

TOWN OF CHESTERMERE

POLICY HANDBOOK

EFFECTIVE DATE:	SECTION: 300	POLICY: 302
APPROVED BY: COUNCIL	SUBJECT: Telecommunication Antenna Structure Policy	
REVISED DATE:	PAGE NO.: 1 of 5	

PURPOSE AND INTENT

The Town of Chestermere's authority on telecommunication antenna structures is limited. Approvals of antenna structures fall under the jurisdiction of the federal Minister of Industry. However, Industry Canada does encourage the Land Use Authority to develop protocols to manage the process of identifying concerns to amenities, planning priorities and other characteristics of the area.

Additionally, in February 2013, the Federation of Canadian Municipalities (FCM) and the Canadian Wireless Telecommunications Association (CWTA) drafted the *Antenna System Siting Protocol Template* which provides municipalities with tools to develop customized protocols for the of antenna systems within their municipalities. This template is consistent with Industry Canada rules on antenna system consultations.

Staff has consulted with both the *Antenna System Siting Protocol Template* and Industry Canada's *Radiocommunication and Broadcasting Antenna Systems*, in order to draft a policy which will serve as a guide for development of freestanding telecommunication antenna structures within the Town's residential areas.

POLICY

A. Pre Consultation Meeting With the Town

1. Prior to submitting a proposal, the applicant shall initiate a pre consultation meeting with the Town in order to:
 - a. identify preliminary issues or concerns;
 - b. identify requirements of public consultation;
 - c. discuss the content of the submission; and

- d. identify if there is a need to have discussions with any other Town Departments or other Agencies.
2. The applicant shall bring the following information to the meeting:
 - a. the proposed location;
 - b. potential alternative locations;
 - c. the type and height of the proposed antenna;
 - d. preliminary drawings or visual renderings of the proposed antenna; and
 - e. documentation regarding the investigation of co-location potentials on existing or proposed antenna structures within five hundred (500) metres of the subject proposal.

B. Development Requirements

1. Where an antenna structure is to be constructed or modified in a residential land use district, the following requirements shall be met to the satisfaction of the Town of Chestermere:
 - a. no structure shall exceed past the height of 15 metres above ground level;
 - b. additions or modifications to the structure shall not exceed past 25% of the original structure's height;
 - c. no structure shall be erected within a front yard setback;
 - d. the structure base shall be setback from abutting parcels and roadways by a distance of 20% of the tower height or the distance between the tower base and guy wire anchors, whichever is greater;
 - e. guy wired anchors shall be setback at least 1.0m from the lot line;
 - f. no structural support devices shall be provided, except where attached to the principal building;
 - g. no antenna boom or other appurtenance attached to the tower structure shall project within 1.5 metres or any property line of the site;
 - h. no structure shall be illuminated except for lighting required by federal or provincial legislation;

- i. no structure shall carry signs or any other such devices unrelated to the function of the structure, and
 - j. appropriate screening such as the use of landscaping, fencing and other screening measures shall be utilized to mask at a minimum the lower 3 metres of the antenna structure.
 - k. the structure should be designed to resemble features found in the area.
2. In addition to the above noted requirements, the applicant shall provide the following information for the proposed antenna:
 - a. a letter or report from the applicant 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.
 - b. documentation indicating the applicants attempt to share an existing antenna system and/or the attempt of utilizing existing infrastructure such as rooftops, etc. within a 500 metre radius;
 - c. a site plan showing the proposed development situated on the site and its distances from property lines;
 - d. a map showing the horizontal distance between the property boundary of the proposed site and the nearest residential district;
 - e. visual rendering(s) of the proposed antenna system to scale;
 - f. confirmation of legal ownership of the lands subject to the proposal, or a signed letter if authorization from the registered property owner of the land;
 - g. an Environmental Assessment that ensures that the wireless technology respects Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices; and
 - h. any other documentation as identified by the Town following the review of the submitted application.
3. Town Staff will determine the completeness of the application or request for additional information within five (5) working days of receipt of the application.
4. Upon receipt of a complete submission, Town Staff will circulate the proposal for review and comment from: affected Town Departments, adjacent municipalities and Town Council and affected neighbours.

5. The Town may notify adjacent landowners within 100 metre radius of the proposed structure. Any comments or concerns related to the structure will be forwarded to Industry Canada.
6. The Town of Chestermere **will not** support the erection of any antenna structure that exceeds 18.75 metres in total height in residential areas.
7. Discouraged locations are areas that are within 10.0 metres of a residential area.
8. An existing tower structure which is no longer lawfully used in accordance with the requirements of Industry Canada shall be removed by the owner within 120 days of cessation of use

C. Public Consultation & Notification

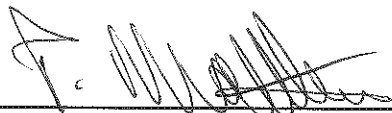
The applicant shall:

1. Provide written notification to all property owners and adjacent municipalities within 500 metres of the site when erecting a free-standing telecommunication antenna, Industry Canada, the local Member of Parliament and to the Town of Chestermere.
2. Include all the information required in Section A (2) within the submission.
3. Include the date, time and location of the public consultation meeting.
4. Allow the public to reply to the response (providing at least 21 days for public reply comments).
5. Keep a record of all correspondence that occurred during the notification period and provide copy to the Town.
6. The submission will be reviewed by Town Staff in order to determine support of the proposed antenna structure
7. The Town of Chestermere will advertise in the local newspaper for two consecutive weeks and will simultaneously erect a sign on the site indicating the proposal of the antenna structure.
8. Public consultation may take various forms, such as: responding to letters or hosting a public open house. Public consultation will be the responsibility and at the cost of the applicant.
9. Public consultation is to be completed within one hundred and twenty (120) days of the proposal being accepted as complete by the Town.

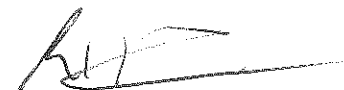
D. Support or Non-Support

1. Town Staff will send a letter of support or non-support to Industry Canada and the local Member of Parliament (copying the applicant) upon reviewing the submission from the applicant and the results of the public consultation process within 120 days from the receipt of the formal submission and receiving direction from Council.
2. Town Staff may rescind its support should it be determined that the proposal contains a misrepresentation or a failure to disclose all pertinent information regarding the proposal.
3. Town Staff's letter of support may include a request for the applicant to submit a 'Letter of Undertaking which may include the following:
 - a. posting a security for the construction of any proposed fencing, screening and landscaping;
 - b. a commitment to accommodate other communication providers on the antenna system, where feasible, subject to the usual commercial terms and Industry Canada Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements (CPC-2-0-17); and
 - c. all other conditions identified in the letter of support.
4. Town support remains in effect for a period of three (3) years from the date it was issued. If construction has not commenced within this time period the support expires and a new submission, review and public consultation are required.

Adopted by Council: *October 20, 2014*
Resolution No. *304-14*



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