



City of St. Albert CITY COUNCIL POLICY

Telecommunication Tower and Facility Siting

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C44-2011	01 24		C187-2012	03 19

Purpose

1. To facilitate, coordinate, and influence the site location, appearance, installation and modification of telecommunication towers and facilities within the City of St. Albert's boundaries; and
2. To establish procedural standards and guidelines to be followed in evaluating telecommunication structure proposals within the City of St. Albert.

Policy

The City of St. Albert is not the approving authority for telecommunication structures.

Industry Canada is the authority for the approval of telecommunication structures. Industry Canada's approval process requires that land use authorities be consulted prior to the building of significant radiocommunication structures within their boundaries, including telecommunication structures.

This policy only deals with telecommunication structures operated under the authority of Industry Canada. All other telecommunication structures need to adhere to the land use regulations of the City of St. Albert. For the purpose of this policy, telecommunication structures are referred to as "exempt" and non-exempt" structures. A third category, "exceptions to exempt structure" is also referenced below.

Exempt structures are structures where repairs to existing installations or proposed new installations may have minor or negligible impacts on local residents. Exempt structures are excluded from extensive consultation with the Land Use Authority (LUA) and the public, but applicants must still submit a letter of intent stating the nature, type and location of the installation being proposed prior to work commencing on the installation. At the discretion of the Development Authority, applicants whose installations have been classified as an exception to an exempt structure may be required to submit a complete application for Telecommunication Tower and Facility Siting, and to undertake a co-location analysis and public consultation.

Applicants whose installations have been classified as non-exempt by the Development Authority must submit a letter of intent stating the nature, type and location of the installation being proposed prior to work commencing on the installation. These applicants must undertake consultation with the Land Use Authority (LUA) and the public in accordance with the Telecommunication Tower and Facility Siting policy, and are required to submit a complete application for Telecommunication Tower and Facility Siting and to submit a co-location analysis to the Development Authority.

This policy establishes the procedures that the City of St. Albert requires applicants to follow when proposing to modify existing structures or to locate new structures within the City of St. Albert boundaries. ***The City of St. Albert will not support the licensing of any new telecommunication***



tower or facility unless there is compliance with the requirements of this policy.

Note that in cases where the City does not support a proposal, it cannot prevent an applicant from ultimately gaining permission from Industry Canada to install a telecommunication structure even if it contravenes the City of St. Albert's telecommunication policy.

Definitions

For the purposes of this policy:

"Applicant" refers to a company, organization or radiocommunication and broadcasting user, including a Third Party Telecommunication Tower Operator, seeking to modify an existing structure, or to install a new telecommunication structure within the boundaries of the City of St. Albert.

"Application" refers to the Telecommunication Tower and Facility Siting application form, application fee and additional information as required by the Development Authority as outlined in Section 4 of this Policy.

"Co-location" means the placement of telecommunication equipment or antennas by one radiocommunication and broadcasting user or third party telecommunication tower operator on an existing tower owned or operated by another radiocommunication and broadcasting user or third party. This also includes co-location of an antenna on infrastructure, such as flag poles or utility towers. For the purpose of this definition, infrastructure does not include new or existing buildings.

"Co-location analysis" means an analysis from the applicant stating potential co-location opportunities with other radiocommunication and broadcasting users, or the rationale for not co-locating.

"C-P&E-01 Public Consultation requirements for Planning & Development processes" is a City Council policy which outlines expectations for public consultation for a wide array of planning processes including the siting of telecommunication structures in the City of St. Albert.

"Development Authority" refers to individual staff members in the Planning & Development Department in the City of St. Albert designated with the responsibility to implement this policy as identified under Development Authority Bylaw 18/95 as amended.

"Radiocommunication and broadcasting user" means any user or provider of transmission, emission or reception of signs, signals, writing, images, sounds or intelligence of any nature by means of electromagnetic waves of frequencies. This includes, but is not limited to, telecommunication carriers, taxi companies, and amateur radio operators.

"Radius" for the purposes of this policy, radius is measured from the mid-point at which a free-standing tower installation touches grade, or at the mid-point at which a roof-top tower installation touches the top of a roof structure.

"Safety Code 6" refers to Health Canada's regulations pertaining to human exposure to radiofrequency fields which all radiocommunication and broadcasting users are required to meet.

"Structure" means a telecommunication structure, consisting of a Telecommunication Tower and/or a Telecommunication Antenna, including a roof-top installation.



