

POLICY MANUAL

Title: Telecommunications Antenna Structure Siting Policy	Policy No.: 5.59 Supersedes:
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Policy Statement: The City of Maple Ridge will be an active participant in the oversight of public consultations and proposed installations of telecommunications antenna structures in the City in order to influence their final location and design.	
1. PURPOSE AND OBJECTIVES 1.1. Purpose The purpose of this Policy is to establish the local land use consultation process and guideline for review and evaluating Antenna System siting within the City of Maple Ridge pursuant to Innovation, Science and Economic Development Canada (ISED) regulations and requirements. ISED has exclusive authority over the approval of the siting and installation of telecommunication infrastructure in Canada. 1.2 Objectives The objectives of this Policy are: <ol style="list-style-type: none"> 1. To acknowledge that ISED has exclusive jurisdiction over the approval of the siting and installation of telecommunication infrastructure in Canada; 2. To allow timely development of efficient and reliable radiocommunication services within the City of Maple Ridge while ensuring that community objectives are met; 3. To establish a siting and consultation process that is harmonized with ISED's Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03) for reviewing land use issues associated with Antenna System siting proposals; 	

4. To encourage the use of alternative technologies where possible as an alternative to additional tower sites;
5. To set out an objective process with clear criteria and guidelines that are transparent, consistent and predictable for the evaluation of Antenna System siting proposals that:
 - a. encourage efficient and effective Antenna System infrastructure while minimizing the number of new Antenna System Tower sites by encouraging co-location;
 - b. encourage designs that integrate with the surrounding land use and public realm;
 - c. establish when local public consultation is required;
 - d. allow ISED and the telecommunications industry to identify and resolve any potential land use, siting or design concerns with the City at an early stage in the process;
 - e. to inform Proponents that the City supports the construction of taller towers over shorter towers for the reason of public safety and supporting Co-Location; AND
 - f. to recover costs from telecommunications proponents with consideration given to the costs to the City to evaluate and process telecommunication infrastructure proposals.

1.3 Jurisdiction and Roles

a. Role of Innovation, Science and Economic Development Canada

Under the Radiocommunication Act, the Minister of ISED has sole jurisdiction over inter-provincial and international communication facilities. The final decision to approve and license the location of Telecommunication Antenna Systems is made only by ISED. All technical aspects and siting of telecommunication and broadcasting services are regulated by the Federal government under the *Radiocommunication Act*. ISED has an established procedure, *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)*, which prescribes the process and review of proposed telecommunication structures. As part of the process, proponents are required to notify the local land-use authority and nearby residents. Moreover, the proponent is required to address the public's questions, concerns and comments through ISED's prescribed public consultation process.

b. Other Federal Legislation

With regard to public health, ISED refers to the standards set by Health Canada for determining acceptable levels of radiofrequency electromagnetic energy produced by telecommunication infrastructure. All telecommunication proponents are required to follow the guidelines outlined in Health Canada's *Safety Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz – Safety Code 6 (2009)*. In addition to Health Canada's requirements, proponents must comply with the *Impact Assessment Act (S.C. 2019, c. 28, s. 1)* and any painting and lighting requirements for aeronautical safety prescribed by NAV Canada and Transport Canada.

c. Role of Local Government

Local governments are referred applications for proposed towers and are provided the opportunity to comment on the proposal. Ultimately, the role of the City is to issue a statement of concurrence or non- concurrence to the Proponent and ISED. The statement considers the land-use compatibility of the antenna structure, the responses of the impacted residents and the proponent's adherence to this protocol. In addition, local government can communicate and provide guidance to the Proponent on the particular sensitivities, planning priorities, and characteristics of an area. Moreover, local government can establish siting guidelines, which includes reasonably augmenting the public consultation process as defined in ISED's *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)*.

2. DEFINITIONS

Antenna System: means a Telecommunications Antenna that is mounted on an Antenna Supporting Structure.

Antenna Supporting Structure: means any Tower, roof-top, building-mounted pole, spire or other freestanding structure; existing electric or other utility tower or structure, streetlight pole, parking lot light pole or combination thereof, including supporting lines, cables, wires, and braces intended for the purpose of mounting a Telecommunication Antenna or series of antennas on it. Also included are any onsite cabinets or shelters containing electronic or other equipment associated with these antenna structures and any compound required to accommodate these components.

