



District of Maple Ridge Telecommunication Antenna Structures Siting Protocols (V2)

Purpose:

The purpose of the Telecommunication Antenna Structures Siting Protocols is to establish procedural standards that will allow the District to effectively participate in, and influence the placement of, telecommunication antenna structures proposed within the District. The Protocols are also intended to assist Council, District Staff, Industry Canada, representatives of the telecommunications industry, and members of the public in being aware of and understanding the implementation methods, processes, procedures and criteria used to achieve this purpose.

The objectives of these Protocols are:

1. To establish a process and criteria for consistently and equitably reviewing, evaluating and deciding upon each proposal for placing a telecommunication antenna structure.
2. To provide clear and reasonable requirements for effective participation and cooperation between the proponents and the District.
3. To minimize the number of towers required for telecommunication antenna networks.
4. To ensure co-location opportunities for telecommunication antenna structures are explored and acted upon.
5. To encourage and promote opportunities for improved telecommunication antenna structure design and concealment in order to minimize their visual impacts on the surrounding area and the District in general.
6. To provide an opportunity for residents located near specific types of proposed telecommunication antenna structures (structures of significant impact) to make comments, ask questions or raise concerns relating to the proposal, make the proponent aware of local considerations and provide recommendations regarding the placement and/or appearance of the structure.

District Authority:

As noted, Industry Canada requires that, in certain cases, the local land use authority and the public must be consulted for input regarding the proposed placement of a telecommunication antenna structure. The District's Planning and Building departments are responsible for reviewing these submissions and, depending on the nature of the proposal, a letter of support (concurrence) or non-support (non-concurrence) is sent to the wireless service provider upon completion of its review of the proposal.

The Planning and Building departments reviews each proposed submission for a telecommunication antenna structure based on specific physical criteria. This involves reviewing and evaluating such things as:

- the proposed location of a telecommunication antenna structure and aspects of its design, including height, colour, type, number of antennae to be placed on the structure;
- screening of any equipment compound;
- the design and materials to be used for any equipment storage shed;
- the potential for co-location of other proponents on the structure; and
- compliance with the District's Telecommunication Antenna Structures Siting Protocols (V2).

Based on this review, a letter of support (concurrence) or non-support (non-concurrence) is issued. Support for a tower will have a 3 year time limit for construction to be completed.

It is important to note that in cases where the District does not support a proposal, it cannot prevent a proponent from ultimately gaining permission from Industry Canada to install a telecommunication antenna structure even if it contravenes these Protocols.

The District's Role in Reviewing Telecommunication Structure Submission:

District staff review and evaluate each submission received for a telecommunication antenna structure. The specific elements and issues observed, reviewed, analyzed, evaluated and decided upon in reaching a decision to either support or not support a submission are predominantly, but not limited to, the following¹:

1. proposed location in a community or area;
2. existing and proposed on-site uses and structures;
3. adjacent sites and their existing and proposed uses and structures;
4. co-location potentials on this site and on nearby sites with other existing or proposed telecommunication antenna structures;
5. compliance with the Telecommunication Antenna Structures Siting Protocols (V2);
6. conformity with the District's Official Community Plan policies regarding historic sites and environmentally sensitive areas; and
7. design aspects of the proposal, including:
 - a) height,
 - b) colour,
 - c) type of structure,
 - d) diameter (if a monopole or tri-pole),
 - e) number of antenna arrays (including futures),
 - f) shrouding of antenna arrays,
 - g) potential for disguising or camouflaging,
 - h) screening of equipment compound and shelter(s),
 - i) plans, arrangement, materials and colour of equipment shelters(s),
 - j) location on the site,
 - k) access/egress to the facility,
 - l) impact on on-site parking facilities and vehicular movement,
 - m) impact on on-site garbage facilities,
 - n) impact on on-site utility R.O.W.s,
 - o) proposed signage or other markings, and
 - p) lighting, distance to other existing towers, and removal of redundant structure(s) if a re-build, replacement or co-location.

Types of Submissions to the District:

The District recognizes that different types of telecommunication antenna structures may create different magnitudes or degrees of impact and concern within the community and on the existing built environment of the District in general.

The District target is up to 120 days to process a completed telecommunications tower application, depending on complexity.

¹ The District does not assess any submission for a telecommunication antenna structure with respect to **health and radiofrequency exposure issues** or any other non-placement or non-design related issues. Any questions or comments the public may wish to make regarding health issues related to cell phones, cell towers and radiofrequency exposure guidelines (Safety Code 6) should be directed to Health Canada on-line at healthcanada.gc.ca and to the proponent's representative. Industry Canada, Lower Mainland District Office may also be contacted for information by phone at 604-666-5468 or by e-mail at vancouver.district@ic.gc.ca.

