

TELECOMMUNICATION FACILITIES SITING AND CONSULTATION POLICY**Preamble**

It is recognized that while reliable and sophisticated telecommunication facilities are a benefit to the citizens of Columbia Shuswap Regional District (CSRD), there is a need to address environmental, aesthetic, health and any other concerns of those who own property and/or live in close proximity to such facilities. The goal of Policy P-22 is to establish a process in which the CSRD facilitates, coordinates and influences the siting and appearance of new or replacement telecommunication facilities (including antenna, transmitters, receivers and devices) when such facilities are required on private and Crown lands within CSRD boundaries.

The purpose of this policy is to:

1. Ensure that telecommunications proponents consult with each other prior the submission of a proposed site to address matters such as co-location and optimal site selection, and to involve local community, administrative and political representatives as part of this preliminary process;
2. Ensure that telecommunications structures and facilities required within the CSRD are located and designed in such a manner that they are sensitive to potential impacts on the surrounding community and are placed in appropriate locations;
3. Ensure that adequate public consultation is conducted by telecommunications proponents with all property owners affected by proposed structures and facilities.
4. Ensure that the CSRD facilitates this process and is able to gather enough information to provide a statement of concurrence or non-concurrence to Industry Canada at the end of the process regarding the siting of telecommunications facilities.

Federal and Local Government Jurisdiction**Federal Requirements**

The Canadian federal government has sole jurisdiction over inter-provincial or international systems of telecommunication and, through the Radio-communication Act, R.S.C., 1985, c. R-2, Industry Canada licenses the operation of telecommunication facilities and approves the towers used to support these facilities.

Industry Canada, in its Client Procedures Circular CPC-2-0-03 (*Radiocommunication and Broadcasting Antenna Systems*, 2008), as amended or changed from time to time, has identified that tele-communications proponents are obligated to consider sharing existing infrastructure when installing new antennas (site sharing) and to consult with Land Use Authorities (LUAs) and the public. In addition, proponents must also fulfill other important obligations including: compliance with Health Canada guidelines for the protection of the general public; compliance with radio frequency immunity criteria; notification of nearby

broadcasting stations; Environment Canada considerations; and Transport Canada/NAV CANADA aeronautical safety responsibilities.

Local Government Requirements

Industry Canada is the final authority in the approval of telecommunications facilities. However, as part of the approval process, Industry Canada works with local governments (land use authorities) and telecommunication facility applicants to ensure that local concerns are addressed. By establishing Policy P-22, the CSRD has created a set of guidelines for which all telecommunications proponents must follow prior to the construction and operation of new telecommunication facilities in the CSRD. P-22 draws on requirements from CPC-2-0-03, the Crown's *Land Use Operational Policy - Communication Sites*, and incorporates these with additional CSRD requirements.

POLICY

The CSRD has set out a number of guidelines within this policy for the location, design and health, safety and environmental aspects of telecommunications facility sites. This policy also establishes the CSRD's process for public consultation.

Telecommunication Facilities Excluded from CSRD and Public Review

Proponents of telecommunication facilities are excluded from the requirement to consult with the CSRD and the public for installations with parameters categorizing them as "excluded" as per CPC-2-0-03. Notwithstanding these exclusions, proponents are encouraged to consult with the CSRD and public regarding any new or replacement telecommunication facilities which are proposed within a radius of five times the tower height from residential or environmentally sensitive areas (measured from the tower base or outside the perimeter of the supporting structure, whichever is greater).

Part 1: Siting Telecommunications Facilities on Private Land

1. Description of Proposed Telecommunication Site/Facilities

Unless the new or replacement telecommunication facility is excluded from review (see above), proponents will be expected to provide site and facility information to the CSRD and public in accordance with CPC-2-0-03. Proponents will also be expected to provide the following information:

- a. The proposed layout with a site map and to-scale-drawings showing the location of the proposed facilities, with a clear indication of any fencing, landscaping, tree removal, access roads, guy wires, power lines and any other associated works or structures. This should include elevation drawings and photographic simulations that clearly indicate how the proposed facilities and associated works will appear from adjacent properties and public roads;
- b. Proposed site area and setbacks from property lines;

- c. A statement indicating that the proposed infrastructure is in accordance with Health Canada regulations; and
- d. A complete description of the facilities proposed to be installed, replaced, modified or activated, including steps taken to ensure compliance with all federal requirements.

2. Location

Before building new telecommunications facilities, proponents are to first explore the following options, unless the CSRD prefers otherwise:

- a. Consider sharing an existing antenna system, modifying or replacing a structure if necessary;
- b. Locate, analyze and attempt to use any feasible existing infrastructure such as rooftops, water towers etc. Where applicable, provide an alternate site analysis, which includes consideration of co-location on an existing structure, with a qualified expert's explanation of why co-location is not possible.