"Telecommunication Antenna (or Antenna)" means a device that is used to receive and/or to transmit radio-frequency (RF) signals or other communications energy transmitted from or to be received by other antennas.

"Telecommunications Carrier (or Carrier)" means a company (public or private) that provides commercial or private telecommunications services.

"Telecommunication Tower (or tower)" means any tower used for the transmitting, receiving or relaying of voice and data signals including radio, cellular, broadcast, Personal Communication Services (PCS) and wireless data towers. Tower types include monopole (single pole), tripole, lattice (tripod design with diagonal metal bracing) or guyed (tower supported by guy lines). For the purposes of this policy "tower" also refers to facilities such as service cabinets, transformers and above ground telecommunications equipment but does not include accessory buildings.

"Third Party Telecommunication Tower Operator (or Third Party)" means a non-Telecommunication Carrier company that builds, owns, operates, and maintains Telecommunication Towers and leases Tower Space to radiocommunication and broadcasting users.

"Total tower height (or tower height)" means, for free-standing towers the vertical distance measured from finished grade to the highest point of the installation. For roof-top structures, tower height is defined as the vertical distance between the lowest point of the vertical installation to the highest point of the vertical installation.

"Tower Space" means space on a Telecommunication Tower that is leased by a Third Party to a radiocommunication and broadcasting user.

"Vacant Tower" means a Telecommunication Tower installed by a Third Party for leasing the Tower Space on the Telecommunication Tower to a radiocommunication and broadcasting user.

Responsibilities

1. The City of St. Albert's Planning & Development Department is responsible for reviewing telecommunication tower applications on The City's behalf.
2. Industry Canada is responsible for regulating the telecommunication Industry in Canada. Industry Canada is the final authority that approves the location of telecommunication towers.
3. Health Canada is responsible for setting and implementing health standards for telecommunication towers. The City of St. Albert does not assess any application for a telecommunication tower with respect to health and radiofrequency exposure issues or any other non-placement or non-design related issues.
4. City Administration will work with applicants in interpreting this policy and will provide a final letter of support or non support to the applicant in regards to individual applications.
5. Applicants are expected to adhere to the procedures outlined in this Policy.



Process

1. Letter of intent to modify or install a telecommunication structure

All applicants proposing to modify an existing, or install a new, telecommunication structure in the City of St. Albert shall notify the Development Authority prior to the commencement of work by means of a written letter of intent. The letter of intent shall include:

- a. information about the structure installation including the nature of the application (modification of an existing tower or a new tower installation), tower height and type (roof-top versus free-standing); and
- b. the location of the proposed installation.

2. Contact Development Authority

All applicants proposing a modification or installation of any structure shall contact the Development Authority prior to the development of a modification of an existing installation or the locating of a new structure. The Development Authority will endeavour to determine the classification of the structure being proposed within fourteen (14) calendar days of receiving the letter of intent as specified in Section 1.

3. Pre-application meeting

All applicants who are required to submit an application for Telecommunication Tower and Facility Siting shall be required to undertake a pre-application meeting with the Development Authority.

4. Application submission

- a. Within fourteen (14) calendar days of receiving the letter of intent, the Development Authority shall determine the contents of the application to be submitted by the applicant. A list of potential content of the application is found in the Administrative Procedures.
- b. The Development Authority has the authority to deem an application complete or incomplete. If the application package is deemed to be incomplete, the Development Authority has the authority to request missing information as outlined in the Administrative Procedures..

5. Municipal permits required

- a. Within fourteen (14) calendar days of receiving the letter of intent, the Development Authority shall determine the requirement for a development permit.
- b. Development permits are required for:
 - i. any accessory building to a telecommunication structure ;
 - ii. roof-top antennas attached to or placed onto a roof structure;
 - iii. the installation of a sign that is not directly related to the identification or safe operation of the structure; and
 - iv. any other instance deemed appropriate by the Development Authority.



- c. Approval of a development permit in no way implies support, or substitutes for a letter of support for the modification or installation of a new structure.
- d. A development permit is subject to legislation under the Municipal Government Act (MGA) and provisions set out in the Land Use Bylaw. Any requirements related to a letter of support to Industry Canada do not supersede any legislative requirements pertaining to development permits.