High Impact Submissions:

High Impact submissions require a \$500 processing fee be paid to cover staff review time.

High impact submissions involve those telecommunication antenna structures deemed by the District to have potential negative impact on, or concerns for, the neighbourhood, the environment or the existing neighbourhood fabric of the District in general, that are proposed:

- on towers of any height to be placed within 100 metres of any residential development or residential district (the 100 metres to be measured from the centre of the base of the proposed structure);
- on towers of any height to be placed in areas of environmental, historic, strategic or operational importance or sensitivity as identified by the District Official Community Plan;
- to increase the height of an existing tower by more than 25% of the existing height; and
- on any other telecommunication antenna structure not identified as a Low Impact or a temporary structure, excluding Amateur Radio Antenna Structures which are not governed by these Protocols.

A copy of each High Impact submission received will be referred to relevant District departments for review and comment purposes. A public consultation meeting, conducted prior to making a final submission to the District, will be required pursuant to the provisions set out below. The District requires at least a two week interval between the date of the public consultation meeting and making a submission to the District to ensure time for post-consultation enquiries and comments to be received from the public and answered by the proponent.

High Impact submissions will be processed by the District within 60 days of receipt of a completed telecommunication antenna submission following a public consultation meeting, within an overall time frame of 120 days.

In addition to the preceding, High Impact submissions also include telecommunication antenna structures (towers) that are 15 metres or greater in height proposed in locations designated as a commercial, industrial or institutional district and further than 100 metres away from any residential development or residential district. These High Impact submissions will follow the same circulation and processing procedures as those noted above, however, no public consultation meeting will be required for this group of telecommunication antenna structures.

The use of any District owned park or reserve land proposed for the placement of a High Impact telecommunication antenna structure will require a public consultation process pursuant to the provisions set out in these Protocols.

Low Impact Submissions:

Low impact submissions include those telecommunication antenna structures considered by the District to have low or no adverse impacts or concerns with respect to the community or the District in general.

These include proposed telecommunication antenna structures in such locations as:

- on roof tops of high rise buildings (the roof top should be higher than any adjacent residential development(s) or a public consultation may be required at the discretion of the District);
- on street light poles;
- on parking lot light poles;
- on existing utility towers and similar structures as determined by the District; and
- on towers less than 15 metres in height that are not identified as a High Impact telecommunication antenna structure.

A copy of the Low Impact submission received will be circulated to relevant District Departments. A public consultation meeting will not be required and the submission will be processed within 60 working days of receipt of a complete telecommunication antenna application.

Temporary Submissions:

Temporary submissions primarily apply to proposals for those telecommunication antenna structures that will have a limited operational time frame and no or negligible adverse impacts on the community, the environment or the existing urban fabric of the District in general, as determined by the District. This category also includes the addition of telecommunication antenna structures to an existing tower in specific circumstances.

Temporary submissions include:

- a temporary telecommunication antenna structure for a duration of no longer than 3 months;
- a time extension request for an existing temporary telecommunication antenna structure to remain in place beyond the initial 3 month duration limit;
- a telecommunication antenna structure to be used for a special event;
- a telecommunication antenna structure to be used for an urgent situation or emergency event;
- the co-location of a proponent's telecommunication antennas on an existing tower where an increase in tower height is not required; and
- the addition of new shelters, cabinets and other similar enclosures or compounds required to house a proponent's equipment associated with the telecommunication antennas being connected to an existing telecommunication antenna structure.

The proponent will submit a written notification to the District, allowing 10 days for response time prior to installing any proposed Temporary telecommunication antenna structure or commencing a time extension for an existing Temporary telecommunication antenna structure within the District.

Temporary telecommunication antenna structures used to provide service during an emergency event may be installed without submitting a written notification to the District and are excluded from the 10 day response period requirement. As a courtesy, the District encourages a verbal notification in these circumstances, to be completed within 24 hours of the deployment of the telecommunication antenna structure.

Design Characteristics:

The District encourages the use of telecommunications structures that are designed to be disguised and unobtrusive and inconspicuous.

The District encourages screening such as from plantings, fences or architectural treatments to assist the structure, compound or equipment shelter to blend into the surroundings.

The placement of signage on telecom structures is discouraged.

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. 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 properties, is kept to a minimum number of lights and illumination intensity and, where possible, it is provided by a motion detector type of system.