The following locations are preferred:

- c. Co-location on existing telecommunications towers, whether free-standing or located on roof-tops or wall-mounted, as well as other structures, including but not limited to overhead transmission towers, broadcast towers, utility poles and light standards;
- d. Industrial and commercial areas where appropriate;
- e. Agricultural areas where appropriate;
- f. Public and Institutional areas where appropriate; and
- g. Other non-residential areas where appropriate.

The following locations are discouraged:

- h. Residential areas; and
- i. Environmentally sensitive areas (including but not limited to riparian areas, sensitive habitat areas, bird migration routes, and animal corridors).

3. Design and Visual Impact

The CSRD will request that any application, particularly for significant structures (e.g., free-standing structures over 15m in height) consider the context of the environment within which the structure is proposed during the design and siting process. Significant structures should be designed, screened, and situated on the site in such a way as to minimize any potential detrimental effects on the neighbourhood or area within which they are proposed.

The following should be considered in design and siting of both tower and antenna structures as

well as auxiliary buildings:

- a. Screening of facilities by using existing vegetation, landscaping, fencing, or other means in order to blend with the built and natural environments.
- b. Design and colour should be sensitive to the style of architecture in the neighbourhood or surrounding vegetation/ forest cover.
- c. Situate as near as possible to similarly-scaled structures.
- d. Locate towers and minimize tower height where possible to avoid Transport Canada and/or NAV Canada requirements for painting and lighting. Lighting should be shielded from neighbouring properties.
- e. Where located in proximity to bird migration routes, guy wires should be made more visible (e.g. through sleeves) to prevent birds from colliding into them.
- f. All possible measure shall be taken to minimize vegetation removal and disturbance to the natural environment.
- g. Stealth and/or monopole structures should be used to better integrate form with existing built environment. Where co-location on a single structure is desired, opportunities to design equipment within a single stealth structure may be investigated.
- h. Access to facilities should be possible without unduly interfering with traffic flow or without unduly creating safety hazards.
- i. Motorized generators are discouraged as a source of electricity for telecommunication facilities. Where feasible, it is preferred that facilities be connected to the electrical grid.

4. Health and Safety

Levels of radiofrequency transmission will be in accordance to all federal health standards, as changed from time to time.

5. Preliminary Consultation

Proponents must contact the CSRD before making any final site selection decisions in order to discuss their plans with staff. The Manager of Development Services is the designated contact person to deal with telecommunication facilities. It important that proponents submit a description of proposed telecommunication site/facilities to the CSRD early in the consultation process (as per Part 1, Section 1 of this policy) so that sufficient time remains to complete all consultation steps. Following the submission of a complete application package to the CSRD, proponents will have 120 days to conclude the consultation process.

6. Public Consultation

Notification – Proponents of telecommunication facilities are required to notify the public (at their own cost) in accordance with CPC-2-0-03 and Part 1, Section 1 of this policy. Additionally, notices shall be be mailed or otherwise delivered as appropriate to all owners and

tenants deemed affected by the proposed telecommunication facility. Proponents must contact land owners and residents located within a radius of five times the tower height, measured from the tower base or outside the perimeter of the supporting structure, whichever is greater. Prior to delivering letters or placing newspaper notices, proponents shall consult with the CSRD to review its notification plan. All notices shall advise the public to copy any comments to the CSRD.

Engagement - Proponents of telecommunication facilities are required to engage with the public in accordance with CPC-2-0-03.

Notwithstanding the above mentioned requirements, the CSRD's Development Services Department may modify these criteria on a site by site basis, given local factors.

7. Concluding Consultation

Where a proponent has met the CSRD's public consultation requirements, the Electoral Area Director for the area within which the proposed telecommunications facilities are to be located, in consultation with Development Services staff, will determine whether staff will write a letter of concurrence or whether the proposal will be brought forward to the CSRD Board for consideration. All letters of concurrence or non-concurrence will provide the decision rationale and shall be sent to the proponent (with a copy to Industry Canada) within 21 business days of the decision outcome. Letters of Concurrence are valid for six months from the date they are signed and shall only pertain to the proposal at the time that consultation requirements were satisfied. Any subsequent amendments to the proposal will require new a Letter of Concurrence.

The outcome of any decision pertaining to telecommunication proposals will be included as a Development Services information item in the subsequent CSRD Board agenda.

Part 2: Siting Telecommunications Facilities on Crown Land

The CSRD Board has accepted the provincial *Land Use Operational Policy - Communication Sites* as its consultation policy for proposed telecommunication antenna and infrastructure located on Crown lands. Although a formal application is only submitted to the Province of British Columbia, proponents are required to contact the CSRD beforehand to discuss their plans. In addition to the requirements set out in *Land Use Operational Policy - Communication Sites*, proponents are also required to address the following:

1. Description of Proposed Telecommunication Site/Facilities

Unless the new or replacement telecommunication facility is excluded from review (see exclusions above), proponents will be expected to provide site and facility information to the CSRD and public in accordance with CPC-2-0-03. Proponents will also be expected to provide the following additional information:

- a. A proposed site plan and to-scale-drawings showing all of the proposed facilities, with a clear indication of any fencing, landscaping, tree removal, and any other associated works or structures. This should include elevation drawings and photographic

simulations that clearly indicate how the proposed facilities and associated works will appear from adjacent properties and public right-of-ways;

- b. Proposed site area and setbacks from property lines;
- c. A statement indicating that the proposed infrastructure is in accordance with Health Canada regulations; and
- d. A complete description of the facilities proposed to be installed, replaced, modified or activated, including steps taken to ensure compliance with all federal requirements.