City: means the City of Maple Ridge.

City Contact Staff: means the City staff member(s) tasked with receiving, evaluating and processing submissions for Antenna Systems.

City Departments: means departments of City government that administer public services and are operated by City staff.

Co-Location: means the placement of Telecommunications Antennas that are operated by different service providers on a single Antenna Supporting Structure.

Commercial Areas: means land designated Commercial in the City of Maple Ridge Official Community Plan and defined within the City of Maple Ridge Official Zoning Bylaw #7600-2019 by the prefixes; C, CS, CRM, H1 and H2 (e.g. C-1). The commercial designation is intended to support major commercial developments, including neighbourhood-serving and city-serving retail and office developments. Primary uses within the commercial designation are retail and stand-alone office uses including institutional offices. Limited light industrial, public facilities and multi-unit residential may be permitted in this designation with certain restrictions applicable.

Comprehensive Development Areas: means land zoned Comprehensive Development in the City of Maple Ridge Official Zoning Bylaw #7600-2019 by the prefix 'CD' (e.g. CD-185). A comprehensive

development zone allows for the creation of comprehensive site-specific land use regulations on a specific site within the City where the circumstances are such that control by other zones would not be suitable. A comprehensive development zone is typically created when a proposed development is, in the opinion of Council, considered appropriate for the site, having regard for the policies and land use designations in the Official Community Plan and any other applicable municipal plan or policy. Comprehensive Development zones may be located in any area of the City.

Designated Community Association: means area or neighbourhood-specific group that is recognized by the City.

Heritage Structures/Areas: means buildings and structures (e.g. monuments) or areas/neighbourhoods receiving a heritage designation by the City.

Industrial Areas: means land designated Industrial in the City of Maple Ridge Official Community Plan defined within the City of Maple Ridge Official Zoning Bylaw #7600-2019 by the prefix 'M' (e.g. M-1). The industrial designation supports light and heavy industrial land uses, including manufacturing, warehouse, wholesale trade and equipment storage and repair. Accessory uses that operate ancillary to a main industrial use may include limited office uses, a caretaker's residence, and commercial uses that are strictly limited to those that support industrial activities. Public facilities are permitted within the industrial designation, but retail uses and stand-alone office uses are generally not supported.

Prescribed Distance: means three times the height of the proposed Antenna System measured horizontally from the outside perimeter of the Antenna System. The outside perimeter begins at the furthest point of the supporting mechanism (which, in the context only of this measurement, excludes cabinets or shelters), be it the outermost guy line, building edge, face of the self-supporting tower, etc.

Proponent: means a company or organization proposing to site an Antenna System (including contractors undertaking work for telecommunications carriers and third-party tower owners) for the purpose of providing commercial or private telecommunications services, exclusive of personal antenna systems (e.g. used for over the air and satellite television reception or amateur radio operation).

Residential Area: means lands used or zoned to permit residential uses, including mixed uses (i.e. where commercial use is permitted at-grade with residential apartments/condominiums above).

Siting Exceptions: means Section 403 – Regulations for the Size, Shape and Siting of Buildings and Structures in the Zoning By-Law.

Stealth Structure: means a facility which is either: (a) virtually invisible to the casual observer, such as an antenna behind louvers on a building, or inside a steeple or similar structure; or (b) camouflaged, through stealth design, so as to blend in with its surroundings to such an extent that it is indistinguishable by the casual observer from the structure on which it is placed or the surrounding in which it is located. Examples of stealth facilities include antennas which are

disguised as flagpoles, as indigenous trees, as rocks, or as architectural elements such as dormers, steeples and chimneys. To qualify as “stealth” design, the item in question must match the type of item that it is mimicking in size, scale, shape, dimensions, color, materials, function and other attributes as closely as possible, as reasonably determined by the City.

Telecommunications Antenna: means a device that requires a licence from the Federal Government and is used to receive and/or to transmit radio-frequency (RF) signals, microwave signals, or other communications energy transmitted from or to be received by other antennas.

Tower: means any ground-mounted monopole, tri-pole, or lattice work structure upon which Telecommunication Antennas are attached. Not included are streetlight poles, parking lot light poles, existing electric utility towers or similar type structures as determined by the City of Maple Ridge.

