

## ADMINISTRATION POLICY

NAME: Telecommunication Antenna Structures	POLICY NUMBER: DP-A-03
DEPARTMENT: Development & Planning	SUPERSEDES: N/A
DATE APPROVED: May 14, 2024	REVISION DATE: N/A

**1. POLICY STATEMENT**

- 1.1. Establish standards and procedures for **Town** staff to effectively participate in and influence the placement of **telecommunication antenna structures** proposed within the municipal boundary.

**2. PURPOSE**

- 2.1. To establish a siting and consultation process that is harmonized with **ISED Canada's CPC-2-0-03** to ensure consistent and equitable reviews, evaluations, and decisions are completed for each proposed placement of a **telecommunication antenna structure** within the **Town**.

**3. SCOPE**

- 3.1. This policy applies to the **Chief Administrative Officer** or their designates.

**4. DEFINITIONS**

- 4.1. For the purposes of the Policy, the following definitions shall apply:

- a) "**Chief Administrative Officer**" means Chief Administrative Officer of the Town of Drumheller, or their designates;
- b) "**Co-location**" means the placement of antennas or equipment, operated by one or more **proponents**, on a **telecommunication antenna structure** that is operated by a different **proponent**, thereby creating a shared facility;
- c) "**CPC-2-0-03**" means *CPC-2-0-03 – Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular*;
- d) "**ISED Canada**" means Innovation, Science, and Economic Development Canada. A department of the Government of Canada;
- e) "**Letter of Concurrence**" means a letter from the **Chief Administrative Officer** supporting a **proponent's** proposal for the installation of a **telecommunication antenna structure** within the **Town**;
- f) "**Letter of Intent**" means a letter submitted to the **Chief Administrative Officer** from the **proponent** to initiate the application process;
- g) "**Letter of Non-Concurrence**" means a letter from the **Chief Administrative Officer** signifying no support for the **proponent's** proposal for the installation of a

**telecommunication antenna structure** within the **Town**;

- h) “**Proponent**” or “**Applicant**” means a company or organization proposing to site a **telecommunication antenna structure** for the purpose of providing commercial or private telecommunications services, exclusive of personal or household users. This includes contractors undertaking work for telecommunication carriers and third-party tower owners;
- i) “**Residential Uses**” means a parcel containing a dwelling unit;
- j) “**Telecommunication Antenna Structures**” means an exterior transmitting device – or group of devices – used to receive and/or to transmit radiofrequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other antennas. Antenna Systems include the antenna, and may include a supporting tower, mast or other supporting structure, and an equipment shelter. This definition includes two (2) types of antenna systems:
  - i. freestanding **telecommunication antenna structure**: a structure (e.g. tower or mast) built from the ground for the expressed purpose of hosting an Antenna System or Antenna Systems; and,
  - ii. building/Structure-Mounted **telecommunication antenna structure**: an antenna system mounted on an existing structure, which could include a building wall or rooftop, a light standard, water tower, utility pole or other existing structure.
- k) “**Town**” means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town of Drumheller, as the context may require.

## 5. RESPONSIBILITIES

5.1. The **Chief Administrative Officer** on behalf of the **Town** is responsible for:

- a) Receiving proposals to place **telecommunication antenna structures** within the municipal boundary when submitted by an **applicant**;
- b) Developing the design guidelines contained in Section 8 and the application process contained in Section 9; and,
- c) Reviewing and evaluating proposals to determine whether to issue **letters of concurrence** or **letters of non-concurrence** to **ISED Canada** and the **proponent** by considering land use compatibility of the proposal, the responses of the affected residents, and the **proponent’s** adherence to this Policy.

5.2. **Proponents** are responsible for:

- a) Investigating if **co-location** opportunities exist prior to alerting the **Town** about the proposal of a new **telecommunication antenna structure**;
- b) Communicating to the **Town** if **co-location** is not possible;
- c) Adhering to the process outlined in **CPC-2-0-03**;
- d) Adhering to the design guidelines contained in Section 8 of this Policy; and,

- e) Adhering to the application process contained in Section 9 of this Policy.

