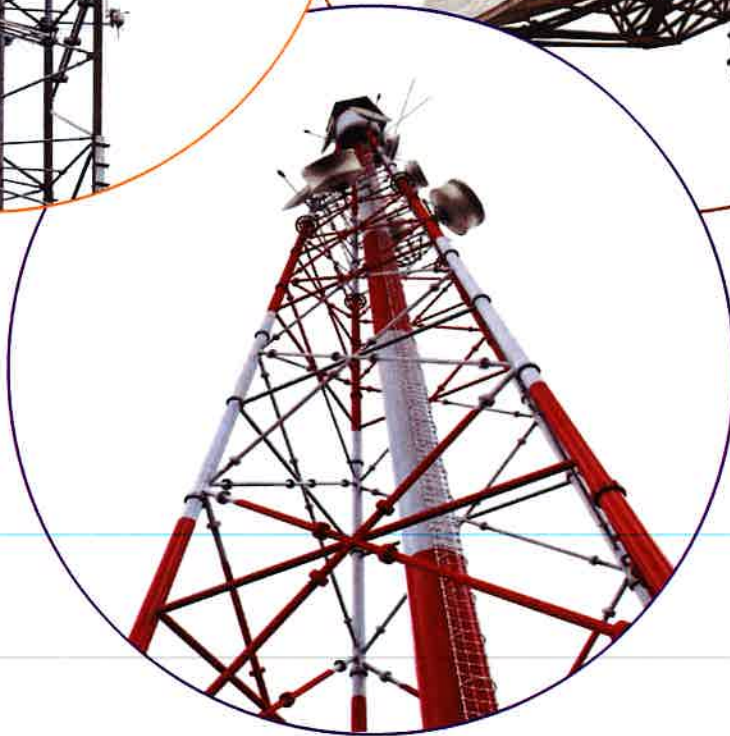
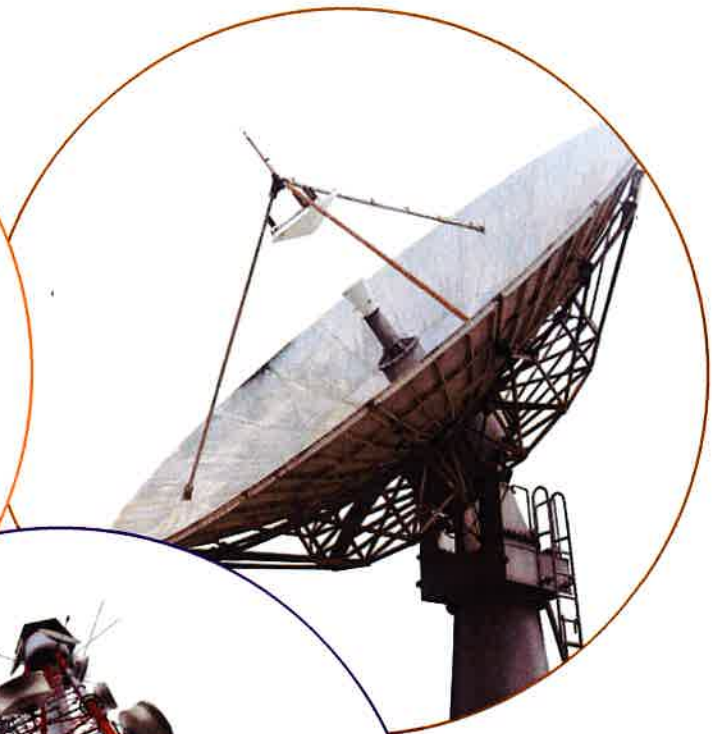


TOWN OF HIGH PRAIRIE

TELECOMMUNICATIONS FACILITY SITING POLICY

Policy Number No. 03/2025



Policy Number ADM-03-2025	Approval Date May 27, 2025	Resolution Number
Supersedes	Effective Date May 27, 2025	Legal Authority
Amendments:	Amendment Date	Resolution Number Motion #216/25
TITLE: Telecommunications Facility Siting Policy		

1. PREAMBLE

Innovation, Science and Economic Development (ISED) Canada, a department of the government of Canada, is the federal authority responsible for the oversight and regulation, including ultimate approval, of all Telecommunications infrastructure in Canada. ISED sets the minimum engagement standards for the placement of radiocommunication infrastructure, allowing municipalities to develop local policies that exceed those standards. Municipalities could require project Proponents to adhere to their local notification and engagement policies. Additionally, ISED allows municipalities to submit a position on applications for concurrence (i.e., support) within their boundaries. However, all decisions on Telecommunications infrastructure proposals rests with ISED. This policy provides the minimum notification and engagement standards, as well as development approval and siting preferences, for proposed Telecommunications infrastructure within the Town of High Prairie, including guidance for administrative and planning review of such applications.