6. Letter of support or non-support

- a. Within twenty-one (21) calendar days of receipt of a completed application, a letter of support or non-support will be prepared by the City of St. Albert. A letter of support will be sent directly to the applicant by the City of St. Albert. If a letter of non-support is issued, the letter will be sent directly to the applicant with a copy of the original letter being sent to Industry Canada. The letter will specify:
 - i. if the applicant has met or has not met the requirements for public consultation as specified in City Council Policy *C-P&E-01 Public Consultation requirements for Planning & Development processes*;
 - ii. the City of Albert's position to support or to not support the application; and
 - iii. in the case of a letter of non-support being issued, a rationale as to why the application for modification or installation was not supported.

Standards

7. Classification of Structures

- a. Exempt structures (application not required, public consultation not required)
 - i. Applicants under this classification do not need to submit a completed application for Telecommunication Tower and Facility Siting and do not need to undertake public consultation. Applicants shall contact the Development Authority prior to the commencement of work and submit a letter stating the type of structure installation being proposed, the location of the proposed structure and period of time in which the structure will be used (for temporary structures). Exempt structures include:
 - 1. structures being repaired or maintained, including structural repairs to accommodate co-location and repairs needed to conform with Transport Canada requirements;
 - 2. new antennas co-located on an existing tower where the total tower height does not exceed 25% of the original tower structure's height;
 - 3. new antennas co-located on existing infrastructure such as existing utility towers and similar structures as determined by the Development Authority;
 - 4. new roof-top towers where the proposed tower height is less than 25 % of the height of the building, and where an area used exclusively for low to medium density residential use does not fall within a radius of six times the proposed tower's height;



5. structures being installed temporarily for less than three months to accommodate a special event, activity or for emergency operations; and
 6. amateur radio (shortwave radio) towers proposed for non commercial use that complies with applicable land use bylaw regulations for the district in which it is located and which are under 15 m in height.
- b. Exceptions to exempt structures (Co-location analysis required, application and public consultation may be required)
- i. Applicants under this classification shall undertake a co-location analysis and may be required to submit an application for Telecommunication Tower and Facility Siting and may undertake a public consultation.
 - ii. Installations considered exceptions to exempt structures include:
 1. new free-standing structures proposed in areas used for mixed commercial residential land uses, high density residential, commercial, community (public) services and emergency services where the total tower height is less than 15 m;
 2. new free-standing structures proposed in areas used for mixed commercial residential land uses, high density residential, commercial, community (public) services and emergency services where the total tower height is 15 m in height or greater and where an area used exclusively for low to medium density residential use does not fall within a radius of six times the proposed tower's height;
 3. new free-standing structures proposed in areas used for regional commercial uses, commercial industrial uses, business industrial and business park uses where total tower height is less than 15 m;
 4. new free-standing structures proposed in areas used for regional commercial uses, commercial industrial uses, business industrial and business park uses where the total tower height is 15m in height or greater, and where an area used exclusively for low to medium density residential use does not fall within a radius of six times the proposed tower's height;
 5. new roof-top towers where the proposed tower height is less than 25% of the height of the building and where an area used exclusively for low to medium density residential falls within a radius of six times the proposed tower's height;
 6. new roof-top towers where the proposed tower height is greater than 25% of the height of the building and where an area used exclusively for low to medium density residential use does not fall within a radius of six times the proposed tower's height; and,
 7. amateur radio (shortwave radio) towers proposed for non commercial use that complies with applicable land use bylaw regulations for the district in which it is located and that are between 12 m and 15 m in height.
 - iii. At the discretion of the Development Authority, applicants may be required to undertake public consultation. Public consultation will be required based on one or more of the following criteria:



1. the structure's physical dimensions, including the antenna, mast and tower is of a scale that may negatively impact the local surroundings;
 2. the location of the proposed structure on the property and proximity to existing neighbourhoods may negatively impact neighbouring residents;
 3. the location of the proposed structure is in an area considered a community-sensitive location; and,
 4. Transport Canada marking and lighting requirements for the proposed structure may impact neighbouring residents or the local surroundings.
- iv. For the purposes of this policy, "community-sensitive" location is considered as any location defined under Section 9(d) – Discouraged Locations.
 - v. Subject to Section 6(b)(ii) a completed application for Telecommunication Tower and Facility Siting shall be required to be submitted by applicants for exceptions to exempt structures if public consultation has been required by the Development Authority.
 - vi. Exceptions to exempt structures that require an application for Telecommunication Tower and Facility Siting and public consultation are required to conform with all regulations pertaining to non-exempt structures as outlined in Section 6(c).
- c. Non-exempt structures (application and consultation required, co-location analysis required)
- i. Non-exempt structures are defined as *"all other structures that not do not fall within the listing of exempt structures as identified in 6(a) and 6(b) of this policy"*. Applicants proposing the installation of non-exempt structures are required to submit an application for Telecommunication Tower and Facility Siting and to undertake a co-location analysis. Applicants will also be required to undertake public consultation as outlined in City Council Policy C-P&E-01 *Public Consultation requirements for Planning & Development processes* and to submit the application, co-location analysis and findings from the public consultation sessions to the Development Authority. Non-exempt structures include (but are not limited to):
 1. new free-standing structures proposed in areas used for mixed commercial residential land uses, high density residential, commercial, community (public) services and emergency services where total tower height is 15m in height or greater and where an area used exclusively for low to medium density residential use falls within a radius of six times the proposed tower's height;
 2. new free-standing towers proposed in areas used for regional commercial uses, commercial industrial uses, business industrial and business park uses where total tower height is 15m in height or greater and where an area used exclusively for low, medium and high density residential falls within a radius of six times the proposed tower's height;
 3. new roof-top towers where the proposed tower height is greater than 25% of the height of the building and where an area used exclusively for low to medium residential land use falls within a radius of six times the proposed tower's height;



4. amateur radio (shortwave radio) towers proposed for non commercial use that complies with applicable bylaw regulations for the district in which it is located and that are greater than 15 m in height; and,
5. new structures proposed to be developed in a Discouraged Location, see Section 9(d).

8. Modifications to existing structures

Subject to Section 2, the Development Authority will determine the classification of the modified structure being proposed prior to the applicant commencing work on the structure.

9. Co-location

- a. Pursuant to Industry Canada regulations, radiocommunication and broadcasting users shall co-locate their facilities and antennas where possible. A letter of support will not be issued for an applicant who does not consider co-location. Co-location can take the form of:
 - i. co-locating with other telecommunication towers; and,
 - ii. co-locating on other existing or new vertical structures including (but not limited to), transmission towers, radio and television broadcast towers, utility poles and light standards where permitted.

b. Co-location analysis:

All applicants proposing the installation of non-exempt and exceptions to exempt structures shall be required by the Development Authority to submit a co-location analysis. A list of requirements is found in the Administrative Procedures.

c. Submission of the co-location analysis

- i. Applicants whose installations have been classified as a non-exempt structure shall be required to submit the co-location analysis to the Development Authority prior to public consultation and prior to submitting an application for the siting of a telecommunication tower. The Development Authority will use discretion when determining when applicants whose installations have been classified as an exception to an exempt tower structure shall submit their co-location analysis.
- ii. Notwithstanding Section 8(b), applicants proposing to install an amateur radio (shortwave radio) tower, or to modify an existing amateur radio (shortwave radio) tower for non commercial use are not required to submit a co-location analysis to the Development Authority.

10. Locations

a. Preferred Locations

- i. Preferred tower locations include areas used for commercial industrial uses, business industrial and business park uses, regional commercial uses, commercial uses, high density residential uses, mixed commercial residential uses, community



(public) service uses (non-school sites), emergency service uses, and agricultural uses.

- ii. Notwithstanding Section 9(a)(i), roof-top towers and co-location on existing infrastructure are preferred in lands districted for commercial uses, high density residential uses, mixed commercial residential uses, community (public) service uses and emergency service uses.

b. Emergency service uses

- i. Emergency service uses related to fire, police and hospital services on lands districted for these uses are considered preferred locations solely for towers proposed to enhance emergency services on those sites. Proposed installations for emergency services shall still comply with this Policy and with the applicable land use requirements for the underlying land use district in which it is located.

c. City-owned property

- i. The Development Authority may consider allowing telecommunication towers on City-owned property where it can be demonstrated that there are no available private sites that meet the technical service needs of the applicant, or no existing infrastructure to use for co-location, or where there is significant public opposition to the proposed private property option and there would not be opposition to a City-owned site;
- ii. The Development Authority will evaluate such requests to ensure that a telecommunication tower installation will not impact their use of, or plans, for the site. Telecommunication structures will not be allowed if they negatively impact the City's operations on the site;
- iii. The Development Authority will investigate the availability of a suggested City-owned site but it will not engage in a search for a suitable site for the applicant;
- iv. A City-owned site will not be available if a telecommunication tower will interfere with a City Department's existing or future use of the property, or future plans for the site;
- v. Existing agreements and/or arrangements the City has with other parties may limit the City's ability to allow a telecommunication tower on certain City-owned property; and
- vi. Applications made on city-owned property that is considered a Discouraged Location must adhere to Section 9(d).

