

**TELECOMMUNICATIONS TOWER SITING POLICY**

Department	Development Services	Policy No.	0340-74
Section		Date Approved by Board	May 12, 2022
Repeals	0340-50	Board Resolution #	RD/22/05/25

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1. Purpose

1.1 The purpose of this policy is to:

- Outline the Peace River Regional District's (PRRD) role in the siting of Telecommunication Antenna Systems (TAS) and their supporting structures in the Electoral Areas;
- Establish that Innovation, Science and Economic Development Canada (ISED) has exclusive authority over the approval of the siting and installation of TAS in Canada;
- Encourage efficient and effective TAS siting within the PRRD;
- Minimize the number of new TAS by encouraging co-location;
- Establish a local land use consultation framework, to supplement the ISED default public consultation process, ensuring that proponents conduct adequate public consultation with all property owners affected by proposed TAS;
- Outline application requirements for TAS on private and crown land;
- Establish the dispute resolution process; and
- Provide the PRRD with consistent information to evaluate the siting of a TAS to issue a letter of concurrence or non-concurrence at the end of the process to the proponent with a copy to ISED.

2. Scope

2.1 This policy applies to TAS proposals located within Electoral Areas B, C, D, and E of the PRRD.

2.2 The following are exempt from the policy:

- An addition or modification to an existing TAS provided that the total cumulative height increase is not greater than 25% of the initial installation height;
- Maintenance of existing radio apparatus including the TAS, transmission line, mast, tower, or other antenna-supporting structures; and
- Temporary Telecommunication Antenna Systems.



3. Definitions

3.1 In this policy;

- a) **Antenna Supporting Structure** means any tower, roof-top, building-mounted pole, spire, or other freestanding structure; existing electric or other utility tower or structure, streetlight pole, parking lot light pole, or a combination thereof, including supporting lines, cables, wires, and braces intended for mounting a Telecommunication Antenna or series of antennas on it.
- b) **Co-location** means the placement of antennas and equipment operated by one or more proponents on a Telecommunication Antenna System owned by a different party, thereby creating a shared facility;
- c) **Height** means the distance from the lowest ground level at the base of the Antenna Supporting Structure, including the foundation, to the tallest point of the Antenna System.
- d) **Notification Distance** means the prescribed horizontal distance measured from the parcel line of the proposed site;
- e) **Proponent** means a company or organization, including contractors or agents undertaking work for telecommunication carriers, to install or modify a TAS;
- f) **Regional District** means the Peace River Regional District (PRRD);
- g) **Telecommunication Antenna System (TAS)** means a device that requires a licence from the Federal Government and is used to receive or transmit radio-frequency (RF) signals, microwave signals, or other communications energy transmitted from or received by other antennas, and is mounted on an Antenna Supporting Structure.
- h) **Temporary Telecommunication Antenna Systems** means a Telecommunication Antenna System used for a special event(s) or emergency operations that will be removed within three months of the start of the event or emergency.

4. Policy

Roles and Jurisdiction

- 4.1 Under the *Radiocommunication Act*, ISED has sole jurisdiction over the final decision to approve and license the location of TAS.
- 4.2 The role of ISED is to regulate all technical aspects and siting of telecommunication and broadcasting services under the *Radiocommunication Act*.

- 4.3 ISED's Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03) prescribes the default public process and review of proposed TAS.
- 4.4 ISED requires proponents to notify and consult with the local land-use authority and nearby residents of the proposed TAS and address the public's questions, concerns, and comments through ISED's prescribed public consultation process.
- 4.5 ISED refers to the standards set by Health Canada for determining acceptable levels of radiofrequency electromagnetic energy produced by TAS.
- 4.6 All proponents must follow the health guidelines outlined in Health Canada's Safety Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz – Safety Code 6 (2009).
- 4.7 All proponents must comply with the *Canadian Environmental Assessment Act* and painting and lighting requirements for aeronautical safety prescribed by NAV Canada and Transport Canada.
- 4.8 The role of the PRRD is to:
 - a) Establish a tower siting and public consultation policy that augments the public consultation process defined in ISED's Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03) and make it readily available to proponents before they submit a formal request for a new TAS;
 - b) Communicate and guide the proponent on an area's particular sensitivities, planning priorities, and characteristics; and
 - c) Consider residents' comments regarding proposed TAS;
 - d) Issue a letter of concurrence or non-concurrence to the proponent and ISED for proposed TAS within 120 days of the receipt of the formal consultation request from the proponent.