2. POLICY STATEMENT

The Town of High Prairie supports orderly development and effective operation of a strong, reliable Telecommunications network for the benefit of residents and businesses, guided by appropriate local consultations and responsible land use decision-making and development process.

3. POLICY PURPOSE AND OBJECTIVES

The purpose of this Policy is to establish appropriate guidelines to facilitate and guide proposed Telecommunications Facilities within the Town of High Prairie, consistent with Innovation, Science and Economic Development (ISED) Canada's Client Procedure Circular. Specifically, this policy aims to:

- 3.1 Establish a clear, objective, transparent, predictable and streamlined process for reviewing and evaluating proposed Telecommunications Facilities within the Town;
- 3.2 Establish a transparent local awareness creation and public consultation process ensuring that the Town, residents and other affected stakeholders contribute local knowledge that facilitates and influences the location, siting, design and appearance of proposed Telecommunications Facilities within the Town, where appropriate;

- 3.3 Minimise adverse land use impacts of Telecommunications Facilities within the Town of High Prairie; and
- 3.4 Contribute to the orderly, efficient development and effective operation of a strong, reliable Telecommunications network within the Town of High Prairie through
 - a) Minimizing the number of new Telecommunications Facility sites by encouraging co-location;
 - b) Encouraging designs that integrate with surrounding land uses and public realm; and
 - c) Allowing Proponents and ISED to identify and resolve potential land use, siting or design concerns with the Town at an early stage in the process.

4. DEFINITIONS

In this Policy,

- (a) **Administration** means, for the purpose of this document, the staff and contractors of the Town of High Prairie who are tasked with receiving, evaluating and processing applications/submissions for Telecommunications Facilities within the Town;
- (b) **Adjacent Residential Development** means residential properties that borders a proposed or existing Telecommunications Facility site, including those sites separated by a public or private thoroughfare, utility right of way, railway, stream, river or other natural or man-made feature or elements as determined by the Town of High Prairie;
- (c) **Affected Properties** means all properties within a prescribed radius of a proposed Telecommunications Facility to which notification must be sent;
- (d) **Antenna** means a device, or a combination of devices, used, intended to be used or capable of being used to receive and/or transmit, radiocommunication;
- (e) **Co-location** means the placement or installation of Antenna systems owned or operated by one or more Proponents on another Telecommunications Facility operated by a different Proponent, thereby creating a shared facility;
- (f) **Council** means the duly elected Council of the Town of High Prairie;
- (g) **Development Permit** means a document issued by the Town authorizing the completion of specific Telecommunications works or activity;
- (h) **Development Authority** means the Town's Administrative Department or person(s) appointed by Council to exercise development authority powers, functions and duties on behalf of the Town, in accordance with the Development Authority Bylaw, including any consultants retained by the Town to perform or assist in performing such functions;
- (i) **Environmentally Sensitive Area** means an area protected for environmental reasons in local or regional land use plans, or designated as such by a local, regional or provincial body;
- (j) **Force Majeure** means any acts, events or circumstances that lie outside the control of the Proponent, such as but not limited to pandemics, that prevents the Proponent from organizing a Public Engagement Meeting;

- (k) **ISED** means the Ministry of Innovation, Science and Economic Development (or, for purposes of this Policy, the federal government department or agency responsible for regulating and approving Telecommunications Facilities in Canada);
- (l) **Height** means the distance from the base of a structure to its highest point projection;
- (m) **Heritage Areas/Structures** means any areas, buildings or structures (e.g. monument) receiving heritage designation by the Town;
- (n) **Letter of Concurrence** means a letter from the Town of High Prairie supporting a Proponent's proposal for the installation of a Telecommunications Facility within the Town;
- (o) **Letter of Non-Concurrence** means a letter from the Town of High Prairie signifying no support for a Proponent's proposal for the installation of a Telecommunications Facility within the Town;
- (p) **Municipal Government Act** means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.
- (q) **Notification Distance:** means the prescribed horizontal distance measured from the boundary line of a property or site proposed for a Telecommunications Facility.
- (r) **Proponent** means a company, organization or individual, or a designated company, organization or individual acting on their behalf, which provides commercial or private telecommunications services under the regulation of Innovation, Science and Economic Development Canada (ISED);
- (s) **Radiocommunication** means any emission, transmission or reception of signs, signals, writings, images, sounds or intelligence of any nature by means of electromagnetic waves of frequencies lower than
- (t) **Prescribed Distance:** means the horizontal distance measured from the outside perimeter of the supporting structure of the proposed freestanding or building/structure-mounted Telecommunications Facility. The outside perimeter begins at the furthest point of the supporting mechanism, be it the uttermost guy line, building edge, face of the supporting tower, etc;
- (u) **Public Consultation Meeting** means a meeting conducted by a Proponent or their representatives to which members of the public, stakeholders and Affected Property owners/occupants are invited, and at which attendees are informed about a proposed Telecommunications Facility installation within the Town;
- (v) **Regular Mail** means non-registered, first-class mail services offered by Canada Post;
- (w) **Residential Area** means lands or property that are used or zoned to permit residential or residential-related uses under the Town's Land Use Bylaw;
- (x) **Site** means the subject property for which the Telecommunications Facility is proposed;
- (y) **Stakeholder** means a group of people or an organization that may be affected by or hold an interest in a proposed Telecommunications Facility. A Stakeholder Group may be required to be contacted and consulted as appropriate, at the discretion of the Development Authority;