## 6. JURISDICTION

6.1. Under the *Radiocommunication Act*, the Minister of Innovation, Science, and Economic Development Canada has the sole jurisdiction over inter-provincial and international communication facilities. The final decision to approve and license the location of **telecommunication antenna structures** is made only by **ISED Canada**. In June 2014, **ISED Canada** issued an update to the **CPC-2-0-03**, which outlines the process that must be followed by **proponents** seeking to install or modify **telecommunication antenna structures**.

- a) Health and radiofrequency (RF) exposure issues and limits for **telecommunication antenna structures** are regulated by Health Canada's Safety Code 6 guidelines. The **Town** has neither the authority nor the medical/biological research expertise/capability to assess or evaluate any submission for **telecommunications antenna structures** with respect to RF and health issues.

## 7. EXEMPTED STRUCTURES

7.1. For the following types of installations, **proponents** are generally excluded by **ISED Canada** from the requirement to consult with the **Town** and the public, but must still fulfill the general requirements outlined in Section 7 of the **CPC-2-0-03**:

- a) New freestanding personal **telecommunication antenna Structures** where the height is less than 15 metres above ground level. This exclusion does not apply to **telecommunication antenna structures** proposed by telecommunications carriers, broadcasting undertakings or third-party tower owners;
- b) Existing freestanding **telecommunication antenna structures**, where modifications are made, including:
  - i. the addition of antennas;
  - ii. the replacement of the tower, if the design and location of the replacement tower are similar to the original tower;
  - iii. where modifications facilitate **co-location**, provided that the total cumulative height increase is no greater than 25% of the height of the initial **telecommunication antenna structure**.
- c) Notwithstanding Section 7.1(b):
  - i. no increase in height may occur within one year of completion of the initial construction; and,
  - ii. the exclusion does not apply to **telecommunication antenna structures** using purpose-built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third-party tower owners.
- d) **Structure mounted telecommunication antenna structures** may be excluded from consultation, provided that the height above ground of the non-tower structure, exclusive of apparatus is not increased by more than 25%;

- e) Temporary **telecommunication antenna structures** used for special events or emergency operations, which must be removed within three (3) months after the start of the emergency or special event; and,
- f) general maintenance on an existing **telecommunication antenna structure**.

7.2. Notwithstanding section 7.1 and **ISED Canada's** exemption criteria for certain **telecommunication antenna structures**, the **Town** shall be informed of all new installations within the municipal jurisdiction in order to:

- a) Respond to public inquiries once construction/installation has begun;
- b) Be informed of **co-location** sites within the **Town**;
- c) Maintain updated records in the event of future modifications and additions; and,
- d) Engage in meaningful dialogue with the **proponent**, with respect to the appearance of the **telecommunication antenna structure**, prior to the **proponent** confirming a final design.

7.3. **Proponents** are required to provide the following information for all structure mounted **telecommunication antenna structures** referred to in Section 7.1:

- a) The location of the antenna, including the:
  - i. legal land description;
  - ii. municipal address; and,
  - iii. name or description of structure where the **telecommunication antenna structures** will be mounted.
- b) Description of proposed disguising, camouflaging, and screening with respect to the measures used by existing antennas on that site, and/or the preferences expressed in Section 8.6;
- c) The height of the antenna; and,
- d) The height of any modification to existing antennas.

7.4. **Proponents** are required to provide the following information for all modifications that extend the height of existing freestanding **telecommunication antenna structures**, as defined in Section 7.1(b):

- a) The location of the antenna, including the:
  - i. legal land description;
  - ii. municipal address; and,
  - iii. name or description of structure where the **telecommunication antenna structures** will be mounted.
- b) A short summary of the proposed addition including preliminary set of drawings or visual rendering of the proposed antenna; and,

c) A description of how the proposal meets the exclusion criteria identified in Section 7.1.

7.5. Any request to install a **telecommunication antenna structure** on lands owned by the **Town** shall be made to the **Chief Administrative Officer**.

