

	Title: Telecommunications Antennae	Number: DS-29
	Authority (if applicable):	Section: Development Services
	Date Adopted: December 20, 2010	Motion: 10/233
	Revised: April 18, 2011 (10/063)	

Purpose:

To establish public consultation requirements and recommended siting and design criteria for telecommunications antennae pursuant to the *Radiocommunication Act*.

Jurisdiction:

Telecommunications and related facilities are regulated by the federal government under the *Radiocommunication Act*. Under the *Act* and its associated regulations, service providers are required to consult with local government “land-use authorities” as part of the approval process for proposed new antennae. Industry Canada encourages local government land use authorities to develop “protocols” for the consideration of antenna system installations.

Policy:

1. Facilities on Buildings and Other Structures
 - a) Service providers are encouraged to locate antennae on existing buildings and structures (e.g. rooftops, transmission towers, etc.) where possible.
 - b) Roof-top antennae should be architecturally integrated so as to minimize the visual impact on the host building and surrounding area.
 - c) Equipment kiosks for antennae on buildings should be sited or screened to minimize the visual impact on the building.
 - d) Antennae on buildings should avoid projecting more than 5.0 metres above the roof or parapet wall of the building.
2. Co-location of Facilities
 - a) Applicants are encouraged to explore opportunities for sharing existing facilities before proposing new free-standing structures and shall provide written documentation to the City to support that such efforts have been made.
 - b) The City may request that space be made available on proposed facilities for municipal telecommunications purposes subject to agreement with the proponent.

3. Location of Free-Standing Antenna Structures
 - a) The preferred locations for free-standing antenna structures are in areas designated for Industrial and Service Commercial land uses in the City's Official Community Plan.
 - b) Free-standing antenna structures should avoid the following locations where possible:
 - Residential areas (OCP: Urban Residential, Low, Medium & High Density)
 - Downtown Commercial areas (OCP: Downtown Commercial)
 - Environmentally Sensitive Areas (OCP: ESA)
 - Agricultural areas (OCP: Agricultural)
 - Parks
4. Design Criteria – Free-Standing Antenna Structures
 - a) Free-Standing Antenna Structures should generally be sited and scaled to minimize visual obtrusiveness.
 - b) Slim profile monopole designs are preferred over lattice-type tower structures to reduce visual clutter.
 - c) Antennae and supporting structures should be finished in grey or other sky-neutral colours
 - d) Free-Standing Antenna Structures should not exceed 30.0 metres in overall height.
 - e) Equipment kiosks and utility buildings should be screened from adjacent roads and properties by means of a landscape buffer 1.0 metres wide by 1.2 metres high (at time of planting).
 - f) Free-Standing Antenna Structure sites should be secured by fencing and otherwise target-hardened to prevent intrusion, graffiti and other vandalism.
5. Application Review Process- Facilities on Buildings and Other Structures
 - a) Applications for antennae on existing buildings and structures shall be reviewed by the Director of Development Services & Economic Development for compliance with this policy.
 - b) The Director of Development Services & Economic Development shall provide a written response to the applicant indicating whether the proposed installation is supported by the City.
6. Application Review Process- Free-Standing Antenna Structures
 - a) Applications for free-standing antenna structures shall be reviewed by the Director of Development Services & Economic Development for compliance with this policy.
 - b) Proponents shall consult with the public as set out in item 7. (Public Consultation Requirements) below.

- c) The Director of Development Services & Economic Development shall report to City Council on the application and the results of the public consultation process.
- d) City Council may pass a resolution indicating whether it supports the application.

7. Public Consultation Requirements

- a) Applications for free-standing antenna structures 15.0 metres or higher require public consultation as set out below:
 - Applicants shall provide notice in writing, including an information package describing the proposal, to all property owners and occupiers within a radius of the base of the proposed antenna structure equal to six times the tower height
 - Applicants must advertise in two consecutive issues of a local newspaper to inform the public of the proposal
 - The above notices shall invite public comment on the proposal and allow 30 days for the receipt of public comments
 - The applicant shall provide a report to the City summarizing the public consultation process and including any comments received from the public and any responses provided by the applicant
- b) Applications for antennae on existing buildings and structures do not require public consultation.

8. Exemptions

- a) The following types of installations are exempt from this policy:
 - Free-standing antenna structures less than 15.0 metres in height
 - Facilities on existing buildings and structures where the antenna systems increase the existing building height by less than 25%
 - Any other types of installations set out in Section 6. (Exclusions) of Industry Canada's Client Procedures Circular CPC-2-0-03, *Radiocommunication and Broadcasting Antenna Systems*