d. Discouraged Locations

- i. Discouraged locations include areas used for public parks, areas used exclusively for low to medium density residential use, integrated community care uses, school sites, institutional uses, sites designated as a Municipal Historical Resource as identified through Municipal Bylaw and sites designated as Provincial Historical Resources as



identified by the Province of Alberta.

- ii. Discouraged locations also include the development of new towers in areas located within 800 m of Big Lake, areas identified in the *City of St. Albert Natural Areas Inventory (1999)* and *St. Albert Natural Areas Review and Inventory Addendum (2008)* as being an environmentally sensitive area (ESA), local wetlands, riparian areas, areas of large bird concentrations, bird flyways such as ridges and breaks in river vegetation, and areas where visible bird staging and nesting sites exist.
- e. Development in discouraged locations
- i. Modifications or installation of a telecommunication structure in a discouraged location shall be classified as a non-exempt structure. Applicants shall be required to submit an application for Telecommunication Tower and Facility Siting to the Development Authority and undertake public consultation. Applicants are also required to undertake a co-location analysis and to submit the findings to the Development Authority.
 - ii. Notwithstanding Section 9(e)(i), an antenna co-location on existing infrastructure may not be subject to submitting an application for a Telecommunication Tower and Facility Siting to the Development Authority and undertaking public consultation, at the discretion of the Development Authority.
 - iii. Co-location on existing infrastructure shall be the preferred structure type in discouraged locations.
 - iv. Notwithstanding Section 9(e)(iii), if co-location on existing infrastructure is not an option, Monopole or Lattice (non-guyed) towers shall be the preferred tower type for free-standing towers in discouraged locations.
 - v. At the discretion of the Development Authority, applicants proposing developments in areas identified in Section 9(d)(ii) may be required to provide additional structure design information to the Development Authority.
 - vi. Applicants proposing developments in areas identified in Discouraged Locations will be encouraged by the Development Authority to use a combination of colour, camouflaging and architectural treatments suitable to year-round conditions to minimize the visual impact of tower structures. Colour, camouflaging and architectural treatments shall not impact the movement and migration of local wildlife and bird populations if populations exist in the vicinity of the structure.
 - vii. Structures proposed in areas not mentioned in Section 9 will be classified by the Development Authority and the requirements for an application, public consultation and co-location analysis will be determined on a case-by-case basis.

11. Structure Design

- a. Where a development permit is required, applicants shall comply with all applicable land use bylaw regulations in the district in which the tower is to be located.



- b. New towers shall accommodate a minimum of two (2) additional radiocommunication and broadcasting users. Any exclusivity agreement which limits access to other applicants to use a particular facility or tower is highly discouraged.
- c. Monopole or Lattice (non-guyed) towers shall be the preferred tower type for free-standing towers in commercial or industrial land use districts. Tripole or monopole designs integrated into the overall building structure are the preferred tower type for roof-top installations in commercial and industrial land use districts. Free-standing guyed-tower installations are discouraged throughout the City.
- d. Telecommunication structures shall blend into the surrounding environment or structures in which they are mounted through the use of scale, colour, camouflaging, and consistent architectural treatment appropriate to year round conditions. The Development Authority encourages applicants to use innovative and site appropriate methods of screening which includes, but is not limited to, integrating telecommunication towers into steeples, flagpoles or other vertical structures which can enhance the overall identity of a neighbourhood or the character of the building on which the tower is located.
- e. Accessory buildings shall be screened from the public through landscaping or non-vegetative screening consistent with the character of the site. All accessory buildings will require a development permit to be issued by the Development Authority. Innovative uses of year-round landscaping and features which includes, but is not limited to hedges and fencing to screen accessory buildings shall be encouraged by the Development Authority.
- f. All roof-top towers will not exceed the maximum building height for the land use district in which it is located. Established view corridors in the downtown shall not be blocked by new telecommunication towers.
- g. Applicants are expected to conform and adhere to all relevant federal and provincial acts and regulations including (but not limited to) Health Canada – *Safety Code 6*, the *Canadian Environmental Act*, the *Species at Risk Act*, *Migratory Birds Convention Act*, aeronautical safety requirements, the *Alberta Wildlife Act*, the *Alberta Environmental Protection and Enhancement Act* and other acts and regulations where applicable.
- h. Where Transport Canada requires that structure be lighted, the following shall be encouraged:
 - i. the lighting of structures should be shielded from abutting properties;
 - ii. placement and the type of lighting used should minimize any adverse impacts on nearby residential uses;
 - iii. lighting should be a minimum number of low intensity white lights; and,
 - iv. the strobe interval should be the maximum allowed by Transport Canada.
- i. Structures will not interfere with traffic flow, create a safety hazard or obstruct existing pedestrian sidewalks or trails. All towers need to comply with road setback standards as identified by Alberta Transportation and the City of St. Albert Municipal Engineering Standards. Site fencing shall be provided to prohibit public access to the site.