Zoning Bylaw: means City of Maple Ridge Zoning Bylaw #7600-2019.

3. EXCLUDED STRUCTURES

This section outlines Antenna System siting proposals excluded from the consultation process by ISED, the need to consider local circumstances for all excluded structures, and the process for Proponents to notify and discuss proposed excluded structures with the City.

3.1 Exclusions from Antenna System Siting Proposal Review and Public Consultation

Under ISED’s process, certain proposals are considered to have minimal impact on the local surroundings and are excluded from public and City consultations.

All proponents must satisfy the General Requirements outlined in Section 7 of the CPC-2-0-03 regardless of whether an exclusion applies to their proposal. The following proposals are excluded from City and public consultation requirements:

- a. **New Antenna Systems:** where the height is less than 15 metres above ground level. This exclusion does not apply to Antenna Systems proposed by telecommunications carriers, broadcasting undertakings or third-party tower owners;
- b. **Existing Antenna Systems:** 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 Antenna System installation. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to Antenna Systems 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;
- c. **Non-Tower Structure:** antennas on buildings, water towers, lamp posts, etc. may be excluded from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%;

- d. **Temporary Antenna Systems:** used for special events or emergency operations and must be removed within three months after the start of the emergency or special event; and
- e. No consultation is required prior to **performing maintenance** on an existing Antenna System.

Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the Antenna System. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the Antenna System.

3.2 Notification of Excluded Antenna Systems

Notwithstanding ISED's exclusion criteria for certain Antenna System siting proposals, Proponents are asked, as a courtesy, to inform the City of all new Antenna System installations within the City's boundaries so the City can:

- Be prepared to respond to public inquiries once construction/installation has begun;
- Be aware of site Co-location within the City; and
- Maintain records to refer to in the event of future modifications and additions.

Proponents are to notify the City of excluded Antenna System installations before commencing construction.

3.3 Siting on City-Owned Properties

Opportunities are explored at a consultation meeting between the proponent and City Contact Staff to locate the proposed Antenna System on City-owned land, buildings, or infrastructure, acceptable to the City and in accordance with City policy.

4. PRE-APPLICATION CONSULTATION WITH THE CITY

Pre-application consultation is an important element in the Antenna System siting process and generally occurs at a point before the Proponent is committed to a site or design. As a result, it represents the best opportunity to influence the siting decision since the Proponent will more likely become committed to a site once the detailed engineering has been completed.

Prior to submitting an Antenna System siting proposal that does not meet any of the exclusions listed in Section 3.1, the Proponent should arrange a pre-application consultation with the City by contacting the City Contact Staff.

5. DEVELOPMENT GUIDELINES

Antenna Systems should be sited and designed to respect local sensitivities and preferences as identified by the City.

The City has set out a number of guidelines under the following criteria for the selection of sites and/or construction of new Antenna Systems:

- Location Preferences; and
- Design Preferences

The Proponent should review the guidelines identified below as early as possible and should attempt to resolve any outstanding issues prior to submitting its Antenna System siting proposal and undertaking the public consultation, where required by the City. Because expressed preferences may be location or site-specific, the Proponent is encouraged to discuss the guidelines fully with the City at a pre-application consultation meeting. Proponents are required to obtain all applicable building permits for new installations or additions and/or modifications to existing buildings.

This Policy is intended to allow timely development of an efficient telecommunications network for the City of Maple Ridge while ensuring that community planning objectives are met.

Within these Development Guidelines, the words “preferred”, “encouraged”, “discouraged”, and “not supported” are used to describe the City’s preferences for different aspects of proposed Antenna Systems. A hierarchical guide to the intended differences in meaning between them are as follows:

- ‘Must’ or ‘shall’; same as “needs”
- Preferred (‘should’ conveys the same level of City support)
- Encouraged
- Will consider
- City Opinion is Neutral
- Discouraged (same as ‘should generally not’)
- Not supported
- “No”

5.1 Location Preferences

5.1.1 *Co-location*

The City encourages co-location of Telecommunication Antennas.

This Policy acknowledges that co-location will generally result in taller and wider Towers and more antennas on each structure and that there are physical limitations on how many

antennas a single Antenna Supporting Structure can structurally support. Rooftops may have practical and aesthetic limits to the number of antennas that may be accommodated.