Tower Location and Siting

- 4.9 When considering the siting of TAS, the proponent shall make every effort to locate new equipment on existing structures such as Hydro transmission towers, utility poles, rooftops, or co-locate with existing antenna systems.
- 4.10 It is preferable that new telecommunication towers be sited in non-residential locations or as far away from residential dwellings as possible.
- 4.11 Towers proposed on prominent natural and cultural features, environmentally sensitive areas such as lakeshores and riverbanks, or areas with historical significance are discouraged.
- 4.12 Locations within existing transportation and utility corridors are preferred.



Tower Design and Landscaping

- 4.13 Each new TAS built in a non-residential area that is not associated with an oil and gas site shall be constructed to accommodate a minimum of two additional users.
- 4.14 The proponent shall ensure that TAS sites are fully fenced to prevent unauthorized public access pursuant to applicable zoning regulations.
- 4.15 For any new TAS located on private lands, the proponent shall submit a landscaping plan that demonstrates how they will minimize the site's visual impact on adjacent land uses.

Public Information Meeting

- 4.16 In addition to the ISED default public consultation process, the proponent shall hold a public information meeting for all TAS proposed on private land.
- 4.17 In addition to the ISED default public consultation process, the proponent shall hold a public information meeting for all TAS proposed on Crown land where the TAS is located within 1.5 km of a residential dwelling.
- 4.18 Pursuant to sections 4.16 and 4.17, the proponent shall:
 - a) Host a public information meeting at least 30 days before submitting a request for concurrence to the Regional District;
 - b) Make the meeting available to all interested members of the public and the PRRD;
 - c) Send a copy of the public information meeting notice to ISED's regional office and the PRRD;
 - d) Hold the meeting in the evening or on the weekend only;
 - e) Make available at the public information meeting an appropriate visual display of the proposal, including a copy of the site plan submitted with their application and an aerial photograph of the proposed site; and
 - f) Submit a summary of the public information meeting to the PRRD at least 15 days before submitting a request for concurrence.

Public Meeting Notification Requirements

- 4.19 The public meeting notification distance shall be a minimum of 1.5 km from the parcel line of the subject property, or 100 times the height of the tower, whichever is greater, for all lands within the PRRD outside of municipal boundaries.
- 4.20 The proponent shall provide the public meeting notification to:
 - a) All properties within the Electoral Areas that are within the notification distance;
 - b) Any municipalities within the notification distance; and
 - c) Any range, guide, or trapping tenure holders within the notification distance.



- 4.21 The proponent shall ensure that notifications for the public information meeting are:
- a) Mailed or otherwise delivered a minimum of 15 business days before the meeting date;
 - b) Provided to the PRRD a minimum of 15 business days before the meeting to allow for posting to the PRRD's website and social media pages; and
 - c) Include:
 - i. Date, time, and location of the meeting, including any virtual meeting option details;
 - ii. A brief description of the proposal, including the location and size of the proposed tower; and
 - iii. The name and contact information for the proponent.

Application For TAS

- 4.22 Proponents shall submit the following information to the PRRD for TAS proposals located on private land:
- a) A completed TAS application form;
 - b) A site plan;
 - c) A detailed description of the proposed works and structures;
 - d) A map of RF coverage and capacity of existing TAS in the general area;
 - e) Renderings of the proposed TAS superimposed to scale;
 - f) A map showing the horizontal distance between the property boundary of the proposed site and the nearest residence;
 - g) A copy of the State of Title Certificate, current to within 30 days, and copies of any charges noted on the title;
 - h) The required application fee; and
 - i) Other Information as required by the PRRD.
- 4.23 Proponents shall submit the following information to the PRRD for TAS proposals on crown land:
- a) A completed TAS application form;
 - b) A site plan;
 - c) A detailed description of the proposed works and structures;
 - d) A map showing any range, guide or trapping tenures which overlap the proposed site;
 - e) A map of RF coverage and capacity of existing TAS in the general area;
 - f) Renderings of the proposed TAS superimposed to scale;
 - g) A map showing the horizontal distance between the property boundary of the proposed site and the nearest residence;
 - h) A copy of the State of Title Certificate, current to within 30 days, and copies of any charges noted on the title;
 - i) The required application fee; and
 - j) Other Information as required by the PRRD.