- (z) **Setback** means the distance from the location of the proposed Telecommunications Facility to the property lines of the site on which it is located or from the location of the proposed Telecommunications structure to nearest boundary of an adjacent property or land use district measured in a straight line, as the context may apply;
- (aa) **Stealth Structure or Stealth Installation** means the installation of a Telecommunications Facility in a manner that is designed and constructed to hide, camouflage or integrate the Facility into an existing building, landscape, topography or structure;
- (bb) **Submission** means an information package containing the required information regarding a proposed Telecommunications Facility submitted by a Proponent to the Town's Development Authority for Development Permit approval and/or Concurrence.
- (cc) **Telecommunications Facility** means a device or group of devices used to receive and/or transmit Radiocommunication. Telecommunications Facility include Antennas, and any supporting Towers, masts or other supporting structure, as well as related accessory structures, such as equipment shelter, required for the proper functioning of said Facility. For the purpose of this Policy, the following two types of Telecommunications Facilities are recognized:
 - (a) Freestanding Telecommunications Facility: means a structure (e.g., Tower or masts) built from the ground up, including any related accessory buildings, for the expressed purpose of hosting an Antenna system(s);
 - (b) Building/Structure-Mounted Telecommunications Facility: means a Telecommunications Facility mounted on an existing non-tower structure, which may include, but are not limited to, a building wall, rooftop, a light standard, water tower, and utility pole.
- (dd) **Telecommunications Tower (or Mast)** means an engineered structure, including the foundation and supports, which is designed primarily to support Antennas.
- (ee) **Town** means the corporation of the Town of High Prairie.

5. DEVELOPMENT PERMIT APPLICATION REQUIREMENTS, PROCESS AND EXEMPTIONS

- 5.1 The following proposals for Telecommunications Facilities located within the Town shall require a Development Permit issued by the Town's Development Authority, prior to commencing the development:
 - (a) Installation of new Telecommunications Facilities;
 - (b) Modification, addition or expansion of existing Telecommunications Facilities, including to facilitate co-sharing, that results in a change in intensity of use of land;
 - (c) Relocation of existing Telecommunications Facilities within the Town.
- 5.2 The following proposals regarding Telecommunications Facilities located within the Town shall not require a Development Permit approval from the Town's Development Authority:
 - (a) Repair and maintenance of existing Telecommunications Facilities;
 - (b) Decommissioning of any existing Telecommunications Facilities;

- (c) Temporary Telecommunications Facilities proposed to be used for special events or to support local, provincial or national emergency operations, and removed thereafter.
- 5.3 To apply for a Development Permit, the Proponent shall:
- (a) Complete a Development Permit application form, including all required information indicated on the form;
 - (b) Include all required documentation, including the public notification and consultation package, where required (please refer to Section 12 of this Policy);
 - (c) Pay the applicable fees, as set out by Council in the Fees Bylaw;
 - (d) Submit the application package to the Development Authority.
- 5.4 Prior to making a decision on a Development Permit application for a proposed Telecommunications Facility, the Development Authority:
- (a) Shall ensure that the application is complete, in accordance with the provisions of the *Municipal Government Act*;
 - (b) Review the Land Use Bylaw to ensure that the proposed location is supported by the Land Use Bylaw;
 - (c) Shall Consult Council for input and advise;
 - (d) May refer the application to the Head of Public Works Department for review and comments;
 - (e) May refer the application to any other external entities for review and comments.
- 5.5 Where it is determined that the proposed location of the Telecommunications Facility is not supported by the Land Use Bylaw, the Development Authority shall require the Proponent to apply for a Land Use Bylaw amendment, prior to submitting an application for a Development Permit.
- 5.6 The cost of amending the Land Use Bylaw to facilitate a proposed Telecommunications Facility development shall be borne by the Proponent.
- 5.7 Notwithstanding Policy 5.6 above, Council may direct Administration to initiate the required amendment to the Land Use Bylaw at the cost of the Town.
- 5.8 A Land Use Bylaw amendment intended to support a proposed Telecommunications Facility shall follow the requirements of the *Municipal Government Act*, including a public hearing.
- 5.9 Where a Development Permit approval is not required for a proposed Telecommunications Facility,
- (a) The Proponent shall comply with the pre-consultation requirements under Section 11 of this Policy, unless the work involves routine maintenance or emergency repairs;
 - (b) The Development Authority shall review the proposal to confirm that it qualifies to be exempt from the requirement of a Development Permit and provide a response to the Proponent.

