



Council Policy

Policy Number: ply_DEV_telecommunication_towers_2020

Telecommunication Facility and Antenna System

Date Approved by Council: September 8, 2020 Resolution No: Motion 416/20

Mayor: "Original Signed – Alanna Hnatiw"

County Commissioner: "Original Signed – Reegan McCullough"

1. Purpose

This policy establishes the terms of the public consultation process for telecommunication facilities and antenna systems, the extent to which the County will be involved, and what type of formal documentation the County will provide indicating that the *Proponent* has completed the public consultation process.

2. Revision History

<i>Approval Date</i>	<i>Revision Number</i>	<i>Modification</i>
	1.0	New Document

3. Persons/Areas Affected

County Administration
Proponent
Public

4. Definitions

The following definitions and interpretations apply in this policy:

Administration means the County Commissioner and his or her delegates;

Proponent means the person/company/business/agent that is submitting a proposal for a new telecommunication facility or antenna system; and

Telecommunication facility and antenna system means an exterior transmitting device, or group of devices, used to receive and/or transmit radio-frequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other antennas or facilities. A *telecommunication facility and antenna system* includes the antenna and may include a supporting tower, mast or other supporting structure, and an equipment shelter. For the purpose of this policy, the following uses or activities are excluded from this definition and are therefore considered exempt from requiring public consultation:

- New antenna systems: where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems to be used by broadcasting undertakings or telecommunications carriers.
- Existing towers: modifications may be made, or the tower may be replaced, to facilitate sharing or the addition of antennas, provided that the total height increase is no greater than 25% of the height of the initial antenna system installation.
- Non-tower structures: antennas on buildings, water towers, lamp posts, etc. may be installed provided that the height of the structure is not increased by more than 25%.
- Temporary antenna systems: used for special events or emergency operations and must be removed three months after the conclusion of the emergency or special event.
- Maintenance on an existing antenna system.

5. Policy Statement

- 5.1 Sturgeon County is committed to ensuring that adequate consultation occurs by the *Proponent* to obtain comments/input of County departments, federal and provincial agencies, and affected landowners for a new telecommunication facility and antenna system.

6. Responsibilities

- 6.1 *Administration* will accept new proposals for *telecommunication facility and antenna systems*, will ensure that necessary public consultation occurs by the *Proponent*; and when complete, will inform Innovation, Science and Economic Development Canada and the *Proponent* of the consultation that occurred.

7. Procedures

- 7.1 Upon submission of a complete application and fee, the *Proponent* shall contact *Administration* to be advised on the form of consultation that needs to occur and with whom.
- 7.2 The public consultation process to be performed by the *Proponent* will include the following:
- i. Informing all affected landowners located within a minimum of 400m of the boundaries of the subject parcel where the proposed *telecommunication facility and antenna system* will be located (*Administration* provide the *Proponent* a map and mailing addresses of affected landowners and agencies);
 - ii. Consultation with relevant agencies;
 - iii. Placing an advertisement, to the satisfaction of *Administration*, in the local newspapers as recommended by *Administration*, and
 - iv. Providing all affected parties a 30-day period to provide comments in writing to the *Proponent*.

- 7.3 *Administration* will post the proposed tower notice on the County website during the consultation period and inform the Division Councillor/Mayor and County departments of the application for comments.
- 7.4 The *Proponent* shall respond to all reasonable and relevant concerns and make practical efforts to resolve any issues by modifying the plans and resubmitting revised plans and drawings, where required, to *Administration*.
- 7.5 On completion of the consultation period, the *Proponent* will provide *Administration* with all the evidence of the consultation that they have undertaken.
- 7.6 *Administration* will review the content provided and based on its findings, issue a letter addressed to Innovation, Science and Economic Development Canada and to the *Proponent* and confirm its findings on the consultation that has occurred.
- 7.7 Should the facility fail to be constructed within three (3) years, the consultation process is no longer deemed to be valid except in cases where the *Proponent* proposing the tower and *Administration* agree, in writing, on an extension for a specified time period.

8. Cross References

- 8.1 "Spectrum Management and Telecommunications" (CPC-2-0-03 - - Radiocommunication and Broadcasting Antenna Systems), Issue 5, which was posted on Industry Canada's website on June 26, June 2014.