



# CITY OF WEST KELOWNA

## COUNCIL POLICY MANUAL

Pages: 1 of 5

Approval Date: January 22, 2019

<b>DEPARTMENT:</b>	<b>DEVELOPMENT SERVICES</b>
<b>SUBJECT:</b>	<b>Antenna Siting and Design Criteria Policy</b>

### **1. Purpose:**

- 1.1. To establish an antenna siting and consultation process that is harmonized with Innovation, Science, and Economic Development Canada's Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular.

### **2. Goals:**

- 2.1. To set out an objective process, criteria and guidelines that are transparent, consistent and predictable for the evaluation of antenna system siting proposals that:
  - (a) Minimize the number of new antenna sites by encouraging co-location;
  - (b) Encourage designs that integrate with the surrounding environment and land uses; and
  - (c) Establish public consultation requirements.
- 2.2. To contribute to the development and operation of a reliable radiocommunication network.
- 2.3. To provide the City with the information required to satisfy the requirements of Innovation, Science and Economic Development Canada (ISED) regarding local land use consultation, resulting in an informed statement of concurrence, concurrence with conditions, or non-concurrence from the City to ISED.

### **3. Exemptions from antenna system Siting Proposal Review and Public Consultation:**

For the following types of installations, proponents are generally excluded by ISED from the requirement to consult with the City and the public, but shall still fulfill the General Requirements outlined in ISED's Client Procedures Circular. Individual circumstances vary with each antenna system installation and modification, and the exclusion criteria below should be applied in consideration of local circumstances. Consequently, it may be prudent for the proponent to consult even though the proposal meets an exclusion noted below:

- 3.1. New freestanding antenna systems: where the height is less than 15 metres above natural grade. This exclusion does not apply to antenna systems proposed by telecommunications carriers, broadcasting undertakings or third-party tower owners.
- 3.2. Existing freestanding antenna systems: where modifications are made, antennas added or the tower replaced, provided that the total cumulative height increase is no greater than 15% of the height of the initial antenna system installation. No increase in height may occur within one year of completion of the initial construction.
- 3.3. Building/structure-mounted antenna system: antennas on buildings, water towers, lamp posts, etc. provided that the height above natural grade of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%.

- 3.4. Temporary antenna systems used for special events or emergency operations and shall be removed within three months following the conclusion of the emergency or special event.
- 3.5. No consultation is required prior to performing maintenance on an existing antenna system.

#### **4. Siting Guidelines**

Antenna systems should be sited and designed to respect local sensitivities and preferences as identified by the City. The City has set out a number of guidelines under the following criteria for the selection of sites and/or construction of new antenna systems:

##### **4.1. Co-location**

Before submitting a proposal for an antenna system on a new site, the proponent shall explore the following options:

- Consider sharing an existing antenna system, modifying or replacing a structure if necessary; and
- Locate, analyze and attempt to use any feasible existing infrastructure, including (but not limited to) rooftops, water towers, utility poles or light standards.

Where co-location on an existing antenna system or structure is not possible, a new antenna system should be designed with co-location capacity.

##### **4.2. Preferred Locations**

When new antenna systems are required to be constructed, where technically feasible, the following locations are preferred:

- (a) Existing buildings and structures (e.g., rooftops, transmission towers, etc.).
- (b) Free-standing antenna structures: areas designated for Industrial, and Service Commercial land uses in the City's Official Community Plan.
- (c) Areas that maximize the distance from and/or visual impact on residential areas.
- (d) Areas that respect public views and vistas of important natural or humanmade features.
- (e) Transportation and utility corridors.
- (f) As near as possible to similarly-scaled structures.
- (g) Institutional uses where appropriate, including emergency services and hospitals.
- (h) Other non-residential areas where appropriate.