12. Discourage Locations Development Setback Guidelines



- a. Any tower proposed to be placed on a site abutting a dwelling in a discouraged location should be:
 - i. At least three times the height of the proposed tower away from those discouraged locations for towers less than 15 m in height;
 - ii. At least 75 m away from those discouraged locations for towers 15 to 30 m in height;
 - iii. At least 100 m away from those discouraged locations for towers 31 to 45 m in height;
 - iv. At least 125 m away from those discouraged locations for towers 45 to 55 m in height; and
 - v. At least three times the height of the proposed tower away from those discouraged locations for towers 56 m or greater in height.
- b. The distance shall be determined by measuring from the nearest wall of the nearest dwelling unit if in residential areas, or to the lot boundary if a public park.
- c. In addition, for the purpose of this subsection, where the height of a tower is between whole numbers, the measurement shall be rounded up to the next full number (example: if the tower measures 30.34 m in height, it will be considered to be 31 m high).
- d. The Development Authority may modify these setback guidelines on a site by site basis, taking into account such factors as buffering topography and vegetation, intervening major transportation and utility corridors, rivers and streams, intervening non-residential buildings and information arising from a public consultation meeting concerning the telecommunication tower. Exceptions may also be considered for those telecommunication structures that blend into the surrounding environment.
- e. Section 11(d) will also apply to application for the co-location of an antenna on existing infrastructure.

13. Unused telecommunication structure

- a. Any telecommunication structure that is no longer being used shall be removed by the radiocommunication and broadcasting user within six (6) months after the date when the structure has ceased operations, or, in the case of a temporary structure, immediately after the special event or activity.

14. Co-location and Unobtrusiveness

- a. The City of St. Albert recognizes that the objective of promoting co-location as described in Section 8, and the objective of making telecommunication structures less noticeable, as described in Section 10, may sometimes come into conflict. Nevertheless, the City of St. Albert will review each application on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them. The Applicant will be given direction in this regard by the City of St. Albert during the pre-application consultation process, or if no pre-application consultation has taken place, during the review and evaluation of the application.





City of St. Albert

ADMINISTRATIVE PROCEDURES

Telecommunication Tower and Facility
Siting

AUTHORITY
City Manager

SIGNATURE

APPROVED:

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REVISED:

24 01 2011
19 03 2012

Policy Objectives

The objectives of these Procedures are:

1. To set out an objective process and guidelines for the evaluation of telecommunication structure proposals that:
 - a. minimizes the number of new telecommunication towers;
 - b. ensures co-location opportunities for telecommunication towers and antennas are explored and acted upon;
 - c. discourages new telecommunication towers within or adjacent to residential areas and other sensitive land uses;
 - d. analyzes the appropriateness of the proposed location in relation to the merits of the proposed structure
 - e. encourages and promotes opportunities for improved telecommunication structure design and concealment in order to minimize their visual impacts on the surrounding area and the city in general;
 - f. provides an opportunity for meaningful local public consultation with affected property owners;
2. To provide an expeditious review process for telecommunication structures proposals that are established in accordance with the Telecommunication Tower and Facility Siting Policy.