Residential Setback Considerations:

The District recommends the placement of telecommunication antenna structures (towers) should not be in close proximity to residential developments of any built form or density. As a guideline, it is recommended that any tower proposed to be placed on a site abutting existing dwellings should be located:

- a) at least three times the height of the proposed tower away from those dwellings for towers less than 15 metres in height;
- b) at least 75 metres away from those dwellings for towers 15 to 30 metres in height;
- c) at least 100 metres away from those dwellings for towers 31 to 45 metres in height;
- d) at least 122 metres away from those dwelling units for towers 46 to 55 metres in height; and
- e) at least three times the height of the proposed tower away from those dwellings for towers 56 metres or greater in height.

Co-location Options:

The District encourages the co-location of telecommunication antenna structures. This may include, but is not limited to:

- the installation of a proponent's telecommunication antennas on any existing telecommunication antenna structure;
- the construction of a new telecommunication antenna structure on which other proponents are invited to co-locate;
- the reconstruction or modification of an existing telecommunication antenna structure to accommodate the equipment of additional proponents; or
- the relocation of a proponent's existing telecommunication antennas to another proponent's telecommunication antenna structure followed by the removal of the redundant existing telecommunication antenna structure.

In cases where a telecommunication antenna structure is being replaced or taken out of service, the District acknowledges that the existing telecommunication antenna structure could remain temporarily while a new telecommunication antenna structure is being built and the telecommunication antennas and equipment relocated from the existing structure to the new structure.

The proponent is required to provide written evidence of co-location opportunities in the case of new tower proposals, the discussions that took place, and the outcome and reasons for that outcome.

Notification and Public Consultation Process:

Prior to physically investigating an area for potential telecommunication antenna structure site locations, the District requests that proponents provide the District with a courtesy notification that locations in the community are being assessed for a telecommunication antenna structure site.

Notification Obligations When a Public Consultation Meeting is Not Required:

When a public consultation meeting is not required, notification of a proposed telecommunication antenna structure siting submission shall be given to the District in advance for concurrence. This notification must be made by written means (a letter, an e-mail or a brief) and must include:

- the proponent's name and contact information;
- the municipal address of the proposed location;
- the type and height of the telecommunication antenna structure; and
- a brief explanation as to why a public consultation meeting is not required.

Notification Obligations When a Public Consultation Meeting is Required:

When a public consultation meeting is required, written notification of a proposed telecommunication antenna structure siting shall be given by the proponent to the District. Notification of affected residents shall be by mail. The proponent shall include in the notification a copy of the plans for the structure and a copy of the *Notice of Public Consultation Meeting*. The proponent shall then undertake the Public Consultation Meeting process by conducting a public meeting prior to making a telecommunication antenna structure submission to the District in accordance with the provisions of this Protocol.

Notification to Affected Residential Properties:

Except as may be allowed below, when a public consultation meeting is required, notification of the proposed siting of a telecommunication antenna structure shall be sent by the proponent to all affected residential properties within a 300 metre radius of the proposed telecommunication antenna structure.

Exceptions to the Notification Area Requirement:

The District anticipates that, in certain cases, it may be reasonable to reduce the 300 metre notification area. This may involve, but is not limited to, proposed telecommunication antenna structures where the location is separated and or buffered from residential properties within the 300 metre notification area by:

- significant or extensive topographical features;
- a major transportation or utility corridor;
- tall buildings that will block all or most of the proposed telecommunication antenna structure's visibility from those residential properties beyond them; or
- substantial tree cover that will block all or most of the proposed telecommunication antenna structure's visibility from those residential properties beyond them.

Any reduction of the 300 metre notification area will be at the discretion of the District and must be negotiated with the District by the proponent at the pre-submission consultation stage.

Public Consultation Meeting Notification:

When a public consultation meeting is required, the proponent shall issue a notification in written form in accordance with this Protocol and deliver it, either by regular mail service or by hand, to all affected residential properties within the notification area. If the notification is to be given by regular mail service, it must be sent out at least 21 days prior to the date of the public consultation meeting event. If the notification is to be hand delivered, it must be delivered to the affected residential properties at least 14 days prior to the date of the public consultation meeting event. It is recommended that the proponent keep a log of the mail out, addresses, dates and times.

