

	<p>Infrastructure Services Planning & Development</p> <p>PROCEDURES</p>	<p>Procedure Number 2020-02</p>
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Radio & Telecommunication Antennas: PROCEDURE

Title of Document:	Radio & Telecommunication Antennas: Procedure
Title of Designated Responsible Manager:	Manager, Planning & Development
Original Date Approved:	-
Approved By:	Director, Infrastructure Services
Last Revision:	n/a
Next Review Date:	n/a
Governing Legislation:	Procedure for Radiocommunication and Broadcasting Antenna Systems CPC-2-0-03 (Industry Canada)

Purpose

The purpose is to establish a procedure for how to ensure any radio & telecommunication antennas are constructed in a manner satisfactory to the Development Authority of Lethbridge, while working within the established procedure for such set out by Industry, Science, and Economic Development Canada (ISED).

Background Research

The development of any telecommunications tower (including development approvals, and siting) falls under federal jurisdiction. These developments are regulated by Innovation, Science and Economic Development Canada (ISED). ISED has an established process to be followed for any proponent seeking to install or modify antenna systems. While the City of Lethbridge does not have approval authority over telecommunications towers, part of the ISED process requires applicants to consult with the municipal land use authority [LUA – City of Lethbridge, Planning & Development Department]. The purpose of which is to evaluate the proposed siting against other municipal land use considerations, and to obtain a written statement (known as a letter of concurrence) from the City stating either support or non-support for the proposed tower. Before the written statement is provided, the land use authority (LUA) reviews the proposed tower design, consults with internal stakeholders, and provides municipal preferences on the location, design, aesthetics and any other considerations that may be appropriate. After the review and consultation with the applicant the land use authority provides either a ‘Letter of Concurrence’ (support) or ‘Letter of Non-Concurrence’ (not supported) with respect to the proposal. Specifically, the letter identifies whether a telecommunications development conflicts with any existing

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municipal infrastructure and /or with a current development approval. ISEDC makes the final decision on the tower, which includes careful regard of the City's recommendations in the Letter of Concurrence

Procedure Details / Process Steps

ISEDC will only allow a tower to commence after sufficient consultation is complete which includes: 1) consultation with the City's land-use authority, 2) public consultation (through ISEDC default consultation process or municipal consultation processes (if any), and 3) when proponent has clearly addressed all reasonable concerns.

-ISEDC requires that any proponent of a telecommunication tower follow their established process as outlined below. This is required for all telecommunications towers except for:

- New antenna systems less than 15m in height.
- For maintenance of existing antenna systems (including transmission line, mast, tower, supporting structures, or any painting/lighting requirements of Transport Canada).
- Co-location (addition or modification) on existing antennas, antennas on buildings (which includes rooftop antennas) or other infrastructures with existing antenna systems, as long as:
 - The addition or modification does not increase the overall height by more than 25% of the existing structure
 - The existing structure is 15m high
- Temporary Antennas (used for less than 3 months, typically used for local emergencies)

****Please note that while ISEDC exempts the following telecommunications towers from their established process to consult the city (as a land use authority) and do not require a letter of concurrence from the City, the proposed telecommunications tower may still require building, electrical and other permits from the City prior to constructing the tower. For more information contact the City of Lethbridge Building & Inspection Services.**

-ISEDC MANDATORY PROCESS:

This process is to be completed within 120 days of the proposal being accepted as complete

1. Pre-Consultation with City of Lethbridge Planning & Development-

- Proponents will notify the City of Lethbridge that locations are being assessed for potential antenna system siting.
- **Site Investigation Meeting** between the proponent and the Development Officer. Proponent may bring to the meeting: proposed locations (& alternatives), the type and height of the proposed antenna system, preliminary drawings, and documentation showing the proponent has thoroughly investigated any co-location potential with 500m of the subject proposal. The Development Officer will notify the proponent of any plans/studies

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that may be required, a list of other municipal departments/agencies to be consulted and identify the City's preferences regarding co-location or preferences for alternative locations.

2. Proponent submits application

- a) Proponent takes into account the City's recommendations and submits application for review.
 - i. Fee: \$2,000 (standard fee for all antenna's)
- b) Development Officer reviews to ensure completeness of application.
- c) Development Officer circulates application to relevant departments & stakeholders for comments.

