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**O-7881  
Telecommunication Facilities  
S. Meksula**

<b>TO:</b>	<b>CHAIR AND MEMBERS PLANNING AND ENVIRONMENT COMMITTEE MEETING ON FEBRUARY 27, 2012</b>
<b>FROM:</b>	<b>JOHN M. FLEMING DIRECTOR OF LAND USE PLANNING AND CITY PLANNER</b>
<b>SUBJECT:</b>	<b>TELECOMMUNICATION TOWERS INFORMATION REPORT</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Director of Land Use Planning and City Planner, with respect to the issue of municipal control over the location, design and construction of communication towers:

- a) The attached Telecommunication Facilities report **BE RECEIVED** for information and circulated to members of the public, major telecommunication carriers, Industry Canada and all interested parties and individuals for review and comment; and,
- b) That the Official Plan Amendment to adopt the Telecommunication Facilities Policy Plan **BE BROUGHT** to a public participation meeting of Planning and Environment Committee to be scheduled for May, 2012.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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**None**

<b>BACKGROUND</b>
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At its meeting held on August 23, 2010, the Planning Committee received an enquiry from Councillor J. L. Baechler as to the process followed with respect to the installation of new telecommunication towers in the City. Planning Committee asked staff to report back on the development of a public process, to be led by the proponents for the towers rather than City staff, which would also include strategies for best management practices that may already be in place in other municipalities, and that may reduce the impact of such structures upon the municipality.

There is a growing need for new telecommunication facilities within the City in order to accommodate the expanded demand of cellular phones and personal communication devices by the general public and businesses. Industry Canada regulates these facilities and is the final approval authority for the location of new telecommunication facilities (towers and/or antennas). However, Industry Canada directs proponents of new telecommunication towers to consult with the local planning authority (City of London) prior to the installation of new telecommunication towers.

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Industry Canada is responsible for approving and licensing telecommunication facilities and encourages the establishment of policies to guide the siting of facilities. Industry Canada has a default consultation process which requires proponents of significant antenna structures to consult with the local land use authority and the public prior to the issuance of a license. They are expected to ensure, by a condition of the license that it issues, that land use authority consultation has taken place prior to the erection of individual antenna structures. Industry Canada has developed guidelines to assist land use authorities in establishing a process for reviewing proposals for telecommunication facilities.

The City of London does not have a formal consultation process or specific guidelines for telecommunication facilities, and currently relies on the Industry Canada consultation process. In addition to the Industry Canada process, staff meets with proponents prior to initiating any public consultation to review the sites and provide preliminary comments. Staff direct applicants from sites that are zoned residential or within 3 times the tower height of a residential zone. Staff also direct applicants to locate towers to be set back a distance equal to the tower height from any road allowance or public walkway.

The City currently provides the applicant with the following information:

- mailing list of all the property owners within a radius of 3 times the tower height, or a 120 metre minimum,
- the name and telephone number of a designated Planner,
- contact information for Community Association and Ward Councillor.

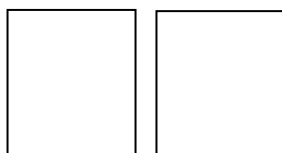
The attached telecommunication tower policy has been prepared by staff to develop a public consultation process to be used in the consideration of the location of new telecommunication towers, to provide direction on the desired site and design guidelines which should be contemplated when a new tower is anticipated. The challenge is to balance the need for additional telecommunication tower locations to address growth and demand requirements with neighbouring community concerns in developed areas of the City.

**Telecommunication Towers**

Given the increased demand for cellular reception service daily, additional towers will be required to maintain and improve the quality of service for the user. According to a Statistics Canada survey released in the spring of 2009, more than 74.3% of Canadian households indicated they had a cell phone in 2008, up from 72.4% in 2007 and the proportion of households with cell phones in Ontario was 76.8%. The number of households that only have cell phones is 8.0% in Canada and 7.4% in Ontario and the numbers are expected to rise. The challenge is to accommodate potential growth while regarding local neighbourhood concerns.

Wireless communication devices such as cell phone personal communication service devices (e.g. iPhone) rely on a network of permanent towers to transmit information among users. These antennas may be permanent on an accessible building or located on a purpose made tower. There are a variety of towers that can be constructed. Towers may vary in height from 10 metres (33 feet) to more than 100 metres (333 feet). The larger towers frequently have a wider diameter and therefore, have a greater structural strength which provides them the capability of supporting antennas for various wireless companies.

The grouping of multiple telecommunication antennas on one tower or building structure by two or more cellular proponents is referred to as co-location. Smaller towers are often referred to as monopole, and usually carry antennas of one supplier only. Monopole towers can range in height from 10 metres (33 feet) to 45 metres (148) feet. Individual antennas on a tower are able to maintain approximately 300 users. Whenever a new user past the 300<sup>th</sup> user capability tries to access the antenna in the vicinity, the user with the weakest signal is disconnected from the



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tower. Consequently, as cell phone usage escalates, the demand for more towers intensifies, as telecommunication providers must bridge the gap in the empty zones that account for the lost calls.

**Telecommunication Facilities (Co-location versus Monopole Design)**

Telecommunication towers can be designed in one or two ways, co-location or monopole towers. Towers designed to incorporate co-location capacity (i.e. multiple antennas) are generally greater in height and have a wider pole than towers designed as a monopole. The pole needs to be larger in width to accommodate all the equipment necessary for each antenna and to provide adequate separation distance with the equipment of the various users. The advantage of telecommunication towers designed for co-location is multiple companies can be located on a single tower and consequently, on the whole the number of individual towers will be reduced. The disadvantage of co-location towers is that they are more visually prominent than monopole systems, and cannot be camouflaged using stealth design techniques, such as a tree design. Although monopole designs are smaller and less obvious, they are incapable of incorporating multiple users and, for that reason, numerous monopole towers would be necessary to accomplish the same network coverage as a single co-location tower.