Before submitting a proposal for an application on a new site, the Proponent must explore the following options:

- Consider sharing an existing Antenna System, modifying or replacing a structure if necessary; and
- Locate, analyze and attempt to use any feasible existing infrastructure, including (but not limited to) rooftops, water towers, utility poles or light standards.

The City recognizes that the objective of promoting co-location and the objective of making Antenna Systems less noticeable may sometimes come into conflict. Nevertheless, the City intends to review each submission on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them. The Proponent should, in all cases, verify the City's site-specific design preferences during the pre-application consultation process before investing in a final design or site.

5.1.2 Preferred Locations

The location of Antenna Systems has an impact on their efficacy, but also on the surroundings areas. The siting of a Tower or an Antenna System on a rooftop may be the most significant decision to reduce its visual impact. Antenna Systems should be located to be unobtrusive and minimize impeding public view corridors.

When new Antenna Systems must be constructed, where technically feasible, the following locations are preferred:

Towers

- Comprehensive Development, Industrial and Agricultural areas;
- Roof or wall mounted on buildings having height greater than 23 meters;
- Areas that maximize the distance from Residential Areas; and
- Areas with mature landscaping screening.

Antennas Systems on Streetlights or Utility Poles

- Commercial or Industrial areas;
- Arterial and collector roads are preferred locations; and
- Within the Town Centre area.

Antennas Systems on Buildings or Other Supporting Structures

- Commercial, Comprehensive Development or Industrial areas;

- Within the Town Centre area;
- Institutional uses where appropriate, including, but not limited to, those institutions that require telecommunications technology: emergency services, hospitals, colleges, and universities; and
- In active sports field parks.

5.1.3 Discouraged Locations

Antenna Systems are not permitted in the following areas:

- Sensitive Ecosystem Areas (e.g. Green Infrastructure Networks (GIN)); and
- Riparian lands;

New Antenna Systems should avoid the following areas:

- Locations directly in front of doors, windows, balconies, or residential frontages;
- Areas that negatively impact public views and vistas of important natural or manmade features;
- Agricultural areas; if no alternate locations are possible, ensure siting avoids farmland, and ensures maximum potential for farming on remainder of site through the use of monopoles;
- Sites of topographical prominence;
- Heritage Areas or on Heritage Structures;
- Pitched roofs; and
- Street lights and poles unless explicitly encouraged as part of Commercial, Comprehensive Development or Industrial development areas.
- Locations that may adversely impact existing City wireless antennas (e.g. SCADA), or have the potential to make future City antennas infeasible.

5.2 Design Preferences

Antenna Systems should be designed in terms of appearance and aesthetics to respect their immediate surroundings (e.g. Residential, Park land, Heritage Areas, etc.), including being unobtrusive and inconspicuous, minimizing visual impact, avoiding disturbance to natural features, and reduce the need for future facilities in the same area, where appropriate. The City's preferred design and development preferences are described below.

The City will advise the Proponent as to which of the following design preferences are applicable in the proposed location.

5.2.1 Antenna Supporting Structures

- The appropriate type of telecommunication Antenna Supporting Structure for each

situation should be selected with the goal of making best efforts to blend with the nearby surroundings and minimizing the visual aesthetic impacts of the Antenna System on the community;

- The use of monopoles is strongly encouraged;
- Lattice style poles are strongly discouraged;
- Flush-mounted antennas on monopoles are preferred;
- The use of guy wires and cables to steady, support or reinforce a tower is discouraged;
- New supporting structures in residential or high-traffic areas should consider multi-purpose design to enable placement of antennas in combination with lighting, electric vehicle charging, parking payment terminals, signage, Wi-Fi-hotspots etc.;
- For high pedestrian traffic areas such as shopping locations, integrated shrouded multi-use design poles (such as lighting, electric vehicle charging, etc.) are preferred;
- Individual wall-mounted antennas should be fixed as close to the wall as possible and should not project above the height of the wall face they are mounted on, in order to avoid visual clutter, and should be painted to match the wall colour for stealth;
- Facilities located on rooftops should be not be visible (to the extent possible) from streets or other adjacent public areas;
- Proponents are encouraged to communicate with building developers at new building design stages to consider options for incorporating integrally screened Telecommunication Antenna support on the rooftops; and
- Whenever possible, Antenna Systems should be built as Stealth Structures. The Stealth Structure shall be unobtrusive at street level so that a casual observer would not realize it is being used Telecommunications Antenna.