## 8. DEVELOPMENT GUIDELINES

### 8.1. Co-Location

- a) The **Town** encourages the **co-location** of **telecommunication antenna structures**. This may include, but is not limited to:
- i. the installation of a proposed telecommunication antenna on any existing **telecommunication antenna structure**;
  - ii. the construction of new **telecommunication antenna structure** on which other wireless service providers are invited to **co-locate**;
  - iii. the reconstruction or modification of an existing **telecommunication antenna structures** to accommodate the equipment of additional antennas; and,
  - iv. the relocation of a wireless service provider's existing telecommunication antennas to another wireless service provider's **telecommunication antenna structure** followed by the removal of the redundant, existing **telecommunication antenna structure**.
- b) A **co-location** review must take place and the following items must be submitted to the **Chief Administrative Officer** as part of the **letter of intent** package sent to the **Town**:
- i. written evidence demonstrating that **co-location**, in accordance with Section 8.1, has been reviewed with other wireless service providers operating within the **Town's** boundary and for all existing and proposed freestanding **telecommunication antenna structures** within an 800-metre radius of the proposed new freestanding **telecommunication antenna structure**;
  - ii. if **co-location** is not possible for technical reasons, a statement signed by an appropriate technical expert stating that **co-location** is not possible;
  - iii. if **co-location** is not possible due to a lack of interested participants or other considerations, a statement signed by an appropriate authority for the **proponent** is required stating that **co-location** is not possible.

### 8.2. Preferred Location Criteria in Developed Areas

- a) The following are spaces within the **Town** where the placement of **telecommunication antenna structures** is preferred:
- i. within any land use district as identified in the Town of Drumheller Land Use Bylaw 16.20, with the exception of the:
    1. Badlands Land Use District;
    2. Downtown District;
    3. Neighbourhood District; or,

4. Neighbourhood Centre District.

- b) In proximity to similarity-scaled structures;
- c) Other non-residential areas considered appropriate by the **Town**, including agricultural lands; and,
- d) Within or adjacent to parks, green spaces, golf courses, and other parcels being used for recreational uses.

8.3. Discouraged Location Criteria in Developed Areas

- a) The following are spaces within the **Town** where the placement of **telecommunication antenna structures** is discouraged:
  - i. in proximity to parcels being used for **residential uses**. Proposed **telecommunication antenna structures** should be at least three (3x) times the height of the freestanding **telecommunication antenna structure** from an existing **residential use**;
  - ii. on environmentally sensitive or ecologically sensitive lands;
  - iii. within 100-metres of the closest point of a parcel with an existing school.
- b) The **Chief Administrative Officer** may, at its discretion, modify these setback guidelines on a site-by-site basis, considering such factors as:
  - i. buffering topography and vegetation,
  - ii. intervening major transportation and utility corridors,
  - iii. rivers, and streams,
  - iv. intervening non-residential buildings; and,
  - v. information arising from a public consultation meeting concerning the **telecommunication antenna structure**.

8.4. Location Criteria in Future Development Areas

- a) For locations within the **Town** that have not yet been developed, **proponents** are encouraged to select sites for the placement of their **telecommunication antenna structures** prior to development taking place. The **Town** promotes this course of action so that those purchasing properties in these new developing areas will be able to make informed decisions based on an understanding of where initially **telecommunication antenna structures** are installed or likely to be installed.

8.5. Preferred Built Form

- a) The built form of **telecommunication antenna structures** that are preferred include roof top installations, freestanding **telecommunication antenna structures** in the form of monopole and tri-pole towers with flush mounted or cluster mounted antennas, and streetlight and parking lot light poles that are sheathed completely within the pole.
- b) Preferred small cell installations are neatly organized, utilize as few antennas as possible,

and hide conduit, cable trays, wiring, mounting brackets or other hardware behind the antenna or within shrouding. Wall-mounted antennas are to be attached as close to the wall as possible and should not project above the height of the wall they are mounted on.