6. DECISION

- 6.1 In deciding on a Development Permit application for a proposed Telecommunications Facility, the Development Authority shall consider the following:
- (a) Information contained in the application package;
 - (b) The requirements of the Land Use Bylaw;
 - (c) Feedback from Council and any other entities to whom the application was referred.
 - (d) Any guidelines or directives issued by ISED.
- 6.2 In deciding on a Development Permit application for a proposed Telecommunications Facility, the Development Authority shall adhere to the timelines provided for Development Permit applications within the Land Use Bylaw.
- 6.1 A decision of the Development Authority on a Development Permit application for a proposed Telecommunications Facility:
- (a) May include the appropriate approval conditions, including but not limited to:
 - (i) the requirement to construct the proposed Telecommunications Facility as approved per the application, site plan and any other stated requirements;
 - (ii) the posting of security for the construction of any required screening, fencing, landscaping and access;
 - (iii) a commitment to accommodate other Telecommunications Facilities in the future, if feasible; and
 - (iv) the requirement to obtain any other external approvals as required.
 - (b) Must be advertised in accordance with the Town's Public Notification Bylaw.

7. APPEAL

- 7.1 No appeal lies in respect of a decision of the Development Authority regarding an application for a proposed Telecommunications Facility.
- 7.2 As part of providing public notification of the decision, the Development Authority shall include a statement to the effect that no appeal lies in respect of a decision regarding Telecommunications Facilities, as it is under federal jurisdiction.

8. LOCATION

Preferred Locations

- 8.1 In addition to the technical factors and any relevant ISED guidelines for selecting the general location and specific site for proposed Telecommunications Facilities, following are the locations preferred or encouraged by the Town for siting proposed Telecommunications Facilities:
- (a) Municipally owned lands;
 - (b) Transportation and Utility Corridors;

- (c) Industrial, Commercial and Urban Reserve Areas, as designed by the Land Use Bylaw;
- (d) Co-location with existing Telecommunications Facilities;
- (e) As near as possible to similarly scaled structures;
- (f) Areas that maximize distance from Residential Areas;
- (g) Areas that respect public views and vistas of important natural or manmade features.

Discouraged Locations

8.2 Notwithstanding the technical factors and any relevant guidelines issued by ISED regarding the general location and site selection for proposed Telecommunications Facilities, following are locations discouraged for siting proposed Telecommunications Facilities in Town:

- (a) On residential properties or areas in close proximity to residential dwellings;
- (b) On school properties or areas in close proximity to schools;
- (c) Environmentally Sensitive Areas and significant natural areas;
- (d) Heritage designated areas;
- (e) Inappropriate sites within Parks and Open Spaces;
- (f) Pitched roof of buildings;
- (g) Sites of geographical prominence.

Co-location

8.3 Prior to submitting a proposal or application for a new Telecommunications Facility, the Proponent must consider the following options:

- (a) Sharing an existing Telecommunications Facility, including, if necessary, working with the owner of that facility to modify, upgrade or replace the structure to facilitate co-sharing;
- (b) Locating, examining and leveraging any available existing structure, including but not limited to rooftops, water towers or utility poles, that may support the proposed facility.

8.4 To provide future co-location opportunities, the Town strongly encourages new Telecommunications Facilities to include co-location capacity.

9. DESIGN PREFERENCES

9.1 Proposed Telecommunications Facilities should be designed and developed with consideration to adjoining land uses and surroundings (including residential areas, parks and historic sites) by being discrete, limiting visual impact, preventing interference with natural features and views, and, where possible, limiting the development footprint on the site.

9.2 Following are the Town's detailed design preferences. These design preferences are not exhaustive, meaning that the Town could add additional design requirements during the consultation or approval process:

(a) **Screening:**

The use of existing or new vegetation, landscaping, fencing or other means to blend the proposed Telecommunications Facility with the surrounding built and natural environment is strongly encouraged.

(b) **Design, Colour and Massing:**

The overall design and massing of the facility must compliment the architecture, materials and color of any existing buildings onsite and/or within the vicinity. Tower designs with least visual impact should be used. Flush-mounted antennas are preferred over pinwheel versions. Wherever possible, Telecommunications Facilities should be built as stealth structures, meaning that they should be unobstructive at street level, such that the casual observer would not realize that they are being used for Radiocommunication. Where placed adjacent to an existing principal building onsite, the proposed Telecommunications Facility should be constructed such that they are as similar as possible in appearance to the facades of the principal building

(c) **Signage:**

The placement of signs on Telecommunications Facilities is generally discouraged. However, in circumstances where the Development Authority determines it is appropriate, signage must be limited to identifying only businesses, uses or services occurring onsite, and should be used to assist in screening, disguising or camouflaging the Antennae structure.