5.2.2 Height

- The City prefers that Towers be a maximum of 15 metres in height, except in Industrial, Mixed Employment or Agricultural areas;
- The City will consider increased height for a Tower when located in an Industrial or Agricultural Area and preferably at a distance at least six times the height of the Antenna Supporting Structure away from Residential Areas;
- Height for a Tower must be measured from grade to the highest point on the structure, including lighting and supporting structures; and
- The City prefers that the height of building or structure-mounted Antenna Systems, unless shrouded in an acceptable manner, not exceed 3 metres measured from the top of the roof, but not more than 1.2 metres above the highest point of the elevator penthouse.

5.2.3 Yards, Parking and Access

- Antenna Systems should comply with all setback distances as set out in Zoning Bylaw applicable to the principal buildings for the Zone in which the Antenna System is located but should not be located in the front yard;
- Antenna Systems should be separated from adjacent development without unduly

affecting its development potential over the life of the Antenna System; and

- Parking spaces, where provided at each new Antenna System site, should have direct access to a public right-of-way at a private approach that does not unduly interfere with traffic flow or create safety hazards. Paved surfaces should be absolutely minimized.

5.2.4 Buffering and Screening

- Antenna Systems and associated equipment shelters should be attractively designed and screened or concealed from ground level or other public views to mitigate visual impacts. Screening could include using existing vegetation, landscaping, fencing, or other means to blend with the built and natural environments;
- When vegetative landscape screening is used, a mix of deciduous and coniferous trees is preferred to provide year-round coverage; and
- Where adjacent to a principal building, equipment shelters should be constructed to be integrated. Consider using a material similar in appearance to at least one of the materials used in the facades of the principal building and one of the same colours used in the principal building.

5.2.5 Style and Colour

- In all instances the Proponent should mitigate negative visual impacts through the use of appropriate landscaping, screening, stealth design techniques, etc.;
- The design of Antenna Systems should generally be unobtrusive and consistent with area guidelines;
- Towers and communication equipment should have a non-glare surface, be powder-coated or hidden behind a façade or wrap or disguised as a tree or piece of public art;
- Special design treatments should be applied to Antenna Systems proposed to be located within parks and open space areas to make the Antenna Systems unobtrusive;
- The colour of constructed screens should be chosen to harmonize with the building and limit visual prominence;
- Where placed adjacent to buildings, Antenna Systems should be constructed so that they are as similar as possible in appearance to the façades of the principal building;
- Cable trays should generally not be run up the exterior faces of buildings. Where they must be on the exterior, they should be located at the rear or sides, and incorporated into architectural features; and
- Antennas that extend above the top of a supporting light standard should appear (e.g. in colour, shape and size) to be a natural extension of the pole.

5.2.6 Equipment Cabinets in Public Spaces

- Cabinets should be designed in a manner which integrates them into their surroundings, including use of decorative wraps that are graffiti-resistant;
- Cabinet dimensions shall be as minimal as possible to accommodate the amount of equipment required by the Proponent and sited to minimize the impact on the public space;

- Cables and wires should be concealed or covered; and
- Cabinets/Compounds in parklands should be:
 - Powder coated black or green;
 - Enclosed with a 1.8-2.4m (6-8 ft) metal picket fence, powder coated black or green;
 - Provided with vegetative landscape screening in accordance with the list of plant species approved by the Parks, Recreation & Culture Department; and
 - Sited so that the shorter side faces the path/public space.

Note: Additional requirements may apply to City, community or neighbourhood parks and the Town Centre.

5.2.7 Signage and Lighting

- Small owner identification signs up to a maximum of 0.03 square metres may be posted on Antenna Systems and associated equipment shelters or perimeter fencing;
- No advertising signs are permitted. No logos are permitted other than those for a manufacturer of a component of the Antenna System, or as approved in writing by City Contact Staff;
- Unless specifically required by Transport Canada and/or NAV Canada, the display of any lighting is discouraged;
- Where Transport Canada and/or NAV Canada requires a structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable, and any required strobe lightning should be set to the maximum strobe interval allowed by Transport Canada; and
- The lighting of Antenna Systems and associated equipment shelters for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum number of lights and illumination intensity, where possible, is provided by a motion detector or similar system.

