



PART 9

TELECOMMUNICATION ANTENNA SITING PROTOCOL

PART 9

TELECOMMUNICATION, RADIOCOMMUNICATION AND BROADCAST ANTENNA SYSTEMS AND SUPPORTING STRUCTURES

SITING PROTOCOL

1. PURPOSE

This Part serves as the protocol for the installation and modification of telecommunication, radiocommunication and broadcasting antenna systems and supporting structures (antenna systems) in the Town of Bow Island. The protocol establishes the procedural standard for public participation and consultation that applies to proponents of antennas systems and identifies the Town 's preferred development and design standards.

2. APPLICABILITY

The federal Minister of *Innovation, Science and Economic Development Canada (ISED)* is the approval authority for the development and operation of antenna systems, pursuant to the *Radiocommunication Act*. Innovation, Science and Economic Development Canada (ISED) recognizes the importance of considering input from local Land Use Authorities and the public regarding the installation and modification of antenna systems and encourages Land Use Authorities to establish a local protocol to manage the process of identifying and conveying concerns, questions and preferences to the proponent of an antenna system and ISED.

The local protocol established in this Part applies to any proposal to install or modify a telecommunication, radiocommunication or broadcast antenna system and supporting structures within the Town of Bow Island which is not excluded from the consultation requirements established by ISED has determined that certain antenna structures are considered to have minimal impact on the local surroundings and do not require consultation with the local Land Use Authority or the public. ISED publication, *Radiocommunication and Broadcast Antenna Systems CPC-2-0-03* lists the types of antenna installations exempted from the requirement to consult with the local Land Use Authority and the public. The installations listed in CPC-2-0-03 are therefore excluded from the municipal Land Use Bylaw, Appendix A, Telecommunication, Radiocommunication and Broadcast Antenna Systems and Supporting Structures Siting Protocol, which currently include:

- (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 Structures*: 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%; and
- (d) *Temporary Antenna Systems*: used for special events or emergency operations and must be removed within three months of the start of the emergency or special event.

No consultation is required prior to performing maintenance on an existing antenna system.

Proponents, who are not certain if their proposed structure is excluded, or whether consultation may still be prudent, are advised to contact the Town of Bow Island or ISED for guidance.

** The exclusion for the replacement of existing antenna systems applies to replacements that are similar to the original design and location.*

*** Initial antenna system installation refers to the system as it was first consulted on or installed.*

[Note: 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. MUNICIPAL REVIEW AND ISSUANCE OF CONCURRENCE OR NON-CONCURRENCE

- (1) The Town's Development Authority (MPC) shall be responsible for reviewing and issuing municipal concurrence or non-concurrence for all antenna system proposals within the municipality which are not excluded under previous Section 2 of this Part.
- (2) Concurrence with a proposal will be measured against the requirements of the applicable land use district within which the antenna system is proposed, the development and design standards in Section 5 of this Part, applicable policies of the Town of Bow Island Municipal Development Plan, and consideration of comment received during the public consultation process (Section 7 of this Part) and any other matter deemed relevant by the Development Authority:
 - (a) when a proposal is given a concurrence decision, the proponent will receive a letter of concurrence from the Development Authority documenting its decision and any conditions;
 - (b) when a proposal is given a non-concurrence decision, the proponent will receive a letter of non-concurrence from the Development Authority describing the reasons for the decision.
- (3) Municipal concurrence does not constitute approval of uses, buildings and structures which require issuance of a development permit under the land use bylaw. A proposal which includes uses, buildings or structures in addition to the antenna system, is required to obtain development

permit approval for such uses, buildings and structures in accordance with the provisions of the land use bylaw.

4. MUNICIPAL REVIEW PROCESSING PERIOD

- (1) Except as provided in subsection 4(2), the Development Authority will issue a decision of either **concurrence** or **non-concurrence** within 60 days of receiving a complete application package.
- (2) The 60-day processing time period may be extended by the proponent or the Town through mutual consent in writing.