Letters of Concurrence

- 4.24 Upon satisfactory submission of an application and completion of all applicable requirements noted in this policy, the proponent may submit a request for concurrence to the PRRD for final review and consideration.
- 4.25 PRRD staff may issue a letter of concurrence for TAS proposed on private land if:
- a) The proponent completed the requirements of this policy;
 - b) The proposal conforms to all Regional District Bylaws;
 - c) The Area Director has no concerns; and
 - d) Public comments received were:
 - i. Minor concerns that the proponent was able to address or mitigate; or
 - ii. In support of the proposal.
- 4.26 PRRD staff may issue a letter of concurrence for TASs proposed on crown land if:
- a) The proponent completed the requirements of this policy;
 - b) The proposal conforms to all Regional District Bylaws;
 - c) The proposed TAS is located more than 1.5 km away from residential dwellings;
 - d) The Area Director has no concerns; and
 - e) Public comments received were:
 - i. Minor concerns that the proponent was able to address or mitigate; or
 - ii. In support of the proposal.
- 4.27 If a proponent fails to meet the requirements of this policy, PRRD staff will issue a non-concurrence letter.

Dispute Process

- 4.28 Within 60 days of receiving the public information meeting summary package where negative public feedback was expressed and that the proponent was unable to mitigate, PRRD staff will prepare a report for the Regional Board's consideration.
- 4.29 Within 30 days of receiving the public information meeting summary where the Area Director has outstanding concerns, PRRD staff will prepare a report for the Regional Board's consideration.
- 4.30 Within 30 days of the receipt of a non-concurrence letter, the proponent may request that the Regional Board reconsider the proposal.
- 4.31 Upon receipt of the request for reconsideration, staff will prepare a report for the Regional Board's consideration.



- 4.32 If a proposal requires staff to prepare a report for the Regional Board's consideration before the issuance of concurrence or non-concurrence, the report shall indicate the following:
- a) A summary of the proposal, including a brief overview of all information submitted with the initial application;
 - b) The extent to which the proponent considered alternative sites;
 - c) The need for the tower in that particular location;
 - d) The summary of the public meeting, if one was required;
 - e) The concerns brought forward by the public to the proponent during the ISED public consultation process or the Regional District public meeting process, and the extent to which the proponent addressed or mitigated public concerns;
 - f) Whether or not the proponent met the requirements of this policy;
 - g) Whether staff recommend issuing concurrence or non-concurrence for the proposal based on the factors listed above; and
 - h) Any other information related to the proposal deemed pertinent.

Rescinding Concurrence

- 4.33 The Regional District may rescind its concurrence if, following the issuance of a concurrence statement, the Regional Board determines that
- a) The proposal contains a misrepresentation;
 - b) The proponent failed to disclose all the pertinent information regarding the proposal; or
 - c) The plans and conditions upon which the PRRD issued the concurrence have not been complied with.
- 4.34 If the PRRD rescinds its concurrence, the PRRD will provide notification in writing to the proponent and ISED, including the reason(s) for the rescinding of its concurrence.

Duration of Concurrence

- 4.35 A concurrence remains in effect for a maximum period of three years from the date the PRRD issued it.
- 4.36 If construction of the TAS has not been completed within three years from the date of issuance of the concurrence letter, before the concurrence expires, the proponent may apply to the PRRD to request a concurrence extension.
- 4.37 Once a concurrence expires, a new submission and review process, including hosting a public information meeting as applicable, is necessary before any construction occurs.

Affiliated Procedure	
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