5.2.8 Rooftop Equipment

- Where feasible, locate equipment and antennas so that they are not visible from the street or adjacent public spaces, while respecting the need to provide good signal strength and coverage;
- To minimize visibility of antennas and equipment, a variety of techniques may be used including setbacks, screening and stealth placement and finishes. Buildings vary in height, siting and context, and a creative and flexible approach is encouraged to minimize visibility of the antennas and equipment, depending on the situation;
- Optimum signal strength and coverage may encourage antenna placement in clusters. However, antenna placement should also consider integration with the architecture of the building. The desired number of antennas in a cluster may not be achievable, and alternate spacing may need to be considered;
- Notwithstanding the support of co-location, to avoid visual clutter, the overall number of

antennas on a building may need to be limited;

- Screening should be designed to be integrated into the building form without unduly detracting from the architectural character or exaggerating less attractive features; and
- Where an antenna is proposed on the rooftop of a building or affixed to the side of the building:
 - Antennas should be of a similar style/shape;
 - It is preferred that the antennas be mounted to stair or elevator overrun that are set back from building edges by at least 2.4m;
 - Where structurally feasible, roof penthouses may be extended horizontally to house antennas and equipment;
 - When affixed to the side of the building, antennas should be installed so that they do not project above the parapet. Installations on roof penthouses or overruns may project over parapets by approximately 1/3 their height, or more if they are screened as described above;
 - Pitched/sloping roof should be avoided. If there are no alternative locations in the area, installations may be considered if they are incorporated in an architecturally compatible manner. (e.g. screened in a “chimney”);
 - Equipment shelters located on the roof of a building should be set back from the roof edge to the greatest extent possible and painted to match the penthouse/building. When possible, locate shelters adjacent to existing penthouses; and
 - Where and when new Antenna Systems are added to an existing rooftop array, proponents are encouraged to include for enclosure, any and all legacy or pre-existing equipment as part of its screening and concealment efforts.

5.2.9 Antennas on Streetlights or Utility Poles

- In the event that Commercial, Comprehensive Development or Industrial development areas are explicitly stated to encourage installation of Antennas on Streetlights or Utility Poles, installations will be required to conform to specific requirements for those areas set out by City Contact Staff and in accordance with existing agreements with the Proponent;
- Some City and neighbourhood plan areas have decorative streetlights. Poles in these areas are decorative and may not conform to the type of antenna poles required. Poles that are modified for installation of antennas may have to accommodate decorative Christmas lights, banners, and planters;
- Sight line considerations: poles and cabinets should consider stopping sight distance for posted speed limits on the roadway. Proponents are to follow the Transportation Association of Canada (TAC) guidelines for stopping sight distance requirements or as otherwise specified by City Contact Staff;
- The antenna, brackets and associated equipment should be painted to match existing pole colour; and
- Antennas that extend above the top of a streetlight or utility pole should appear (e.g. in colour, shape and size) to be a natural extension of the pole.

5.3 Site Investigation Meeting with the City

Prior to submitting an Antenna System siting proposal, the Proponent will initiate a site investigation meeting with the City by contacting the City Contact Staff.

The purpose of the site investigation meeting is to:

- Identify preliminary issues of concern;
- Identify requirements for public consultation (including the need for additional forms of notice and a public information session);
- Guide the content of the proposal submission; and
- Identify the need for discussions with any City departments as deemed necessary by the City.

The Proponent will bring the following information to the site investigation meeting:

1. the proposed location;
2. potential alternative locations;
3. the type and height of the proposed Antenna System;
4. preliminary drawings or visual renderings of the proposed Antenna System superimposed to scale; and
5. documentation regarding the investigation of co-location potentials on existing or proposed Antenna Systems within 500 meters of the subject proposal.

5.4 Confirmation of City Preferences and Requirements

Following the Site Investigation meeting, City Contact Staff will provide the Proponent with an information package that includes:

1. this Protocol, which outlines the approval process, excluded structures, requirements for public consultation and guidelines regarding site selection, co-location, installation, design and landscaping;
2. proposal submission requirements;
3. a list of plans and studies that may be required (i.e. environmental impact statements);
4. a list of City departments to be consulted; and
5. an indication of the city's preferences regarding co-location for the site(s) under discussion.