5. DEVELOPMENT AND DESIGN STANDARDS

Co-utilization of existing antenna systems is the preferred option within the Town of Bow Island. However, if co-utilization is not possible, the Town of Bow Island requests that the following development and design standards be adhered to:

Public Roadway Setbacks

An antenna system (including any support structures) proposed should be placed no closer than 30.0 metres (98.5 ft.) of the right-of-way of any developed or undeveloped municipal public roadway. A lesser setback may be considered at the discretion of the Development Authority on a site-specific basis.

Lighting and Signage

- (a) Proponents for antenna structures which are visible from higher density residential areas may be requested to employ innovative design measures to mitigate the visual impact of these structures. The proponent shall provide stealth structure options when requested by the Municipality. Stealth structure options will be based on an evaluation of the massing, form, colour, material, and other decorative elements, that will blend the appearance of the facility into and with the surrounding lands.
- (b) The placement of signage on antenna systems is not permitted, except where required by applicable federal agencies.

6. APPLICATION SUBMITTAL REQUIREMENTS

- (1) Proponents are encouraged to contact the Town of Bow Island in advance of making their submission to obtain information about the municipality's Antenna Systems Siting Protocol and identify any preliminary issues or concerns.
- (2) The following application package shall be submitted to the Town of Bow Island for consideration of a proposed antenna system:
 - (a) a completed Telecommunication Antenna Siting Protocol application, including site plan;
 - (b) the prescribed fee, as set in the Town of Bow Island Appendix or Development Permit Fees;
 - (c) a description of the type and height of the proposed antenna system and any supporting structures;

-
- (d) the proposed lighting and aeronautical identification markings for the antenna and any supporting structures;
 - (e) documentation regarding potential co-utilization of existing towers within 1000 metres (0.6 miles) of the subject proposal; and
 - (f) any other additional information or material the Development Authority determines to be necessary and appropriate to properly evaluate the proposed submission.
- (3) Proposals for freestanding telecommunication antennas shall not be required to obtain a development permit unless buildings or structures are also proposed in addition to the antenna system and supporting structures. For such proposals, the following shall be submitted in addition to the requirements of 6(2):
- (a) a completed development permit application;
 - (b) the prescribed fee, as set in the Town of Bow Island Schedule of Development Fees.

7. NOTIFICATION AND PUBLIC CONSULTATION PROCESS

- (1) Upon receipt of an application package, the Development Officer shall review the application for completeness and, if deemed complete, will:
- (a) schedule a date for a development public meeting to be held by the Municipal Planning Commission, at which the proposal will be reviewed, and comment received regarding the proposal;
 - (b) notify the proponent and/or representative of the antenna system of the development public meeting date;
 - (c) may be required to post a notice of the development meeting in a local newspaper circulating within the municipality or Town of Bow Island's social media sites in accordance with Section 28 of the land use bylaw, if deemed necessary; and
 - (d) notify by mail persons likely to be affected by the proposal of the development hearing date in accordance with Section 28 of the land use bylaw, including:
 - (i) landowners within 300 m (984 ft) of the proposed antenna system;
 - (ii) any review agencies deemed affected, as determined by the Development Authority;
 - (iii) any other persons deemed affected, as determined by the Development Authority.
 - (iv) The notifications must be sent 12 days prior to the public meeting date.
- (2) The proponent or a representative of the antenna system(s) proposal should attend the development hearing and be prepared to explain all aspects of the proposal including the siting, technology, and appearance of the proposed antenna system.



TELECOMMUNICATION SITING PROTOCOL APPLICATION & CHECKLIST

For Office Use Only:	Date application received:	Date deemed complete:	Land Use District (zoning):	Development permit application also required (for other uses/structures):
Fee Paid:				<input type="checkbox"/> Yes <input type="checkbox"/> No Application No:

PART 1 – APPLICANT INFORMATION

Name of Applicant
(please print): _____

Phone (primary): _____

Mailing Address: _____

Phone (alternate): _____

Email: _____

Postal Code: _____

Check this box if you would like to receive documents through email.

As applicant, are you the owner of the property?

