

COMMUNICATION TOWER

Date Issued: May 29, 2020

Mandated by: City Manager

Current Revision: June 9, 2020

Cross Reference:

- Communication Tower Procedure
GEN-034-A

Next Review: January 1, 2023

Responsibility: Director, Planning &
Development

1. PURPOSE

The City recognizes that Communication Towers are necessary to provide radio broadcasting and cellular communication for our community. This Policy aims to establish:

- 1.1 A clear Policy direction that ensures strategic and compatible placement of Communication Towers within the City of Fort Saskatchewan;
- 1.2 Clear responsibilities for those involved in the process of placing a Communication Tower; and
- 1.3 Guiding principles that provide direction for the City's Planning and Development Department to process applications for Communication Towers.

2. POLICY

- 2.1 The City of Fort Saskatchewan is not the approving authority for Communication Towers.
- 2.2 The Federal Government has sole jurisdiction regarding permitting and placement of Communication Tower facilities. These Federal policies express a desire for the local municipality to have direct input into the approval process.
- 2.3 This Policy and associated Procedure establishes the City's protocols for those Communication Carriers seeking to place new Communication Towers, and the associated structures, within the City.
- 2.4 This Policy shall designate parties responsible for granting municipal concurrence or non-concurrence within the City by the Planning and Development Department.

3. DEFINITIONS

- 3.1 *City* – means the City of Fort Saskatchewan.
- 3.2 *Communication Carrier* – means a person who owns or operates a transmission facility used by that person or another person to provide telecommunication services to the public for compensation. Herein referred to as “*Carrier*”.
- 3.3 *Communication Tower* - means a combination of typically steel structures designed to support antennas for broadcasting and telecommunications, such as wireless communication and radio broadcasting. Herein referred to as “*Tower*”.
- 3.4 *Planning and Development Department* – means the City department responsible to process the application.
- 3.5 *Letter of Concurrence* – means the City may provide a letter to the applicant supporting the Tower installation.
- 3.6 *Letter of Non-Concurrence* – means the City may provide a letter to the applicant of non-support of the Tower installation.

4. RESPONSIBILITIES

- 4.1 The Planning and Development Department is responsible for reviewing Communication Tower applications and issuing either a letter of concurrence or non-concurrence based on the Department's interpretation of this Policy and Procedure.
- 4.2 The Federal Government is responsible for regulating the wireless communications industry.
- 4.3 Applicants are responsible for adhering to this Policy and associated Procedures.

5. GUIDING PRINCIPLES

- 5.1 The City shall not support the proposals for Towers within the City unless there is compliance with the requirements of this Policy and Procedure.
- 5.2 The number of Towers within the City shall be minimized as much as possible.
- 5.3 Where possible, Carriers shall co-locate their facilities and antennas to minimize the need for new Towers.
- 5.4 New Towers are discouraged within or adjacent to residential areas and other sensitive land uses.
- 5.5 Opportunities for improved Tower design, aesthetics, and concealment are encouraged and promoted to minimize visual impacts on the surrounding area.
- 5.6 Public consultation shall occur with affected land owners and stakeholders as per Innovation, Science and Economic Development Canada – Industry Canada's Radio communication and Broadcasting Antenna Systems – Client Procedures Circular.

- 5.7 Towers shall be located in a manner than minimizes the impact on the natural environment and residential districts while recognizing the unique location requirements for siting.

6. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Director, Planning & Development is authorized to establish procedures for the implementation of this Policy which are consistent with the governing principles.



City Manager

COMMUNICATION TOWER

Date Issued: April 15, 2020

Mandated by: City Manager

Current Revision: June 9, 2020

Cross Reference:

- Communication Tower Procedure
GEN-034-A

Next Review: January 1, 2023

Responsibility: Director, Planning &
Development

1. PURPOSE

The purpose of these Procedures are:

- 1.1 To ensure strategic and compatible placement of Communication Towers within the City of Fort Saskatchewan;
- 1.2 To enable, coordinate, and influence the site location, appearance and modification of Communication Tower and facilities within the City;
- 1.3 To establish procedural standards and guidelines to be followed in evaluating Communication Tower proposals within the City; and
- 1.4 To establish standards that give good reason for the issuance of either a letter of concurrence or a letter of non-concurrence.

2. DEFINITIONS

- 2.1 *Antenna System* – means metal rods, wires or other devices that receive or send radio or television signals.
- 2.2 *City* – means the City of Fort Saskatchewan.
- 2.3 *Communication Carrier* – means a person who owns or operates a transmission facility used by that person or another person to provide telecommunication services to the public for compensation. Herein referred to as “*Carrier*”.
- 2.4 *Communication Tower* - means a combination of typically steel structures designed to support antennas for broadcasting and telecommunications, such as wireless communication and radio broadcasting. Herein referred to as “*Tower*”.

2.5 *Planning and Development Department* – means the City department responsible to process the application.

2.6 *Safety Code Permits* – means building, electrical, gas or plumbing permits.

3. PROCEDURE

3.1 A formal application for Towers shall be submitted to the City.

3.2 Towers less than fifteen (15) metres in height do not require Federal approvals, however Carriers, broadcasting or third party Tower owners, regardless of height, require Federal approval. Towers less than fifteen (15) metres in height require City approval through other City policies and bylaws.