6. PROPOSAL SUBMISSION

For non-excluded proposed Antenna Systems, the Proponent will submit to the City an Antenna System siting proposal and the applicable fee.

The Proponent must include the following information when submitting an Antenna System siting

proposal:

1. A letter or report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, coverage and capacity of existing Antenna Systems in the general area and a summary of opportunities for co-location potentials on existing or proposed Antenna Systems within 500 meters of the subject proposal;
2. Visual rendering(s) of the proposed Antenna System superimposed to scale;
3. A site plan showing the proposed development situated on the site and all setbacks from property boundaries and other structures on site;
4. A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use;
5. For Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System;
6. Confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent, or other person(s) having legal or equitable interest in the land;
7. An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices including the cumulative effects of multiple Antenna Systems at the location and in the immediate area;
8. A map showing the maximum electromagnetic radiation power levels as watts per square meter, at ground level within 1000 meters of the proposed Antenna System. The map should include cumulative effects of multiple Antenna Systems at the proposed location with any other existing Antenna Systems broadcasting into the area;
9. A preliminary geotechnical site investigation report where the potential for geotechnical hazards exist;
10. Engineering plans for the proposed structure which includes information outlining the number of antennas proposed on the structure, the type of wireless service each antenna provides, and the structure's ability to accommodate future antennas (including co-Location).

A determination on the completeness of an application or request for additional information will be provided within ten (10) working days of receipt of the proposal. Upon receipt of a complete proposal submission, the City will circulate the proposal for review and comment to its internal City Departments.

6.1 FEES

The Proponent must pay any applicable application fee to the City for review of their proposal.

The Proponent is responsible for securing applicable applications or permissions from all relevant City Departments and paying any applicable application fees or charges as required to the City in accordance with its Fees & Charges Bylaw No. 7575-2019.

7. PUBLIC CONSULTATION PROCESS

If the proposed Antenna System is not excluded from the public consultation process as per the

requirements in Section 3, the Proponent will initiate the City's public consultation process, including issuing notice, undertaking written consultation, hosting a public information session where required and reviewing the consultation results with the City.

7.1 Public Information Session

If the proposed Antenna System is not excluded from the public consultation process as per the requirements of Section 3, the Proponent will hold a public information session which shall comply with the following:

- An appropriate date, time and location for the public information meeting will be determined in consultation with the City Contact Staff;
- The Proponent will make available at the public information session an appropriate visual display of the proposal, including a copy of the site plan submitted with the application and aerial photographs of the proposed site; and
- All information and materials presented should consist of content appropriate for the stakeholders in the impacted area by the Antenna System

The Proponent shall not schedule a public information meeting less than seven (7) days prior to the close of the public consultation period.

The Proponent will provide the City with a package summarizing the results of the public information session containing at a minimum, the following:

- a list of attendees, including names, addresses, and phone numbers (where provided voluntarily);
- copies of all letters and other written communications received; and
- a letter of response from the Proponent outlining how all the concerns and issues raised by the public were addressed.

7.2 Notice to Recipients

The Proponent is required to meet ISED's public consultation requirements as prescribed in *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)* (as amended or replaced) as well as the augmentations to the public consultation process listed below. In the event ISED's public consultation requirements as prescribed in CPC-2-0-03 (as amended or replaced) contain public consultation requirements less stringent than augmented requirements requested by the City below, the City requests the proponent to complete the more stringent public consultation requirements of the two.

After the Proponent has submitted an Antenna Systems siting proposal, the Proponent will give notice to:

- All affected residential properties within the greater of Prescribed Distance or:

- a. 10 meters for every one meter in height for a freestanding Antenna System; and
- b. 10 meters for every one meter in height for a building/structure mounted Antenna System;
- All Designated Community Associations, all emergency service providers and school districts within the Prescribed Distance;
- The greater of 500 meters or 10 meters for every one meter in height for a freestanding Antenna System or 10 meters for every one meter in height for a building/structure mounted Antenna System;
- Any adjacent municipalities within the greater of Prescribed Distance
- The City Contact Staff; and
- The ISED regional office.

The City Contact Staff will assist the Proponent in compiling a mailing list of addresses of the affected residences within the Prescribed Distance from the proposed Antenna System. The City may charge a fee for this service.