2. Location

Before building new telecommunications facilities, proponents are to first explore the following options, unless the CSRD prefers otherwise:

- a. Locate, analyze and attempt to use any feasible existing infrastructure such as rooftops, water towers etc. An alternate site analysis, which includes consideration of co-location on an existing structure, with a qualified expert's explanation of why co-location is not possible.

The following locations are preferred:

- b. Co-location on existing telecommunications towers, whether free-standing or located on roof-tops or wall-mounted, as well as other structures, including but not limited to overhead transmission towers, broadcast towers, utility poles and light standards;
- c. Industrial and commercial areas where appropriate;
- d. Agricultural areas where appropriate; and
- e. Other non-residential areas where appropriate.

The following locations are discouraged:

- f. Residential areas; and
- g. Environmentally sensitive areas (including but not limited to riparian areas, sensitive habitat areas, bird migration routes, and animal corridors).

3. Design and Visual Impact

The CSRD will request that any application, particularly for significant structures (e.g., free-standing structures over 15m in height) consider the context of the environment within which the structure is proposed during the design and siting process. Significant structures should be designed, screened, and situated on the site in such a way as to minimize any potential detrimental effects on the neighbourhood or area within which they are proposed.

The following should be considered in design and siting of both tower and antenna structures as well as auxiliary buildings:

- a. Screening of facilities by using existing vegetation, landscaping, fencing, or other means in order to blend with the built and natural environments.
- b. Design and colour should be sensitive to the surrounding vegetation/ forest cover.
- c. Situate as near as possible to similarly-scaled structures.
- d. Locate towers and minimize tower height where possible to avoid Transport Canada and/or NAV Canada requirements for painting and lighting. Lighting should be shielded from neighbouring properties.
- e. Where located in proximity to bird migration routes, guy wires should be made more visible (e.g. through sleeves) to prevent birds from colliding into them.
- f. All possible measure shall be taken to minimize vegetation removal and disturbance to the natural environment.
- g. Stealth and/or monopole structures should be used to better integrate form with existing built environment. Where co-location on a single structure is desired, opportunities to design equipment within a single stealth structure may be investigated.
- h. Access to facilities should be possible without unduly interfering with traffic flow or without unduly creating safety hazards.
- i. Motorized generators are discouraged as a source of electricity for telecommunication facilities. Where feasible, it is preferred that facilities be connected to the electrical grid.

4. Health and Safety

Levels of radiofrequency transmission will be in accordance to all federal health standards, as changed from time to time.

5. Preliminary Consultation

Proponents must contact the CSRD before making any final site selection decisions in order to discuss their plans with staff. The Manager of Development Services is the designated contact person to deal with telecommunication facilities. It is important that proponents contact the CSRD early in the consultation process in order to discuss the requirements of this policy. Following the submission of a complete application package to the CSRD, proponents will have 120 days to conclude the consultation process.

6. Public Consultation

Notification – Proponents of telecommunication facilities are required to notify the public (at their own cost) in accordance with CPC-2-0-03 and Part 2, Section 1 of this policy. Additionally, notices shall be be mailed or otherwise delivered as appropriate to all owners and tenants deemed affected by the proposed telecommunication facility. Proponents must contact

land owners and residents located within a radius of five times the tower height, measured from the tower base or outside the perimeter of the supporting structure, whichever is greater. Prior to delivering letters or placing newspaper notices, proponents shall consult with the CSRSD to review its notification plan.

Engagement - Proponents of telecommunication facilities are required to engage with the public in accordance with CPC-2-0-03.

Notwithstanding the above mentioned requirements, the CSRSD's Development Services Department may modify these criteria on a site by site basis, given local factors.

7. Concluding Consultation

Where a proponent has met the CSRSD's public consultation requirements, the Electoral Area Director for the area within which the proposed telecommunications facilities are to be located, in consultation with Development Services staff, will determine whether staff will write a letter of concurrence or whether the proposal will be brought forward to the Board for consideration. All letters of concurrence or non-concurrence will provide the decision rationale and shall be sent to the proponent (with a copy to Industry Canada) within 21 business days of the decision outcome. Letters of Concurrence are valid for six (6) months from the date they are signed and shall only pertain to the proposal at the time that consultation requirements were satisfied. Any subsequent amendments to the proposal will require new a Letter of Concurrence.

The outcome of any decision pertaining to telecommunication proposals will be included as a Development Services information item in the subsequent CSRSD Board agenda.

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