(d) **Illumination:**

Unless explicitly required by Navigation Canada and/or Transport Canada, the installation of any kind of lighting on a structure housing Telecommunications Facilities is discouraged. Where lightning is required, they should be kept to a minimum and provide the least amount of illumination possible. The maximum strobe interval permitted by Transport Canada should be used for any necessary strobe illumination. Illumination of the compound or site containing Telecommunications Facilities for security reasons is allowed, provided that the proposed lighting uses the minimum number of lights, is protected or screened from nearby residential properties, has low illumination intensity, and, if possible, controlled by motion detection system.

(e) **Building-mounted Facilities:**

Where Telecommunications Facilities are placed on top of buildings, they should be setback from the edge of the roofline so as to minimize visual impact from the ground level. Where Facilities are placed on the wall or side of buildings, they shall not project more than 2 metres from the wall surface.

(f) **Access:**

Where a proposal requires the installation of a new access or modification to an existing access, the proposal shall be referred to:

- (i) The head of Public Works Department, if the access is connected to a municipal road; or
- (ii) Transportation and Economic Corridors, if the access is connected to a Provincial road for review and comments prior to a decision.

10. DEVELOPMENT SETBACKS

- 10.1 Pursuant to Policy 8.2, the Town discourages the siting of Telecommunications Facilities on or in close proximity to residential properties and schools of any size or density. Notwithstanding this, where proposed Telecommunications Facilities are proposed to be located near residential properties and schools, the following minimum setbacks shall be maintained:

Table 1: Prescribed Setback Distances for Proposed Telecommunications Facilities

Residential Buildings	
Height of Tower Structure	Minimum Setback Distance
Less than 15 m	Three (3) times the proposed Tower Height
15 m – 30 m	75 m
31 m – 45 m	100 m
46 – 55 m	122 m
55 m or greater	Three (3) times the proposed Tower Height
School Buildings	
Any height	100 m

- 10.2 The prescribed setback distances in Table 1 above shall be measured from the base of the proposed Tower to the nearest dwelling unit (including any complimentary suite situated in a backyard or on a detached garage) or school building. Additionally, for the purpose of this section, a Tower that is between whole numbers in height shall be rounded to the nearest whole number prior to the setback determination (for instance, if the tower height is 41.5 m, it shall be considered as 42 m tall).
- 10.3 Notwithstanding the setback distances prescribed in Table 1 under Policy 10.1, the Town reserves the right to vary the setbacks on a case-by-case basis, taking into consideration certain factors, including:
- (a) The terrain;
 - (b) Presence of any vegetation that serves as a buffer;

- (c) Any intervening utility and transportation corridor, rivers, streams and non-residential structures, proposed design and screening;
- (d) Relevant input or feedback from the public consultation process; and
- (e) Any other relevant factors.

10.4 The siting of Telecommunications Facilities within the site shall comply with the applicable setbacks for the land use district, as prescribed in the Land Use Bylaw.

10.5 Notwithstanding the setback distances prescribed in the Land Use Bylaw, the Development Authority may vary the setbacks on a case-by-case basis, taking into consideration the following:

- (a) The terrain;
- (b) Presence of any vegetation that serves as a buffer;
- (c) Any intervening utility and transportation corridor, rivers, streams and non-residential structures, proposed design and screening;
- (d) Impact on the value, enjoyment or use of adjacent land uses and properties;
- (e) Impact on the enjoyment or use of neighbourhood amenities;
- (f) Relevant input or feedback from the public consultation process; and
- (g) Any other relevant factors.

11. CONSULTATION REQUIREMENTS

Pre-submission Consultation

11.1 Prior to the submission of any proposal for a proposed Telecommunications Facility within the Town, the Proponent shall request or initiate a preliminary consultation process with the Town's Development Authority.

11.2 Prior to initiating the preliminary consultation process, the Proponent is strongly encouraged to review this Policy document, in order to understand the Town's policies regarding Telecommunications Facilities, including site selection, design and co-location preferences.

11.3 The preliminary consultation must occur early on in the process and prior to finalizing the location or design of the proposed Telecommunications Facility, initiating any public engagement and/or submitting the final proposal and/or Development Permit application, if required. Following will be discussed during the preliminary consultations:

- (a) Type and height of proposed Telecommunications Facility;
- (b) Design and appearance of the proposed Telecommunications Facility, with preliminary drawings or visual renderings superimposed to scale;
- (c) Potential alternative locations;
- (d) Evaluation criteria;

- (e) Investigations regarding potential co-location opportunities within 500 m of the proposed alternative locations;
- (f) Potential co-location capacity of the proposed facility, if viable;
- (g) The need and requirements for public consultation, if applicable;
- (h) The need and requirements for a Land Use Bylaw Amendment, if applicable;
- (i) The need and requirements for a Development Permit Application, if applicable;
- (j) Preliminary issues of concern; and
- (k) Any studies or assessments that may be required.