3. Public/Community Consultation - initiated by proponent

a) Public Notification

- i. Proponents must notify local public, neighboring land use authorities (municipalities), businesses, property owners (notification radius = 3x height of proposed cell tower).
- ii. Notification must allow for 30 days for written public comment
- iii. Proposed antenna systems > 30m height require additional notice in community newspaper

b) Written Public Consultation Process (responding to the public)

- i. When concerns/comments are raised from the public the proponent must:
 1. Address all reasonable concerns in writing within 60 days
 2. Allow the party 21 days to reply to the Proponents response
 3. Keep record of all communications

c) Proponent submits results of written public consultation to the City and ISEDC, this includes:

- i. All correspondence that occurred during the written consultation
- ii. Records of any agreements reached and/or outstanding concerns.

d) OPTIONAL: Public Information Session (at development officers discretion):

- i. Proponent makes available an appropriate visual display of the proposal (copy of site plan and an aerial photo)
- ii. Proponent submits results of this information session to the City which includes:
 1. List of attendees (names, address, phone numbers)
 2. Copies of all letters & written communications received
 3. A copy of the letter of response from the proponent outlining how all concerns raised have been addressed.

4. City of Lethbridge issues formal statement of support or non-support for the project

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- The Development Officer reviews the application and issues a letter of concurrence (support) or non-concurrence to ISEDC (with a copy sent to applicant). Templates of each are attached in Appendix A & Appendix B.

Supporting Information (attached)

- **Appendix A: Letter of Concurrence Template**
- **Appendix B: Letter of Non-Concurrence Template**

Related Documents

- Land Use Bylaw 5700
- Procedure for Radiocommunication and Broadcasting Antenna Systems CPC-2-0-03 (Industry Canada)

Responsibility

- The Development Officer is responsible for following the procedure from ISEDC and providing a letter of concurrence or non-concurrence.
- The Manager, Planning & Development is responsible for overseeing the implementation & monitoring of the procedure.

Definitions

- All definitions are included in the Procedure for Radiocommunication and Broadcasting Antenna Systems CPC-2-0-03 (Industry Canada)

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Procedure Status

Current Status:

In effect

Date Effective:

Feb 25, 2020

Approval Details:

Approved by: Director, Infrastructure Services

Endorsement Details

Director, Infrastructure Services

Next Review Date

n/a

Procedure Author

Planner 1

Authored date

Feb 25, 2020

Contacts

Manager, Planning & Development

Procedure Location

- File Path:

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Appendix A - Letter of Concurrence Template



Development Services

Notice Date: [NOTICE DATE]
Application #: «FolderNumber»
Applicant: «Name1»

NOTICE TO APPLICANT: REVIEW COMPLETE

RE: **[Antenna address/ location]**

Drawings Prepared by:

Dated:

Property Description **[autofill]**

This will certify that the location of the proposed _____ antenna, as described on the Drawings, is, in the opinion of the City of Lethbridge, **concurrent** with Land Use Bylaw 5700 in that it neither conflicts with existing municipal infrastructure or with a current development approval.

No effort has been made by the City of Lethbridge to verify the accuracy of the information on the Drawings.

This certification is intended only to advise, and does not grant permission for the development by the City of Lethbridge, nor does it confirm compliance with Innovation, Science & Economic Development Canada (ISED). If you require information regarding compliance with ISED regulations, please contact them at 1-800-328-6189

Please contact our office by email if you have any questions.

Sincerely,

[Signature]

Name

Title

Appendix B - Letter of Non-Concurrence Template



Development Services

Notice Date: [NOTICE DATE]
Application #: «FolderNumber»
Applicant: «Name1»

NOTICE TO APPLICANT: REVIEW COMPLETE

RE: **[Antenna address/ location]**

Drawings Prepared by:

Dated:

Property Description **[autofill]**

This will certify that the location of the proposed _____ antenna, as described on the Drawings, is, in the opinion of the City of Lethbridge, **non-concurrent** with the development standards of Land Use Bylaw 5700.

The City of Lethbridge does NOT support the proposed location of this antenna, and recommends the following:

-

No effort has been made by the City of Lethbridge to verify the accuracy of the information on the Drawings.

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Please contact our office by email if you have any questions.

Sincerely,

[Signature]

[Name]

[Title]