



Telecommunications Facility Siting Policy

Authority: Town Manager

Effective Date: May 16, 2022

Signature: _____

Future Review Date: 2026

Responsibility: Planning and Infrastructure

References: CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems

Replaces: No Prior Policy

1.0 Purpose: This policy establishes a siting and consultation process that is harmonized with Innovation, Science and Economic Development (ISED) Canada's *Radiocommunication and Broadcasting Antenna Systems* Procedure. This will set out an objective process, criteria and guidelines that are transparent, consistent and predictable for the evaluation of Telecommunications Facility siting proposals that:

- a) Minimize the number of new Telecommunications Facility sites by encouraging co-location;
- b) Encourage designs that integrate with the surrounding land use;
- c) Establish when local Public Consultation is required; and
- d) Allow ISED Canada and the communications industry to identify and resolve any potential land use, siting or design concerns with Administration at an early stage in the process.

2.0 Scope: This policy applies to the siting or modification of a Telecommunications Facility located within the Municipality.

3.0 Definitions:

Administration: the Town Manager and all employees of the Town of Stony Plain.

Co-location: the placement of antennas and equipment operated by a proponent on a Telecommunications Facility operated by a different Proponent, creating a shared facility.

ISED Canada: the Innovation, Science and Economic Development Canada department of the Federal Government responsible for telecommunication legislation, formerly known as Industry Canada.

Letter of concurrence: a letter Administration provides to ISED Canada when Administration is in support of the Telecommunications Facility proposal.

Letter of non-concurrence: a letter Administration provides to ISED Canada when Administration is in non-support of the Telecommunications Facility proposal.

Municipality: the geographic area of Stony Plain.

Proponent: the individual, company or organization proposing to site or modify a Telecommunications Facility for the purpose of providing commercial or private telecommunications services.

Public Consultation: the public participation process as outlined by ISED Canada.

Telecommunications Facility: any transmitting device used to receive and/or transmit radio-frequency signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other antennas, and may include a supporting tower, mast or other structure, and an equipment shelter.

4.0 Statement: The role of Administration is to issue a letter of concurrence or non-concurrence to ISED Canada, as part of the process a Proponent must undertake to receive approval from ISED Canada to construct a Telecommunications Facility. Administration is committed to ensuring that the Proponent adheres to this policy and that the needs of the community are considered.

5.0 Standards:

5.1 Pre-consultation with Administration

5.1.1 The Proponent will notify Administration that locations in the Municipality are being physically assessed for potential Telecommunications Facility siting.

5.1.2 The Proponent will initiate a meeting with Administration to discuss preliminary issues of concern, requirements of public consultation, contents of proposal submission, and identify key stakeholders.

5.1.3 The Proponent will inform Administration of the proposed location, alternative locations, the type and height of the proposed Telecommunications Facility, any preliminary drawings, and documentation of co-location investigation within the Municipality.

5.1.4 Administration will provide the Proponent the Telecommunications Facility Policy, proposal submission requirements, and key stakeholders list.

5.2 Design Considerations

5.2.1 When considering the location of a new Telecommunications Facility, a Telecommunications Facility is encouraged to be:

- a) placed on non-municipal property;
- b) placed near transportation and utility corridors;
- c) placed adjacent to parks, open spaces or the golf course;
- d) placed within an industrial, commercial, or future development land use district;
and
- e) fully encompassed within a 1.8 metre fence.

5.3 Proposal Submission Requirements from the Proponent

5.3.1 A letter or report from the Proponent stating the need for the proposed Telecommunications Facility, rationale for site selection, coverage and capacity of existing Telecommunications Facilities in the Municipality, and a summary of co-location results.

5.3.2 A site plan including setbacks from property lines and approximate building footprint drawings, and visual renderings including height and dimensions of the Telecommunications Facility.

5.3.3 For Telecommunications Facilities requiring public consultation, a map showing all properties to be consulted within a 400 metre radius of the Telecommunications Facility.

5.3.4 A signed landowner consent form.

5.3.5 Attestation that the Telecommunications Facility will respect Health Canada's Safety Code 6.

5.3.6 Any other documentation identified by Administration during the pre-consultation meeting.

5.3.7 Administration will determine the completeness of the application within 10 business days of receipt.

5.4 Public Consultation

5.4.1 The Proponent will provide notice of the proposed Telecommunications Facility by mail to:

- a) Landowners within a 400 metre radius of the Telecommunications Facility
- b) Adjacent municipalities within a 400 metre radius of the Telecommunications Facility
- c) Local Elected Municipal Officials
- d) ISED Canada regional office

5.4.2 The Proponent will include all proposal documents submitted to Administration in the mail-out.

5.4.3 The Proponent will provide the public 30 days from the date of the mail-out to respond to the mail-out.

5.4.4 The Proponent will respond to the public by mail, e-mail or telephone within 60 days of the mail-out.

5.4.5 The Proponent will provide a record of all correspondence to Administration and the regional ISED office.

5.5 Statement of Concurrence or Non-Concurrence

5.5.1 Administration will provide either a letter of concurrence or non-concurrence to the Proponent.

5.5.2 Administration will provide a letter of concurrence to ISED Canada, copying the Proponent, when, to the satisfaction of the Administration, that the proposal meets the requirements of this policy.

5.5.3 Administration will provide a letter of non-concurrence to ISED Canada, copying the Proponent, when the proposal fails to meet the requirements of this policy.

5.5.4 Administration may rescind the letter of concurrence if the proposal has been misrepresented or there is a failure to disclose information on the Proponent's behalf.

5.5.5 A letter of concurrence remains in effect for a maximum of three years from the date issued.

5.6 The following Telecommunications Facilities are exempt from public consultation

5.6.1 New Freestanding Telecommunications Facilities where the height is less than 15 metres above ground, unless the Proponent is representing a telecommunications carrier or for broadcast undertakings.

5.6.2 Existing Freestanding Telecommunications Facilities where modifications are being made that increases the height of the tower no more than 25% of the existing height, unless the Proponent is representing a telecommunications carrier or for broadcast undertakings.

5.6.3 Mounted Telecommunications Facilities where the Telecommunications Facility does not increase the height of the existing structure by more than 25%.

5.6.4 Temporary Telecommunications Facilities that are used for special events or emergency situations, provided they are removed within 3 months.

6.0 Policy Review: This administrative policy shall be reviewed within four years of being implemented, with any changes being submitted to the Town Manager for approval.