Public Consultation Process and Requirements

- 11.4 Where a proposed Telecommunications Facility is not exempted from the requirement of public consultation pursuant to Policy 11.14, the public engagement process shall be completed prior to the submission of a final proposal and/or Development Permit application (if required).
- 11.5 The public consultation process shall be commenced by providing written notification to
- (a) The owners/occupants of all properties located within the prescribed distance;
 - (b) Any adjacent municipalities located within the prescribed distance;
 - (c) The Town Office, whether or not the Town is a registered owner or occupant of a property located within the prescribed distance; and
 - (d) All designated community associations within the prescribed distance;
 - (e) Any other stakeholders recommended by the Town.
- 11.6 The Town shall provide to the Proponent, or assist the Proponent in obtaining, the mailing address(s) of the landowners/occupants of all affected properties, adjacent municipalities and any other relevant stakeholder(s) recommended by the Town. To comply with the *Freedom of Information and Privacy Act* (FOIP), the information shall not include names or other personal information.
- 11.7 The Town may charge a fee for compiling the mailing addresses of Affected Property owners and organizations.
- 11.8 The notification shall be:
- (a) headed or titled as **"NOTICE TO NEARBY RESIDENTS AND STAKEHOLDERS: INFORMATION AND CONSULTATION REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY IN HIGH PRAIRIE"**;
 - (b) mailed out or hand-delivered to all properties at least thirty (30) calendar days prior to the scheduled Public Engagement Meeting or session, if required;
 - (c) advertised at least once in a newspaper or other publication having circulation within the Town and approved by the Development Authority, at least fifteen (15) calendar days prior to the scheduled Public Engagement Meeting (if required); and

- (d) provided in Canada's two official languages, English and French.

11.9 The Notice shall contain:

- (a) Clear and detailed information regarding the proposed Telecommunications Facility, including the purpose, type, height, dimensions, colour, appearance and design, and a description of any antenna to be mounted on the supporting structure, accompanied by simulated images or engineered drawings;
- (b) The proposed location of the proposed Telecommunications Facility within the Town, including the civic address, legal land description and geographic coordinates, distance to the nearest residential property (or residential land use district, if no dwellings exist yet), as well as the prescribed notification radius (showing all the affected properties), with appropriate accompanying map(s).
- (c) A scaled site plan, showing the parcel size, property lines and dimensions, north arrow, access, adjacent roadways, any existing developments on the site (including the location, type, dimensions and setback from property lines), as well as the location, height, dimensions and appearance of the proposed Telecommunications Facility within the site, including setbacks from property lines and any site treatment, including landscaping and screening.
- (d) Reasons why existing Telecommunications Facilities or other infrastructure could not be used, including a list of other structures that were considered unsuitable and future co-location possibilities for the proposed Telecommunications Facility, if applicable.
- (a) The process and timeline for submitting written responses to the Proponent:
 - i. Where a Public Engagement Meeting is required, the deadline must be at least five (5) calendar days prior to the meeting date.
 - ii. Where a Public Engagement Meeting is not required, the deadline must be at least thirty (30) days after the notice is mailed or hand-delivered.
- (b) An invitation to attend a Public Engagement Meeting, including the proposed meeting date, location and time, the purpose of which is to discuss the proposed Telecommunication Facility, where required;
- (c) The contact information of the Proponent; and
- (d) Any other relevant information.

11.10 In addition to the prescribed notification requirements under Policy 11.5, the Town may require the Proponent to utilize such other means, including but not limited to, erecting large format temporary notice board sign(s) on the site of the proposed Telecommunications Facility that is clearly visible from any roadway abutting the site, as deemed necessary, to draw public attention to the proposed proposed Telecommunications Facility.

11.11 Following the delivery or completion of the public notification requirements, the Proponent shall provide an opportunity for the public to submit written comments or concerns about the proposal and respond to them. More specifically, the Proponent shall:

- (a) Provide the public a minimum of thirty (30) calendar days to submit written questions, comments and concerns regarding the proposed Telecommunications Facility;
 - (b) Respond to questions or concerns received in a timely fashion, and no more than thirty (30) calendar days following receipt;
 - (c) Allow any party to respond to the Proponent's response within twenty-one (21) calendar days (public reply comments) from the receipt of the Proponent's initial response.
 - (d) Keep a record of all correspondence that occurred during the written consultation process, including any agreements that may have been reached and/or any concerns that remain outstanding.
- 11.12 A Public Engagement Meeting shall be required where, in the opinion of the Town, the proposed Telecommunications Facility is deemed as being significant by way of its characteristics (such as type, size, height and design), location, likely impacts, and/or may generate significant public interest.
- 11.13 The format or style of the Public Engagement Meeting shall be at the discretion of the Proponent, and may include an Open House, Drop-in or Town Hall format. However, where required, the Public Engagement Meeting shall:
- (a) be hosted by the Proponent;
 - (b) be held at an accessible physical location;
 - (c) be held at an appropriate time of day and duration to encourage attendance;
 - (d) include an appropriate visual display of the proposal, including a copy of the site plan, aerial photography of the proposed location and engineered drawings showing the facility design;
 - (e) have the appropriate representative(s) of the Proponent available to present the proposal and/or to respond to public comments or questions;
 - (f) adhere to any other applicable requirements from ISED;
 - (g) include a report detailing the proceedings of the meeting, including but not limited to the location, time, number of attendees, public input (submissions, presentations, questions or concerns), and by the Proponent to public comments.
- 11.14 The date, time and location of the Public Engagement meeting shall be determined by the Proponent, in consultation with the Development Authority.
- 11.15 Where it is not possible or appropriate to hold a Public Engagement Meeting due to a *force majeure*, the Proponent shall be required to comply with the written consultation process outlined in Policy 11.11, and may, subject to approval of the Development Authority, also be required to conduct a virtual or alternative means of holding the Public Engagement meeting.
- 11.16 The public consultation process, including the notification, written consultation and public meeting, shall be completed within a maximum period of 120 calendar days following the conclusion of the preliminary consultations with the Town. At the request of either the Proponent or the Town, the consultation timeline may be extended upon mutual agreement by both parties.

- 11.17 The cost of completing the public engagement process, including the notification, advertisement and meeting, if required, shall be borne by the Proponent.

Prescribed Distance

- 11.18 Where required, the prescribed notification distance shall be 600 metres or six (6) times the height of the proposed Telecommunications Facility, measured from the lowest ground level at the base, including the foundation, to the tallest point of the Facility. Depending on the particular installation, the tallest point may be an antenna, lightening rod, aviation obstruction lightning or some other appurtenance. Any attempt to artificially lower the height, including through the addition of soil, aggregate, or other means, shall not be included in the calculation or measurement of the height of the facility.

Exemptions from Public Consultation

- 11.19 All proposals for Telecommunications Facilities within the Town shall be required to complete the public consultation requirements of this Policy, except the following:
- (a) Any proposal that does not require a Development Permit;
 - (b) Private freestanding Telecommunications Facilities not exceeding 15m above ground level;
 - (c) Modifications to any existing freestanding Telecommunications Facilities, including to facilitate co-sharing, provided that the total cumulative height does not exceed 25% of the height of the original facility installation;
 - (d) Any Telecommunications Facility that is mounted on the top or side of a building where the facility projects less than 2 m from the top or side of the building;
 - (e) Any Telecommunications Facility mounted on any building greater than 23 m or six (6) storeys in height, and comprises 25% of the building's height, as defined by the Land Use Bylaw in force at the time of application;
 - (f) Any proposed Telecommunications Facility within a commercial or industrial land use district located outside of the setback distances prescribed in Section 10 of this Policy.
 - (g) Any proposed Telecommunications Facility located outside a residential, heritage area or other sensitive lands, and buffered by substantial tree cover, topography or buildings.
 - (h) Any other types of installations exempted from public consultation by ISED.

12. FINAL PROPOSAL SUBMISSION AND REQUEST FOR CONCURRENCE

- 12.1 Following the conclusion of the public engagement process, the Proponent shall submit the final proposal package to the Development Authority for review and decision-making, which shall include the following:
- (a) A Complete Development Permit application;
 - (b) Final details regarding the Proposed Telecommunications Facility, including
 - (i) Description of the type of Facility;

- (ii) Height of the Facility;
- (iii) Design and appearance of the system;
- (iv) Description of any future co-location capacity, if applicable;
- (v) Final selected location. If the location is different from the one advertised in the notification, then the information shall include the civic address, legal land description and geographic coordinates, distance to the nearest residential property (or residential land use district, if no dwellings exist yet), as well as the prescribed notification radius (showing all the affected properties), with appropriate accompanying map(s).
- (vi) Justification of the selected location;
- (vii) Site plan;
- (viii) Elevation drawings showing the all sides of the proposed system.
- (c) If co-location with an existing Telecommunications Facility or infrastructure is not feasible, written confirmation, with details, from a qualified professional providing reasons for the non-viability.
- (d) A brief report documenting the pre-consultation meeting or discussions with the Town.
- (e) Public consultation package showing evidence of completing the public consultation process pursuant to Policy, including:
 - (i) A copy of the notification provided to each affected resident and other stakeholder;
 - (ii) Evidence of advertising the notice in a local newspaper or other publication;
 - (iii) A public consultation report, containing detailed information regarding the written consultation and, if undertaken, the Public Engagement Meeting:
 - 1) For a Public Engagement Meeting: the meeting summary, including list of attendees and phone numbers (where provided voluntarily), topics discussed, issues raised and responses provided.
 - 2) For the written consultation process: copies of all letters and other written communications received, as well as responses from the Proponent.
 - (iv) A letter of response from the Proponent outlining how all the concerns and issues raised by the public were addressed.
- (f) A formal request for Concurrence, if required by the Proponent.
- (g) Any other information, report or document the Development Authority determines as necessary and appropriate to facilitate proper evaluation of the proposed Telecommunications Facility.