Application Procedures:

3. All applicants shall forward contact information for Industry Canada to the Development Authority upon submitting their letter of intent to modify or install a new telecommunication structure.
4. An application as referenced in these procedures, refers to the Telecommunication Tower and Facility Siting application form, application fee and additional information as set out in the Policy and as required by the Development Authority.
5. Applicants for installations classified by the Development Authority as *an exception to an exempt structure*, or a *non-exempt structure* shall, where specified by the Development Authority:
 - a. Undertake a pre-application meeting with the Development Authority to discuss the nature of the development. Information related to the proposed structure and height, service target area, and maps showing potentially impacted residential areas and alternative locations should be submitted as part of the pre-application meeting. The Development Authority may require or request additional information at the pre-application meeting including a co-location analysis, environmental site assessment or studies and additional site mapping or drawings to be included as part of the application.

- b. Prepare a co-location analysis. The co-location analysis shall be submitted to the Development Authority according to the table below:

Installation type	Co-location analysis to be submitted to Development Authority
<i>Non-exempt structures.</i>	1. Prior to the first public consultation being completed. A final copy of the co-location analysis is to be submitted as part of the completed application.
<i>Exceptions to exempt structures that do not require public consultation.</i>	2. The Development Authority determines when the co-location analysis shall be submitted.
<i>Exceptions to exempt structures that require a submitted application and public consultation.</i>	3. Prior to the first public consultation being completed. A final copy of the co-location analysis is to be submitted as part of the completed application.

The co-location analysis shall include:

- i. a letter from the applicant stating potential co-location opportunities with other radiocommunication and broadcasting users. If co-location is not possible, a letter from the applicant stating the rationale for not co-locating shall be submitted as part of the co-location analysis. Documentation from other radiocommunication and broadcasting users stating that co-location with the applicant was not possible may be requested by the Development Authority;
 - ii. maps showing the proposed structure location and target service area. All existing and proposed telecommunication tower structures within a 500 m radius of any proposed new telecommunication tower's location shall be shown. Maps shall be labeled appropriately showing the parcel location and dimensions and the distances to residential areas, and environmentally sensitive areas (including Big Lake if applicable) that can be impacted by the installation;
 - iii. documentation showing alternate locations; and
 - iv. If applicable, a letter from at least one (1) radiocommunication and broadcasting users confirming a lease agreement with the Third Party for the proposed tower. The City will not accept an application from a Third Party that cannot prove that a lease with at least one radiocommunication and broadcasting users has been secured.
- c. Submit a formal application for Telecommunication Tower and Facility Siting.

A formal application for Telecommunication Tower and Facility Siting shall be submitted by applicants whose installations have been classified as *non-exempt structures*. Applicants proposing installations classified as *exceptions to exempt structures* shall submit a formal application for Telecommunication Tower and Facility Siting as required by the Development Authority.

Applicants that are required to submit a formal application for Telecommunication Tower and Facility Siting shall submit information identified below.

- i. Application form, application checklist, and payment of application fee in accordance with the Master Rates Bylaw (1/82).
- ii. a letter of authorization from the registered owner of the land, their agent, or other person(s) having legal or equitable interest in the land. Where an agent is authorizing the use on the property, proof verifying the agent's authority must be submitted;