##### **4.3. Discouraged Locations**

New antenna systems should avoid the following areas:

- (a) Residential parcels.
- (b) Agricultural parcels.
- (c) Aquatic Development Permit Areas as delineated in the City's Official Community Plan.
- (d) Adjacent to Okanagan Lake.
- (e) Sites of topographical prominence.
- (f) Locations directly in front of doors, windows, and balconies.
- (g) Pitched roofs.
- (h) Areas with a high tourism value (Wine Trail, Gellatly Village, Farm Loop, etc.)

#### **5. Design Preferences**

##### **5.1. Style and Colour**

- (a) Roof-top antennae should be architecturally integrated to minimize the visual impact on the host building and surrounding area.

- (b) In all instances, the proponent should mitigate visual impacts through appropriate finishing, screening, stealth design techniques (i.e. Monopine), camouflage, etc.

## **5.2. Buffering and Screening**

- (a) Equipment kiosks and utility buildings should be screened from adjacent roads and uses.
- (b) Screening can include using existing vegetation, landscaping, fencing, or other means to blend with the built and natural environments.
- (c) Where adjacent to a principal building, equipment shelters should be constructed of a material similar in appearance to at least one of the materials used in the facades of the principal building and one of the same colours used in the principal building.

## **5.3. Structure**

- (a) Free-standing antenna structures should be sited and scaled to minimize visual obtrusiveness.
- (b) Slim profile monopole designs are preferred over lattice-type tower structures.
- (c) Wall-mounted antennas should be fixed as close to the wall as possible and should not project above the height of the wall face they are mounted on, in order to avoid visual clutter, and should be painted to match the wall colour for stealth.
- (d) The type of antenna structure for each situation should be selected based making best efforts to blend with the nearby surroundings and minimize the impacts on the community.

## **5.4. Height**

- (a) Height for a freestanding antenna system shall be measured from natural grade to the highest point of the structure, including lighting and supporting structures.
- (b) Free-standing antenna structures should not exceed 30.0 metres in overall height.
- (c) Antennae on buildings should avoid projecting more than 5.0 metres above the roofline.

## **5.5. Access**

- (a) Access to remote antenna system sites should have direct access to a public right-of-way.
- (b) Access to antenna systems should be shared with other existing or proposed accesses.

# **6. Application Process**

## **6.1. Pre-Consultation with the City of West Kelowna**

Prior to submitting an antenna system proposal, the proponents shall notify the City in writing of locations in the community that are being assessed for potential antenna system including details of the proposal. The purpose of this request is to:

- Identify preliminary issues of concern;
- Identify requirements for public consultation (including the need for additional forms of notice, the necessity of a public information session, prescribed notification distance, etc.);
- Guide the content of the proposal submission; and
- Identify the need for discussions with other agencies as deemed necessary by the City.

Where the City has an initial concern with the proposed siting of the antenna system, the City will request the applicant select alternative sites.

## **6.2. Proposal Submission**

For a proposed antenna system, the proponent shall submit an application to the City and provide the applicable fee as indicated in the City of West Kelowna Fees and Charges Bylaw.

## **7. Public Consultation Requirements**

Following the submission of an application, the City will direct the proponent to initiate the following public consultation process, including issuing notice, undertaking written consultation, hosting a public information session where required and reviewing the consultation results with the City.

### **7.1. Notice Recipients**

After the proponent has submitted an application, the proponent shall give notice to:

- All affected properties within the prescribed notification distance (250m minimum);
- Any adjacent jurisdictions within the prescribed notification distance (250m minimum); and
- The City of West Kelowna Mayor and Council via: [mayorandcouncil@westkelownacity.ca](mailto:mayorandcouncil@westkelownacity.ca).

The City will assist the proponent in compiling a mailing list of addresses of the affected residences within the prescribed distance from the proposed antenna system. The mailing list will not include owner or occupant names.