7.3 Notice Requirements

The Proponent shall include at a minimum the following information in any mailed or otherwise delivered public notice a minimum of thirty (30) days before the public information session:

1. Information on the location, height, type, design and colour of the proposed Antenna System, including a copy of the site plan submitted with the application;
2. The rationale, including height and location requirements, of the proposed Antenna System;
3. Clear information on the role of ISED as the sole approving authority for the siting of Antenna Systems and that the City only provides a statement of siting concurrence/non-concurrence at the request of the Proponent;
4. Information that comments and responses should be directed to the Proponent and that all submissions received by the proponent will be forwarded to ISED and the City for their records;
5. The name and contact information of a contact person for the Proponent;
6. The name and contact information of ISED;
7. The name and contact information of the City's Contact Staff;
8. An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices; and
9. The date, time and location of the public information meeting where required.
10. The notification shall be sent in an envelope addressed to the "Occupant" and/or "Tenants" and shall clearly show in bold type on the face of the envelope the statement: "NOTICE FOR RESIDENTS: NEW PROPOSED CELL TOWER - INFORMATION IS ENCLOSED."

7.4 Post-Consultation Review

The City Contact Staff and the Proponent will communicate following completion of the public

consultation process (and arrange a meeting at the City's request) to discuss the results and next steps in the process.

8. STATEMENT OF CONCURRENCE OR NON-CONCURRENCE

Following the completion of the Public Consultation period, City Council will consider all applications for Antenna Systems where City concurrence is required (i.e. for those applications that are not already excluded by Section 3 in this Policy). The City Contact Staff will prepare a report to City Council which will include the information on the proposed Antenna System, a site plan, the location of the proposal, an overview of the application and all public consultation materials submitted by the Proponent for City Council's review. It is at the discretion of City Council to provide a statement of siting concurrence or non- concurrence.

8.1 Concurrence

Where the proposal conforms with, to the satisfaction of the City, the guidelines as set out within this Policy and the City's technical requirements, the City will express its concurrence in writing to the Proponent (copying ISED).

8.2 Non-Concurrence

If the proposal does not conform with City guidelines as set out within this Policy, the City will express its non-concurrence in writing to the Proponent (copying ISED). The City will also forward to ISED any comments on outstanding issues, including those raised during the public consultation process.

8.3 Rescinding a Concurrence

The City may rescind its concurrence if following the issuance of a concurrence, it is determined by the City that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal, or 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. In such cases, the City will provide notification in writing to the Proponent and to ISED and will include the reason(s) for rescinding of its concurrence.

8.4 Duration of Concurrence

A concurrence remains in effect for a maximum period of three years from the date it was issued by the City. If construction is not completed within this time period, the concurrence expires except in the case where a proponent secures the agreement of the City to an extension for a specified time period in writing. Once a concurrence expires, a new submission and review process, including public consultation as applicable, is necessary prior to any construction occurring.

8.5 Transfer of Concurrence

Once concurrence has been issued, that concurrence may be transferred from the original Proponent to another Proponent (the current Proponent) without the need for further consultation provided that:

- all information gathered by the original Proponent in support of obtaining the concurrence from the City is transferred to the concurrent Proponent;
- the structure for which concurrence was issued to the original Proponent is identical to what the current Proponent builds; and
- construction of the structure is commenced within the Duration of Concurrence period.

8.6 Letter of Undertaking

The Proponent may be required, if requested by the City, to provide a letter of undertaking, which may include the following requirements:

- the posting of a security for the construction of any proposed fencing, screening and landscaping;
- a commitment to accommodate other communication providers on the Antenna System, where feasible, subject to the usual commercial terms and Industry Canada Conditions of license for mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit exclusive Site Arrangements (CPC-2-0-17); and all conditions identified in the letter of concurrence.

9. REDUNDANT ANTENNA SYSTEMS

The City can issue a request to network operators to clarify that a specific Antenna System is still required to support communication network activity. The network operator will respond within 30 days of receiving the request and will provide any available information on the future status or planned decommissioning of the Antenna System.

Where the network operators concur that an Antenna System is redundant, the network operator and City will mutually agree on a timeframe to remove the system and all associated buildings and equipment from the site. Removal will occur no later than one year from when the Antenna System was deemed redundant at the network operator's cost.