Yes

No



IF "NO" please complete box below

<p>Name of Owner: _____ _____</p> <p>Mailing Address: _____ _____ _____</p> <p>Postal Code: _____</p>	<p>Phone (primary): _____</p> <p>Phone (alternate): _____</p> <p>Applicant's interest in the property:</p> <p><input type="checkbox"/> Project Agent /Land Agent</p> <p><input type="checkbox"/> Antenna proponent/developer</p> <p><input type="checkbox"/> Contractor</p> <p><input type="checkbox"/> Tenant</p> <p><input type="checkbox"/> Other _____</p>
---	---

PART 2 – PROPERTY INFORMATION

Municipal Address: _____

Legal Description:

All/Part _____ ¼ Section _____ Twp _____ Range _____ W4M

Lot(s) _____ Block _____ Plan _____

Lot size/area: _____

What is the existing use of the parcel property?



TELECOMMUNICATION SITING PROTOCOL APPLICATION & CHECKLIST

PART 3 – DETAILS OF THE PROPOSED DEVELOPMENT

What currently exists on the parcel? (i.e., buildings, structures, improvements) _____

What will the antenna / tower be used for? (cellular, 5G, one-way radio, etc.) _____

Are there any roads or approaches on the parcel? (THIS DOES NOT INCLUDE OIL/GAS FACILITY ACCESSES) _____

Are there any other antenna towers located within 1000 metres of the subject proposal? (If yes, describe what the tower is used for and who the operator is along with providing a map identifying the location.) _____

Is Co-utilization with existing antenna systems proposed? (If not, why?) _____

Describe the proposed finish/color and if lighting or any markings are proposed for the antenna. _____

TOWER HEIGHT SIZE

Overall tower height _____ m ft Commencement Date: _____

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

APPLICANT

REGISTERED OWNER (if not the same as applicant)

Please note that all information that you provide will be treated as public information in the course of the municipality's consideration of the development application pursuant to the MGA RSA 2000 Chapter M-26 and the Land Use Bylaw. By providing this information, you are deemed to consent to its public release. Information you provide will only be used for purposes related to the evaluation and consideration of the development application. Questions about information can be directed to the FOIPPA Coordinator: Town of Bow Island 403-545-2522.

I, hereby consent to the public release and disclosure of all information contained within the application and supporting documentation as part of the approval process.

Applicant's Signature: _____

Date Signed: _____



TELECOMMUNICATION SITING PROTOCOL APPLICATION & CHECKLIST

TELECOMMUNICATION SITING PROTOCOL CHECKLIST

A COMPLETED TELECOMMUNICATION/ANTENNA APPLICATION REQUIRES:

1. A completed Telecommunication Siting Protocol application filled out, with the site plan attached.
2. Non-refundable application fee. (Note: unless otherwise stipulated and approved in a separate municipal fee bylaw, the application fee shall be \$1,200 per application.)
3. Signature of ALL landowners of the subject site property.
4. Any additional information requested by the Development Authority.
5. A letter and site location diagram to provide to area landowners within 300 m (984 ft) of the proposed antenna system explaining the project which the Town of Bow Island will distribute. This information shall also be provided to the Town of Bow Island in a digital PDF format for public posting on the Town's website or other public formats.
6. For any proposal which includes uses, buildings or structures in addition to the antenna system, is required to obtain a development permit approval for such uses, buildings and structures in accordance with the provisions of the land use bylaw. A separate development permit application must be filled out and submitted.

CHECKLIST INFORMATION:

- This Application is NOT for a Development Permit but is a Telecommunication Siting Protocol application to obtain consent to the project on the subject land through the issuance of a Letter of Concurrence by the municipality.
- Failure to complete the Application or supply the required information, plans or fees may cause delays in application processing.
- The Development Authority may refuse to accept your application if the required information has not been supplied or if the quality of the information is inadequate to properly evaluate the application.
- Once the information has been reviewed and any required public hearing held, the Town of Bow Island Development Authority shall discuss the application and will either:
 - Issue a municipal Letter of Concurrence (consent) to the applicant, or
 - Issue a Letter of Non-concurrence which outlines the municipality's concerns and/or conditions to the applicant and to Innovation, Science and Economic Development Canada (ISED).
- Safety Code permits may be required for construction of buildings/tower foundations, electrical installations and any associated plumbing, private sewage systems, and gas (as may be applicable to individual installations or accessory uses).