13. FINAL APPROVAL AND CONCURRENCE

- 13.1 Following the receipt of the final submission package, the Town will review all the information received and make a decision in accordance with process and timeline provided for under Section 5.

- 13.2 The Town shall only issue a Letter of Concurrence, if requested, where in the opinion of the Town's Development Authority the proposal satisfies the relevant requirements of this Policy, including the technical and consultation requirements, if applicable.
- 13.3 The Letter of Concurrence shall be addressed to ISED and copied to the Proponent, concurrent with the issuance of the Development Permit. Where deemed appropriate, the conditions of the Development Permit shall be included in the Letter of Concurrence.
- 13.4 Where in the opinion of the Town's Development Authority the proposal does not satisfy the relevant requirements of this Policy, the Town shall issue a letter of non-concurrence. The letter of non-concurrence shall be issued concurrent with the issuance of the Development Permit, and shall be addressed to ISED and copied to the Proponent. The letter shall include reasons for the Town's decision, including any outstanding issues raised, including those from the Town and/or the public and other stakeholders.
- 13.5 If, after issuing the Letter of Concurrence, it is determined that
- (a) the proposal contains a material misrepresentation of facts;
 - (b) the Proponent failed to disclose all the pertinent information regarding the proposal;
 - (c) the plans and conditions upon which the Development Permit and concurrence were issued have not been complied with, and a resolution cannot be reached
- the Town may rescind its decision by providing written notification, with reasons, to the Proponent and ISED.
- 13.6 Notwithstanding any provisions of the Land Use Bylaw, a Development Permit and Letter of Concurrence, if issued, are valid for a maximum period of three (3) years from the date of issue. If the proposed Telecommunications Facility is not completed within three (3) years from the date of issue, the Development Permit and Letter of Concurrence shall automatically expire.
- 13.7 Once a Development Permit and Letter of Concurrence have expired, a new application, public consultation (as applicable), submission and review process, at the cost of the Proponent, shall be required prior to construction.
- 13.8 Notwithstanding section 13.6 and 13.7, the Town may waive the requirement under section 13.7 where the Town and the Proponent agree to a limited timeline extension (not exceeding one (1) additional year) for completing the proposed Telecommunications Facility. Such an extension shall only be granted where:
- (a) the Proponent submits a written extension request, including reasons for the request, to Administration at least sixty (60) calendar days prior the expiration date of the Development Permit/Letter of Concurrence.
 - (b) The Development Authority determines that the reasons for the extension request are deemed valid and appropriate.
- 13.9 If the Proponent fails to complete the proposed Telecommunications Facility within the extended timeline agreed upon between the Town and the Proponent, the Development Permit and Letter

of Concurrence shall be deemed permanently expired, and any attempt on moving forward with the project shall require a new pre-consultation, public consultation, new application submission and new concurrence letter, if required.

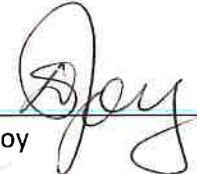
- 13.10 A Development Permit and concurrence may be transferred from the original Proponent to another Proponent without the need for further consultations, provided that:
- (a) All the information submitted by the original Proponent in support of obtaining the Development Permit/concurrence is transferred to the new Proponent;
 - (b) The approved Telecommunication Facility for which the Development Permit/concurrence was issued is the exact same facility the new Proponent constructs;
 - (c) The construction of the Facility is completed within the timeline provided for in this Policy.
- 13.11 A Development Permit and concurrence shall not be transferred from the original Proponent to another Proponent where the latter contemplates or makes any modifications to the approved Telecommunication Facility. In such circumstances, the new Proponent shall treat the proposal as new and comply with processes and requirements of this Policy.

14. REDUNDANT TELECOMMUNICATIONS FACILITIES

- 14.1 The Town may request network operators to clarify the status of any existing Telecommunication Facilities in the municipality, including information regarding the future status or planned decommissioning.
- 14.2 Where the network operator(s) concur that an existing Telecommunications Facility is redundant, the Town and the network operators shall agree on a timeline for removing the system and all associated buildings and equipment from the site, no more than two (2) years from the date of facility was confirmed as being redundant.
- 14.3 The cost of decommissioning existing Telecommunications Facilities shall be borne by the network operator(s).



Mayor, Brian Panasiuk



CAO, David Joy

June 10/2025

Date