

## **Section 54 Radiocommunication and Broadcasting Antenna Facility**

### **54.1 Purpose**

The purpose of this section is to establish a procedure and recommended standards where a telecommunication carrier is required to consult with The City for the siting of a new antenna system, or alteration of an existing system, that is regulated by Innovation, Science and Economic Development Canada (ISED).

**(Bylaw C-1260-181 – July 2, 2024)**

### **54.2 Requirement to Consult with the City of Grande Prairie**

ISED's Client Procedures Circular CPC-2-0-03 "Radiocommunication and Broadcasting Antenna Systems" provides for proponents of antenna systems to consult with the municipality regarding proposals to install, or make changes to, antenna systems, subject to certain exclusions.

**(Bylaw C-1260-181 – July 2, 2024)**

### **54.3 Development Considerations**

When a request for a new antenna system or alteration to an existing system is received, the following provisions apply:

- a. The City encourages the co-location of antennas on existing masts or towers, or mounted on existing structures. All carriers proposing to locate an antenna system within the City should first contact all other carriers providing similar services in the City to consider locating on an existing structure, prior to submitting a notification package to the Development Officer;

**(Bylaw C-1260-61 - December 12, 2016)**

- b. If demonstrated to be impractical to locate on an existing structure, the City encourages the placement of new antenna systems in commercial or industrial areas, in order to protect residential neighbourhoods. Preferred setback will be at least six (6) times the tower height to the boundary of a residential land use district, measured from the tower base, or the outside perimeter of a supporting structure, whichever is greater;
- c. New antenna systems will not be supported in front yards or where they will negatively impact the High Visibility Corridor. The proposed placement should also minimise any impact on the natural environment;
- d. When proposing a new tower or mast for an antenna system, the City encourages a monopole design to minimize the visual impact of the structure and supports the use of camouflage techniques to seamlessly integrate the tower and its associated structures into the surrounding built and natural environment, ensuring minimal impact on the area's aesthetics;

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- e. When proposing a new tower or mast for an antenna system in a high profile or sensitive area, such as in a high visibility area or in close proximity to residential developments, the City prefers the use of camouflage techniques, such as flagpoles, clock towers, trees, light poles, etc. to reflect the context of the surrounding area;

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- f. Where antennae and/or utility shelters are proposed on the roof of an existing building, they should be set back from the edge of roof line in order to minimise the visual impact from ground level;
- g. No signage, other than signage required for regulatory or safety purposes should be mounted on a telecommunication tower; and
- h. The City encourages the use of protective anti climb fencing around new masts or towers.

#### 54.4 Application Submission Requirements

When a proponent is required to consult with the City regarding a telecommunication facility, the proponent shall submit the applicable fee to the Development Authority, together with an information package, which shall include:

- a. Written documentation of attempts to co-locate on existing antenna supporting structures within the City, including building rooftops and responses received from operators of existing telecommunication facilities, or building owners contacted;
- b. For a new freestanding mast or tower proposal, a site plan showing the proposed location dimensions and design of the mast or tower and any associated structures or buildings;
- c. For a new freestanding mast or tower proposal, written confirmation that the applicant will support any requests for future co-sharing of the proposed mast or tower;
- d. Proposed landscaping scheme, including fencing details confirming the height, design and materials to be used; and
- e. For the siting of a new antenna and any associated structures on existing buildings, towers or masts, details of the proposed size, siting and design of the antenna and associated structures.

#### 54.5 Public Consultation Requirements

For Radiocommunication and Broadcasting Antenna Facilities the following public consultation requirements shall apply:

- a. Where not exempt from consultation, as prescribed by ISED, a proponent shall follow the default public consultation process for the local public, as outlined in Section 4.2 of ISED Radiocommunication and Broadcasting Antenna Systems Circular;

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- b. In addition to the ISED requirement for surrounding property owners to be mailed a notification package containing the applicant's proposal, the City:
  - i) encourages the applicant to arrange an open house to engage the surrounding landowners in the consultation process to the greatest extent possible,
  - ii) requires the applicant to erect a notification sign of 2.44m by 1.22m in a highly visible location on the proposed site that includes the following information:
    - 1) contact information in case of an inquiry;
    - 2) the mast or tower type – monopole, lattice, guyed, or camouflaged tower;
    - 3) the tower height; and

4) details of the open house (date, time and venue), if applicable;"

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- c. The Development Officer will require a public consultation summary from the applicant prior to submitting a report to the City's Committee. The summary shall include a list of property owners notified, responses received and the applicant's measures taken to address any reasonable and relevant concerns received; and
- d. The applicant is required to pay all costs associated with the public consultation process, including advertising for and hosting open house sessions for neighbourhood consultations.

**(Bylaw C-1260-84 - December 4, 2017 and Bylaw C-1260-118 - April 6, 2020)**

#### 54.6 Processing of Applicant's Request

- a. Upon receipt of a public notification package through the process referenced in Section 54.5(a), the Development Officer shall send a written notice to owners of all residential properties (if applicable) within a radius of six (6) times the tower height. The notice shall include:
  - i) the notification package from the proponent detailing the location and other information about the proposed antenna system;
  - ii) information on how to access the decision on the application;
  - iii) information on when and how to submit comments.
- b. The Development Officer shall circulate the public notification package to:
  - i) the County if the proposed location is within ½ mile of the County boundary;
  - ii) the Downtown Association if the proposed location is within the Downtown area;
  - iii) the Grande Prairie Airport if the proposed location is within the Airport Overlay zone.
- c. The Development Officer shall present a report to the Committee, outlining the results of the public consultation process and the suitability of the applicant's request based on the land use considerations in this Section. The report will include a recommendation of support or non-support for the request. Upon review of the request, the Committee shall direct that a letter of attestation be provided to ISED either in support, or opposition to the applicant's request.
- d. Upon the Committee's approval of the proposal, the applicant will be required to submit a lot grading permit application and required submittals prior to the issuance of the letter of attestation by the Development Officer.

**(Bylaw C-1260-84 - December 4, 2017, Bylaw C-1260-118 - April 6, 2020 and  
Bylaw C-1260-181 – July 2, 2024)**