Notification Form and Content:

A written public consultation notification shall be sent out in an envelope addressed to the "Occupant" and shall clearly show in bold type on the face of the envelope the statement: **A CELL TOWER IS PROPOSED WITHIN 300 METRES OF THIS RESIDENCE. YOU ARE INVITED TO A PUBLIC MEETING. INFORMATION IS ENCLOSED.** No advertisement shall be on the outside of the envelope. The notification shall include, as a minimum, the following information:

- the date, time and place where the public meeting will be held;
- any agenda or itinerary for the meeting;
- the name and telephone number of the proponent's representative as a contact for the public;
- information about the size, type, location on the site and diameter of the proposed telecommunication antenna structure, as well as the number and type of antenna arrays to be

- mounted (such as pin wheel mounted, cluster mounted, etc.), including any potential for future antenna arrays and co-location opportunities; and
- any other material the proponent deems appropriate to inform the public.

Details should also be provided to show the proposed telecommunication antenna structure and its associated equipment shelter(s) in context with the area immediately adjacent. In this regard, presentation of accurately scaled photographic simulations depicting the proposed facility and its environs is also recommended, but is not a mandatory part of the notice.

Public Meeting Format:

It is solely the responsibility of the proponent, at its own cost, to arrange, organize and conduct a public consultation meeting. The proponent may conduct the meeting in either a formal manner or an open house format.

A formal meeting entails the public seated facing the proponent's representatives, who provide information concerning the proposed telecommunication antenna structure and answer questions about the proposal and telecommunications in general.

An open house format involves a meeting with no formal seating provided and the public being free to walk through a series of displays providing information about the proposal and telecommunications in general. The proponent's representatives must be available to discuss issues and answer questions.

The District recommends the following information be provided:

- the location of the telecommunication antenna structure;
- why / how the location was chosen;
- what other locations were considered and why they weren't chosen;
- an aerial photograph or plan showing the proposed location of the telecommunication antenna structure, the notification area and the properties within the notification area that received a notice of the meeting;
- the height, type of telecommunication antenna structure, colour, materials, type and number of telecommunication antennas (including future antennas) and co-locations;
- a site plan showing where on the property the telecommunication antenna structure will be situated;
- plans showing the design and appearance of the telecommunication antenna structure and any equipment shelters, cabinets, compounds, fencing and landscaping to be installed;
- accurately scaled photographic simulations showing the property with and without the telecommunication antenna structure in place;
- the name, phone number, e-mail address and fax number of a contact person employed by the proponent;
- health and safety information regarding radio frequency transmission (Safety Code 6);
- technical information regarding radio frequency transmission as it relates to cell phone and cell tower functions;
- the time frame within which questions, concerns and comments will be received and addressed by the proponent after the meeting and prior to making a submission;
- any other material that the proponent considers important to best inform the public regarding its proposal.

The District Role at Public Consultation Meetings:

District staff performs three main functions at a public consultation meeting. These are:

1. To scrutinize the consultation process:
 - by observing how and what information is provided to the public by the proponent about the proposed telecommunication antenna structure and its intended location;
 - by observing what questions arise from the public about the proposed installation;
 - by observing what answers to these questions are provided by the proponent; and
 - by observing how concerns and other issues regarding the proposed telecommunication antenna structure's placement are resolved.
2. To clarify the provisions of the District's Telecommunication Antenna Structures Siting Protocols as required:
 - by explaining the procedures regarding the notification process ;
 - by articulating what is expected in terms of resolving the issues brought forward at the meeting by the public;
 - by communicating the District's objective regarding the co-location of other proponents' antennas on existing and proposed telecommunication antenna structures; and
 - by outlining the circumstances required for the issuance of a letter of concurrence or non-concurrence.
3. To explain the District's role in the deployment of telecommunication antenna structures, which includes:
 - ensuring the District's Telecommunication Antenna Structures Siting Protocols are followed;
 - evaluating each proposal based on specific criteria, reasoning and development guidelines;
 - confirming that the proponent has conducted and completed any follow-up work arising from a public consultation meeting; and
 - facilitating communication between other proponents regarding co-location arrangements.

Proponent Obligations After Meeting:

Following a public consultation meeting, the proponent must respond to any concerns or issues arising from it. It is recommended that 10 working days be allowed to ensure time for receiving and responding to any concerns from the public arising as a result of the meeting. Subsequently, the proponent may proceed with a submission to the District.

Where a public consultation meeting has been conducted and the proponent proceeds with a telecommunication antenna structure submission, a brief containing the names and addresses of all attendees at the public consultation meeting must be included. A copy of any agenda, presentation, minutes or similar record may also be included at the proponent's discretion; however, the brief must document the topics discussed, concerns raised, resolutions reached and, where arising, any outstanding issues that could not be resolved. The proponent must demonstrate how the issues have been addressed and subsequently resolved or, where issues have not been resolved, the brief must explain why.

Adopted: November 05, 2012

Amended: April 22, 2014