3.3 Public consultation and City approval is not required for:

3.3.1 co-location on existing Tower installations, unless co-location of an Antenna System results in non-compliance of the original Tower as determined by the Planning and Development Department from the original proposal;

3.3.2 Antenna Systems placed on buildings, water towers, lamp posts, etc. as long as the new overall height is not increased by more than twenty-five percent (25%);

3.3.3 replacement that is consistent with the original design and conforms to the standards set out herein and is not higher than the height of the initial Tower installation;

3.3.4 Towers within industrial areas that are separated from residential areas by a distance greater than six (6) times the height of the Tower;

3.3.5 temporary Antenna Systems for special events or emergency operations, in use for three (3) months or less; or

3.3.6 Antenna Systems less than 15 (fifteen) metres in height.

3.4 Carriers shall co-locate their facilities and Antenna Systems where possible. A letter of concurrence will not be considered unless the application demonstrates that co-location is not possible.

3.5 Preferred locations include areas used for commercial, industrial and agricultural areas.

3.6 Notwithstanding 3.4, discouraged locations include areas used for public parks, low-density residential, environmentally significant areas, cultural precincts, near historic/heritage resources and locations that are in direct line-of-sight from collector, arterial and highway roadways.

3.7 Towers proposed within 800 metres of residential land use districts or within 800 metres of lands identified as residential within a statutory plan shall be monopole, non-guyed and shrouded.

- 3.8 Prior to application submission, applicants shall undertake a pre-application consultation with the Planning and Development Department to discuss the proposed development. The applicant shall provide information for the pre-application meeting, which is to include the proposed Tower height and service area. The Planning and Development Department may require further information for the meeting such as a co-location analysis, additional site mapping or any other information that could be required as part of an application.
- 3.9 The Tower shall be camouflaged to the maximum extent feasible, landscaped, enclosed with a minimum 1.8 metres high fence with a locking gate and not be illuminated unless required for its function.
- 3.10 If the accessory building is over ten (10) square metres in area, Safety Code Permits are required.
- 3.11 The proposed Tower siting shall not unduly interfere with traffic, parking, vehicular circulation or create a safety hazard.
- 3.12 The applicant shall submit a completed Communication Tower application package with the appropriate fee as per the City's currently enacted Fees and Charges Bylaw.
- 3.13 Public consultation shall be required by the applicant for new Towers greater than fifteen (15) metres in height. The applicant shall notify all adjacent landowners within a radius of six (6) times the height of the proposed Tower.
- 3.14 The applicant shall be responsible for holding an open house for adjacent landowners and shall advertise the open house in two (2) consecutive publications of the local newspaper providing the public with thirty (30) days to provide comments.
- 3.15 The public notification must be clearly marked, making reference to the proposed Tower installation, so that it cannot be reasonably interpreted to be junk mail. The notice must be sent via mail or hand delivered. The face of the package shall clearly reference that the recipient is within the prescribed notification radius.
- 3.16 The applicant to provide the City with the notification documents and notification area map prior to the public consultation process.
- 3.17 A public consultation summary to be forwarded to the City within thirty (30) days of the completion of the public consultation process. The summary shall include:
 - 3.17.1 feedback received via mail or email from the notified public;
 - 3.17.2 public engagement sessions (i.e. open houses) and feedback received;
 - 3.17.3 solutions proposed by the applicant to address any public concern; and
 - 3.17.4 any written correspondence between the applicant and the notified public.
- 3.18 Graphics, flags or advertising are not permitted on the Tower, except for manufacturer's logo, facility identification, owner identification and any safety warnings, as required.
- 3.19 A letter of concurrence or non-concurrence shall be provided to the applicant upon review of all required information.

- 3.20 If a letter of non-concurrence is provided, the City and the Carrier shall work together in an attempt to resolve the reasons for the non-concurrence.
- 3.21 Applicants shall submit a formal application package for Towers and shall include the following:
- 3.21.1 completed application form and payment of application form in accordance with the City Fees and Charges Bylaw;
 - 3.21.2 a letter of authorization from the registered land owner, their agent, or other person(s) having legal interest in the land;
 - 3.21.3 justification for proposed Tower. This may include evidence demonstrating the need for the Tower, maps showing existing range of the provider within the City, and consent that the information provided is true, all to the satisfaction of the Planning and Development Department;
 - 3.21.4 co-location analysis;
 - 3.21.5 documentation related to public consultation as required by the Planning and Development Department;
 - 3.21.6 three (3) copies of the site plan, drawn to scale;
 - 3.21.7 elevation drawings of the proposed Tower drawn to scale;
 - 3.21.8 landscape plan;
 - 3.21.9 design specifications for the Tower including structure profile, scaled simulation of structure (superimposed on photograph);
 - 3.21.10 line-of-sight simulation from collector, arterial, and highway roadways with proposed tower massing; and
 - 3.21.11 any other information deemed necessary by the Planning and Development Department.
- 3.22 The Carrier shall be responsible for compliance with all applicable Federal, Provincial and Municipal laws, regulations and standards. The Carrier shall ensure compliance with and be responsible for obtaining all applicable permits, licenses and approvals at their own expense.
- 3.23 The Planning and Development Department has the right to deem an application incomplete or complete. If the application is deemed to be incomplete, the Planning and Development Department has the right to request any missing information deemed necessary.
- 3.24 Construction of the Tower must be completed within three (3) years from date of issuance of the letter of concurrence. Failure to complete within this time frame will deem the letter of concurrence no longer valid.
- 3.25 Towers and related facilities no longer in use shall be removed within six (6) months of cessation.