#### 8.6. Disguising, Camouflaging, and Screening Structures

- a) The **Town** encourages the use of **telecommunication antenna structures** that are designed to be as stealthy, unobtrusive and inconspicuous as possible, particularly on sites closer to **residential uses**. This includes the hiding, or disguising of antennas in or on buildings, placing them on roof tops or on other existing structures, and the camouflaging of antennas on street lights or other apparatuses, appliances and objects. The appropriate type of **telecommunication antenna structure** for each situation should be selected based upon the goal of making best efforts to blend with the nearby surroundings and minimize the visual aesthetic impacts of **telecommunication antenna structures** on the community.
- b) The use of landscaping, fences and architectural features on and around the equipment compounds, shelters and cabinets associated with a **telecommunication antenna structure** is encouraged to assist these structures in blending in with their surrounding environment.

#### 8.7. Lighting

- a) Unless specifically required by Transport Canada, the display of any type of lighting on a **telecommunication antenna structure** is discouraged. Where Transport Canada requires a **telecommunication antenna structure** to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable.
- b) Any required strobe lighting should be set to the maximum strobe interval allowed by Transport Canada. The lighting of **telecommunication antenna structure** compounds for security purposes is supportable provided it is shielded from adjacent **residential uses**, is kept to a minimum number of lights and illumination intensity and, where possible, it is provided by a motion detector type of system.

### 9. APPLICATION PROCESS

#### 9.1. Pre-Application Meeting

- a) The **proponent** is responsible for contacting the **Chief Administrative Officer** as early as possible when preparing a development proposal for an installation not identified as an exempted structure in accordance with Section 7.
- b) The pre-application meeting is meant to help identify potential sites and the **Town's** preferred site locations as identified in Section 8.2.

#### 9.2. Letter of Intent

- a) A **letter of intent** must be submitted by the **proponent** for any **telecommunication antenna structure** proposal to begin the submission process and will be received by the **Chief Administrative Officer**.
- b) A **letter of intent** should provide as much information as possible, and must include but is not limited to:
  - i. description of the proposal, including:

1. height;
  2. colour;
  3. type of structure;
  4. diameter of structure;
  5. number of arrays;
  6. potential for disguising, camouflaging, or screening of **telecommunication antenna structures**, and accompanying compounds or shelters;
  7. proposed signage, markings, and lighting;
  8. distance from other existing towers; and,
- ii. written evidence regarding the **co-location** of the proposal;
  - iii. maps showing the local context of the proposal;
  - iv. elevations drawings and conceptual renderings;
  - v. floor plans, if any buildings are included;
  - vi. site plans showing specific location of the proposed installation. The site plans must include, but is not limited to:
    1. all setbacks from the property lines, buildings, structures, and water features on the site;
    2. footprints of existing buildings, and if applicable the specific location of any rooftop;
    3. identification of areas accessible to the general public and the access/demarcation measures to control public access; and,
    4. any other dimension or feature as required by the **Chief Administrative Officer** to assess the request.

### 9.3. Interdepartmental Review

- a) The **letter of intent** and requirements will be circulated to various **Town** departments seeking commentary.
- b) The purpose of this review includes but is not limited to, determining:
  - i. required development and building permits;
  - ii. required subdivision of land;
  - iii. any additional submission requirements not identified in Section 9.2.2; and,
  - iv. the potential impact of the proposal on sensitive areas and/or the established amenity and character of the immediate neighbourhood.



#### 9.4. Formal Application with Fee

- a) If no additional item submissions are required as part of Section 9.3, the **proponent** is required to submit a formal application (development permit and building permit) with the development fee in accordance with the Town of Drumheller Fees, Rates and Charges Bylaw 01.24, as amended from time to time, and its successor legislation.
- b) If the proposal has changed significantly since the initial interdepartmental review under subsection 9.3, the **Chief Administrative Officer** may conduct further review with staff.