- iii. Justification for proposed telecommunication structure. This may include, but is not limited to:
 - 1. Detailed letter outlining the need for the structure;
 - 2. Maps showing existing range of the applicant within the City of St. Albert and the range of the proposed structure.
- iv. Co-location analysis, as required, by the Development Authority.
- v. Environmental Assessment, or other environmental studies, if required by the Development Authority.
- vi. Documentation related to public consultation including:
 - 1. A copy of all public comments received;
 - 2. A copy of the sign-in sheet;
 - 3. A copy of the notification letter mailed to residents;
 - 4. A copy of the newspaper advertisement; and
 - 5. A copy of the official meeting transcripts as provided by a licensed Court Reporter.
- vii. Five (5) copies of the site map drawn to scale that includes:
 - 1. North arrow;
 - 2. Municipal address, assigned City address, and legal description (plan/block/lot);
 - 3. Property lines with adjacent streets and lanes;
 - 4. Location of existing buildings on the site and access to the site;
 - 5. Distance to all existing buildings within a radius equal to the height of the proposed structure;
 - 6. Proposed service cabinets, transformers and other above ground accessory servicing equipment or buildings;
 - 7. Site access and circulation;
 - 8. Proposed fencing locations;
 - 9. Proposed guy wire tie-down locations, if applicable;
 - 10. Proposed colour, material, diameter and height;
 - 11. Proposed landscaping; and
 - 12. Other improvements existing on the subject property.
- viii. Elevation drawings of the proposed structure, drawn to scale.
- ix. Correspondence from Transport Canada stating its approval of the proposed design.
- x. Evidence that federal and provincial acts and regulations have been adhered to including (but not limited to) Health Canada – *Safety Code 6*, the *Canadian Environmental Act*, the *Species at Risk Act*, *Migratory Birds Convention Act*, aeronautical safety requirements, the *Alberta Wildlife Act*, the *Alberta Environmental Protection and Enhancement Act* and other acts and regulations where applicable.
- xi. Design specifications for the structure including a sample tower profile showing the tower type, height and lighting if appropriate/applicable.
- xii. If requested, additional information or design modifications when a proposed tower may impact bird or wildlife habitat within the City's boundaries. Additional information or design modifications include (but are not limited) to:
 - 1. a search of the provincial FWMIS database for the occurrence of species at risk. Costs associated with this search will be covered by the applicant;
 - 2. appropriate lighting to reduce bird strikes as per Transport Canada regulations;
 - 3. design modifications to discourage the development of nests on the tower structure or on ground facilities;
 - 4. visual markers or bird deterrent devices;
 - 5. assurance that the construction of towers does not occur during peak bird migration periods (i.e. spring and fall); and

- 6. that site security lighting be directed downward and kept within the site boundaries to minimize potential attraction for birds.
- xiii. Photo simulation of the installation as requested by the Development Authority.
- xiv. Any other information that may be requested by the Development Authority.

Subject to the information submitted in Section 3(c), the Development Authority has the right to deem an application complete or incomplete. If the application is deemed to be incomplete, the Development Authority has the right to request any missing information as outlined in Section 3(c) from the applicant.

- d. Undertake Public Consultation in accordance with *C-P&E-01 Public Consultation requirements for Planning & Development Processes*.

All applicants proposing installations classified as *non-exempt structures* shall undertake public consultation. Applicants proposing installations classified as *exceptions to exempt structures* shall undertake public consultation at the discretion of the Development Authority.

- i. All applicants will document the official commencement of the 120 day public consultation timeline as established by Industry Canada and work with the Development Authority to comply with this timeline.
- ii. The 120 day public consultation timeline shall commence once the Development Authority has received the written letter of intent.
- iii. Applicants will be required to pay for all costs of public consultation including mail-outs, newspaper advertisements, property signage, court reporter costs, facility rental costs, and all other costs associated with public meetings. The Development Authority will provide the applicant with addresses of affected residents, landowners and community associations or organizations that require notification of the public consultation.
- iv. Applicants will be required to provide the Development Authority with fourteen (14) calendar days advance notice of the meeting date, time and location.
- v. If a second public consultation is required by the Development Authority all documentation including court reporter records and statements showing how resident concerns have been addressed shall be submitted as part of the application.
- vi. Notification to impacted parties of the public consultation shall be provided at a minimum of fourteen (14) calendar days prior to the public consultation.
- vii. The Development Authority may request newspaper advertisements to notify impacted parties such that advertisements are published at minimum, once a week for two (2) consecutive weeks. Requirements for advertising shall comply with Section 606 of the *Municipal Government Act*.
- viii. Notification to impacted parties shall include notification of the location, physical details of the structure, the time and location of the public meetings, and the applicant's contact information to direct public inquiries.

- e. Proposal on City-owned property

- i. If the City-owned site is available and the applicant agrees to the terms of the required license agreement, the City will issue a letter of authorization allowing the applicant to make a formal application to the Development Authority to install on the City-owned site;
- ii. If The City-owned site is not available, the City will notify the applicant with the rationale supporting this decision. The applicant may then look at another possible City site; and
- iii. If a City-owned site is available but the applicant is not prepared to accept the terms of the required license agreement no alternative City sites will be considered.

6. Letter of support or non-support

- i. In the case of a letter of support being issued, the letter of support will expire 1 (one) year after the issuance of the letter of support if construction has not commenced.
- ii. If the letter of support is issued for a tower, such a letter only applies to the tower as applied and specified in the application details. The letter of support does not apply to the structure if significant changes have been made. Such a change would be subject to a separate application process. The Development Authority shall determine if the change is significant.

Attachments:

- 1. Process flow chart for telecommunication structures