### **7.2. Notice Requirements**

The notice shall be reviewed by the City prior to mailing and be sent by the proponent via regular mail, or hand-delivered, a minimum of 30 days before the public information session (where a public information session is required), and include:

- (a) The proposed antenna system's purpose, the reasons why existing antenna systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal;
- (b) The proposed location within the community, the geographic coordinates, and the specific property or rooftop, including a 21 cm x 28 cm (8 1/2" x 11") size copy of the site plan;
- (c) An attestation that the general public will be protected in compliance with Health Canada's Safety Code 6 including combined effects within the local radio environment at all times;
- (d) A description of the proposed antenna system including its height, dimensions, type, design and colour, a description of future antennae that may be mounted on the structure;
- (e) Design elevation(s) of the proposal and simulated images from areas visually impacted by the proposal;
- (f) Transport Canada's aeronautical obstruction marking requirements if available; if not available, the proponent's expectation of Transport Canada's requirements;
- (g) Reference to applicable consultation processes;
- (h) Notice that general information relating to antenna systems is available on ISED's website: (<http://www.ic.gc.ca/towers>);
- (i) Contact information for the proponent, City contact and the local ISED office;
- (j) The date, time and location of the public information session (where required);
- (k) A deadline date for receipt by the proponent of public responses to the proposal:
  - Where a public information session is required, the deadline date shall be no more than five days before the date of the session; and
  - Where a public information session is not required, the deadline date shall be at least 30 days after the notices are mailed.
- (l) The notification shall be sent out in an envelope addressed to either the "Owner" or the "Occupant" and shall clearly show in bold type on the face of the envelope the statement: **"NOTICE FOR RESIDENTS WITHIN [INSERT PRESCRIBED DISTANCE] OF A NEW PROPOSED ANTENNA SYSTEM. INFORMATION IS ENCLOSED."**

### **7.3. Additional Notice Requirements for antenna systems Proposed to be Over 20m In Height**

In addition to the public notification requirements noted above, proponents of an antenna system proposed to be 20 metres or more in height shall place two consecutive notices in a local

community newspaper circulating in the proposed area. The notice shall be reviewed by the city prior to release and include:

- (a) The proposed location within the community, municipal address or geographic coordinates and a 10 cm x 10 cm map indicating the proposed location and reference other features in the area;
- (b) A description of the proposed antenna system including its height, dimensions, type, design and colour, a description of antenna that may be mounted on the supporting structure, and simulated images of the proposal;
- (c) Contact information for the proponent, City contact and the local ISED office;
- (d) The date, time and location of the public information session (where required); and
- (e) A deadline date for receipt by the proponent of public responses to the proposal:
  - Where a public information session is required, the deadline date shall be no more than five days before the date of the session; and
  - Where a public information session is not required, the deadline date shall be at least 30 days after the notices are mailed.

#### **7.4. Written Consultation Process**

Following the delivery of the notification, the proponent shall allow the public to submit written comments or concerns about the proposal. The proponent shall:

- (a) Provide the public at least 30 days to submit questions, comments or concerns about the proposal;
- (b) Respond to all questions, comments, and concerns in a timely manner (no more than 60 days from the date of receipt);
- (c) Allow the respondents to reply to the proponent's response (providing at least 21 days for public reply comments);
- (d) Keep a record of all correspondence that occurred during the written consultation process. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding; and
- (e) Provide a copy of all written correspondence to the City.

#### **7.5. Public Information Session**

- (a) The City may request the proponent chair a public information session in cases where there may be significant public interest in the proposed antenna system. The type of public meeting to be conducted (open house or town hall format) is up to the discretion of the proponent, however:
  - The date, time and location shall be determined in consultation with the City.
  - The public information session shall include a visual display of the proposal, and include materials submitted with the application to demonstrate the impact of the proposed antenna system.
- (b) The proponent shall provide the City with a package summarizing the results of the public information session containing at a minimum, the following:
  - List of attendees, including names, addresses and phone numbers (where provided voluntarily);
  - Minutes, agenda, and general format of the session;
  - Copies of all letters and other written communications received; and
  - A letter of response from the proponent outlining how all the concerns and issues raised by the public were addressed.

Previous Revision/s: none
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