#### 9.5. Public Notification and Consultation

- a) **Proponents** are required to satisfy the default consultation requirements of **ISED Canada's CPC-2-0-03**.
- b) It is solely the responsibility of the **proponent**, at its own cost, to arrange, organize and conduct a public consultation meeting. At its discretion, the **proponent** may conduct the meeting in either a formal manner or an open house format.
- c) The **proponent** will prepare a list of questions asked by the public during the consultation period, as well as the answers provided in response to these questions.

#### 9.6. Post-Consultation Review

- a) The **Town** and the **proponent** will communicate following completion of the public consultation process to discuss the results of the public engagement as provided in Section 9.5 (c) and next steps in the process.

### 10. MUNICIPAL REVIEW AND TOWN LETTERS

#### 10.1. **Chief Administrative Officer** Review

- a) The **Chief Administrative Officer** will measure a proposal in regards to:
  - i. standards identified in this Policy;
  - ii. the **Town's** Municipal Development Plan;
  - iii. comments received as part of the Interdepartmental Review;
  - iv. comments received from the public consultation process, and any other matter deemed relevant.

#### 10.2. **Letter of Concurrence**

- a) Where a proposal addresses the requirements identified in Section 10.1.1, to the satisfaction of the **Chief Administrative Officer**, the **Chief Administrative Officer** will issue a letter of concurrence to **ISED Canada**, copying the **proponent**, which shall:
  - i. include conditions of concurrence, such as design, screening, or **co-location** commitments, as required.

#### 10.3. **Letter of Non-Concurrence**

- a) Where a proposal does **not** address the requirements identified in Section 10.1 (a), to the

satisfaction of the **Chief Administrative Officer**, the **Chief Administrative Officer** will issue a **letter of non-concurrence** to **ISED Canada**, copying the **proponent**.

#### 10.4. Rescinding a Concurrence

- a) The **Chief Administrative Officer** may rescind a **letter of concurrence** if it is determined by the **Chief Administrative Officer** that:
  - i. the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal; or,
  - ii. the plans and conditions upon which the concurrence was issued in writing have not been complied with, and a resolution cannot be reached to correct the issue.

#### 10.5. Duration of Concurrence

- a) A **letter of concurrence** remains in effect for a maximum period of three (3) years from the date it was issued.
- b) If construction is not completed within this time period, the **proponent** must request a period of extension, in writing, from the **Chief Administrative Officer**. A copy of the extension will be sent to **ISED Canada**. Once a **letter of concurrence** expires, a new submission and,
- c) If construction has not commenced after two (2) years from the date the **letter of concurrence** was issued, the **proponent** must send written notification of intent to construct to the **Town** sixty (60) days prior to any construction commencing.

#### 10.6. Transferring of Concurrence

- a) Once a **letter of concurrence** has been issued, that letter may be transferred from the original **proponent** to another **proponent** (the current **proponent**) without the need for further consultation provided that:
  - i. All information gathered by the original **proponent** in support of obtaining the **letter of concurrence** from the **Chief Administrative Officer** is transferred to the current **proponent**,
  - ii. There are no alterations to the project outlined in Section 9.2; and,
  - iii. Construction of the structure is commenced within the duration outlined in Section 10.5.

### 11. RELATED DOCUMENTS

- 11.1. *Canadian Environmental Assessment Act.*
- 11.2. *Electromagnetic Fields in the Frequency Range from 3 KHZ to 300 GHZ - Safety Code 6 (2009).*
- 11.3. *Health Canada's Safety Code 6 – Limits of Human Exposure to Radiofrequency.*
- 11.4. *NAV Canada and Transport Canada's painting and lighting requirements for aeronautical safety.*
- 11.5. *Radiocommunication Act.*

11.6. Town of Drumheller Land Use Bylaw 16.20.

11.7. Town of Drumheller Municipal Development Plan.

**12. TRANSITIONAL**

12.1. This policy comes into effect on the day it is signed by Town of Drumheller Council.

  
\_\_\_\_\_  
MAYOR

  
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CHIEF ADMINISTRATIVE OFFICER

REVISIONS
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