is proposed to be located or 3 times the height of the proposed TAS (whichever in greater) and post a notification sign on the subject property. The mail out must include the following information:

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**F. PUBLIC CONSULTATION PROCESS (continued)**

- (a) Name of the carrier and contact information for the proponent.
- (b) Description of the purpose of the TAS, the reason why existing infrastructure cannot be used and a description of future sharing possibilities for the proposal.
- (c) Map of the location of the proposed tower, including setbacks from property lines.
- (d) Colour rendering of the proposed tower including all relevant dimensions (height, lot coverage, etc.).
- (e) Closing date for written public comments.

The notification sign must follow the requirements as outlined within the “Public Hearing/Public Information Meeting Procedural Bylaw 2004, No. 3004” as amended from time to time.

- 2. After a period of 21 days, should the proponent not receive a response, they may submit a complete application package (as outlined in Schedule A) to the City Planning & Strategic Initiatives Department for review and remove the notification sign from the property.
- 3. Should a response be received by the proponent, an independent public information session, conducted by the proponent, may be required, at the direction of staff. The proponent is required to provide a written response to all concerns raised by the public, regardless of whether a public information session is determined to be necessary. The public information session notification must adhere to the following process:
  - (a) The proponent must send a written notice in the mail or otherwise delivered at least 10 days prior to the public information session to the owners and residents of those parcels within 30m of the property on which the TAS is proposed to be located or 3 times the tower height (whichever is greater).
    - (i) The written notice must include the following information:
      - (1) Name of the carrier and contact information for the proponent, City of Chilliwack Planning & Strategic Initiatives Department and local Spectrum Management Operations Branch.
      - (2) Description of the purpose of the TAS, the reason why existing infrastructure cannot be used and a description of future sharing possibilities for the structure.
      - (3) Time, date and location of the meeting.
      - (4) Map of the location of the proposed tower, including setbacks from property lines.
      - (5) Colour rendering of the proposed tower including all relevant dimensions (height, lot coverage, etc.).

**F. PUBLIC CONSULTATION PROCESS** (continued)

- (b) The proponent must place a notice in the local newspaper not less than three days and no more than 14 days before the public information session.
  - (c) The notification sign must be updated to include the date and location of the public information meeting no later than 7 days prior to the meeting date.
  - (d) The proponent shall notify Spectrum Management & Telecommunications, Transport Canada, and Health Canada in writing of the date, time and location of the public information session and give these agencies an opportunity to comment on the proposal.
4. The proponent shall provide minutes of the public meeting to the City, and include written comment on issues that were raised and how they will be addressed as part of the application package outlined in Schedule A.

**G. EXEMPTIONS FROM PUBLIC CONSULTATION PROCESS**

1. **New TAS:** where the height is less than 15m above ground level. This exclusion does not apply to TAS proposed by telecommunications carriers, broadcasting undertakings or third party tower owners. Alternatively, the exclusion would apply to organizations, including but not limited to, governments, Crown agencies and the public, (including amateur radio operators and over the air TV reception).
2. **Existing TAS:** where modifications are made, antennas added or the tower replaced, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial TAS installation. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to TAS using purpose built antenna supporting structures with a height of less than 15m above ground level operated by telecommunications carriers, broadcasting undertakings or third party tower owners.
3. **Temporary TAS:** used for a special event or emergency operation. Temporary TAS must be removed within three months of the start of the emergency or special event.
4. **Non-tower structures:** antennas on buildings, water towers, lamp posts, etc. provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25% or no more than 10m in height above the geodetic elevation of the rooftop, whichever is less.

**H. APPLICATION APPROVAL PROCESS**

1. The TAS application will be reviewed by staff in relation to the Telecommunication Antenna Structure Policy regarding co-location, proposed location and design guidelines as well as the content of the public consultation process.

**H. APPLICATION APPROVAL PROCESS (continued)**

2. Those applications which do not require an independent public information session or meet the intent of the Policy will be deemed low impact and will be reviewed by staff with a statement of concurrence / non-concurrence provided by the Director of Planning & Engineering.
3. Those applications which require an independent public information session or do not meet the intent of the Policy will be deemed high impact and staff will draft a report to Council, which will include a summary of the public consultation process, technical necessity of the tower and areas of divergence from the Policy.
  - (a) Council will provide a resolution for concurrence / non-concurrence to be forwarded to Spectrum Management and Telecommunications by the applicant.

**I. SUBMISSIONS TO THE CITY**

See Schedule A – TAS Application Checklist

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Chief Administrative Officer

**SCHEDULE “A”****TAS Application Checklist**

1. Preliminary drawings must include the following information:
  - (a) Civic and/or legal address;
  - (b) Key plan indicating location of property in relation to surrounding streets (preferably with property lines) and any TAS within 500m of the base of the proposed location;
  - (c) Proposed site plan with north arrow, property lines, location of antennas and equipment and areas identified as inaccessible to the general public;
  - (d) Plan view of equipment layout if not clear on site plan; and,
  - (e) Elevations that show the height to top of antenna or support structure and dimensions of antennas and equipment.
  
2. Letter of intent should include the following information:
  - (a) Identification of proposed site;
  - (b) Purpose of site;
  - (c) Description of equipment to be installed;
  - (d) Copy of written request to TAS owners/Carriers within 500m of the base of the proposed location requesting permission to co-locate and the responses with reasoning for not permitting co-location; and,
  - (e) Other issues that may need to be discussed (rationale for proposed site, alternatives explored, etc.).
  
3. Visual analysis
  - (a) Rationale for proposed design (description of strategies utilized to integrate the TAS into the surrounding area);
  - (b) Photos of building/structure from street level or other public area;
  - (c) Photo rendering (usually only for towers) from selected viewpoints;
  - (d) Photos documenting community viewpoints (the tower may not necessarily be visible); and,
  - (e) Map attached showing location or rendering and community viewpoints.

4. Coverage maps
  - (a) Existing coverage by the Carrier in the surrounding area;
  - (b) Coverage implications of inferior alternatives; and,
  - (c) Coverage resulting from desired site.
5. Public consultation
  - (a) A copy of the mail out;
  - (b) A date stamped photograph of the installed sign(s) with a location map indicating the location of the sign(s);
  - (c) Copies of all written correspondence received and sent to the public and other agencies;
  - (d) Meeting minutes of the public information session and summary of issues raised and proposed solutions, if applicable.
6. Letter of authorization from the property owner(s).
7. Equipment specifications:
  - (a) In the form or photographs or simple drawings with dimensions of antennas and equipment to be installed.
8. Application fee, as set out in the City’s “Development Application Fee Bylaw, 1998 No. 2554”, as amended from time to time.
9. Copy of application form.





The proponent shall contact Industry Canada, Transport Canada, and Health Canada for comment on the proposal and advise the agencies in writing of the date, time and location of the public meeting.

The proponent shall provide minutes of the public meeting to the City and include written comment on issues that were raised and how they will be addressed.

**D. GUIDELINES:**

Where equipment is attached to an existing structure, it shall not project more than 0.3m beyond the building face and shall not cover more than 0.93m<sup>2</sup> of the building face.

Freestanding telecommunications towers shall not exceed 45.7m in height and shall be located at least 6.0m from any property line. Landscape screening shall be provided around any WTF compound.

A written agreement shall be provided confirming that other service providers will be permitted to place equipment on the tower, to eliminate the need for additional towers in the area.

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Chief Administrative Officer