On the whole towers designed for co-location are preferred in most circumstances, and that new towers should be designed for with co-location capabilities to facilitate additional users in the future. This could reduce the overall number of new towers required, and is in accordance with the direction provided by Industry Canada which emphasises the significance of co-location.

By promoting co-location and the location of telecommunication facilities in non-residential areas, and to streamline the application review process, the proposed telecommunication facilities policy exempts structures with minimal anticipated land use impact from the application process. The exempted structures include:

- Antenna systems or platforms co-located on existing towers provided that the overall height of the structure is not increased;
- Rooftop structures mounted on any building where the structure is 25% or less of the building height, excluding properties designated under the Ontario Heritage Act;
- Telecommunication towers less than 16.6 metres (54.5) in height above ground level.

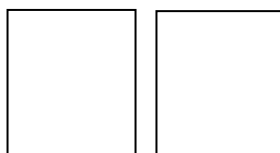
New telecommunication structures that are exempted from the site plan application process may require a building permit.

**Why is a Telecommunication Policy Required?**

The City of London does not currently have a municipal policy regarding telecommunication facilities, and relies on the general guidelines for these uses in Official Plan and Zoning By-law. The City also relies on the default consultation process from Industry Canada.

While staff have had an informal process to supplement the Industry Canada default process, there is no Council-approved municipal consultation process. This means that there is currently no predefined list of submission requirements that must accompany the application or public consultation requirement. In addition, there are currently no design or site selection guidelines, to guide the review of these types of applications.

As stated previously, the Industry Canada's CPC-2-0-03, proponents are required to seek advice from the local land use authority in the location of any new telecommunication towers. In the absence of a City policy being in place, the proponents are required to consult with the City in accordance with Industry Canada's default process. The default process does not include a



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requirement for the submission of a site plan application, and it does not offer any direction on design or location of the towers.

Industry Canada does recognize the importance and potential impact of telecommunication facilities on their surroundings and encourages proponents to notify and consult with local land use authorities. Accordingly, staff is of the opinion that it would be beneficial for the City of London to establish its own formal procedure, which will specifically address the concerns and preferences of the City.

**Aesthetics and Design**

The main function of telecommunication structures is to elevate and support the antenna. There are two principal types of supporting structures for antennas: self supporting and guyed mast. Self supporting towers are square, triangular or pyramidal in shape and may be constructed of various materials such as steel or reinforced concrete. Guyed mast structures are usually made of steel and are kept in position by many guy wires. Although the central column of a guyed mast structure requires little space on the ground compared to a self supporting tower, the guy lines can require up to several acres of land to secure the structure.

Although the proposed Telecommunication Facilities Policy does not identify a preference for a structural type, carriers are encouraged to use colours and designs that will diminish the visual effect of the structure and landscaping to improve screening. As an alternative to the standard tower or mast structures, antenna support structures can be designed to replicate other features present in the landscape such as flagpoles, trees and telephone poles, or be integrated into the design of an existing building. Signs or other material not directly related to the function of the telecommunications equipment is not permitted on a support structure. Proponents are encouraged to comply with all Zoning By-law regulations in which they are situated and every practical consideration to blend the equipment with its environment should be taken.

**Health & Safety**

Industry Canada requires that all telecommunication towers and antennas be operated with the guidelines established by Health Canada's Radiation Protection Bureau. These safety codes specify the requirement for the safe use of, or exposure to, radiation emitting devices. The purpose of this code is to establish safety limits for human exposure to radiofrequency (RF) electromagnetic energy in the frequency range 3 kHz to 300 GHz, known as "Safety Code 6 (2009)". The Federal Government is responsible for the development and implementation of these standards.

**Industry Canada Telecommunication Facilities Policy**

Industry Canada is responsible for approving and licensing telecommunication facilities. Industry Canada requires proponents of significant antenna structures to consult with the local land use authority prior to the issuance of a license. These guidelines are to assist land use authorities in establishing a process for reviewing proposals for new telecommunication facilities. The process for the siting of new telecommunication towers is federally regulated. On January 1 2008, Industry Canada released Client Procedures Circular CPC-2-0-03, Issue 4, *Radiocommunication and Broadcasting Antenna Systems*. Several of the main alterations included in CPC-2-0-03 Issue 4 from the previous Issue 3 are a prerequisite for public notification and consultation in the siting of new telecommunication towers and enhanced public involvement. CPC-2-0-03 includes a Default Public Consultation Process, which summarizes the process that telecommunication providers have to practice when consulting with the local planning authority and the public on the siting of a new tower.

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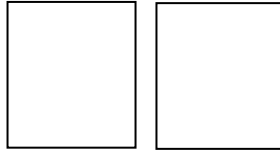
Proponents of new telecommunication towers must follow this Default Process when siting a new tower, except if the local municipality has adapted their own land use consultation procedure. The industry Canada Default Process delineates the subsequent obligations for when and where public notification is necessary; the procedure for consulting with the public and responding to public concerns; the time period between which consultations shall be concluded (120 days); and the kind of proposals that are to be exempt from the requirement for any municipal consultation. It must be made known that if a local municipality chooses to adopt their own procedure, it may not be more prohibitive than the Industry Canada Default Process outlined in CPC-2-0-03. For example, a procedure developed by a local municipality ought to recognize all the exemptions listed in CPC-2-0-03 for tower varieties that do not require any consultation. A municipality may conversely, choose to include additional exclusions as they perceive appropriate.

**Exclusions to Municipal Consideration**

The following proposals of Telecommunication Towers are exempt from the requirement to consult with the City and the public, but are required to fulfill the General Requirements outlined in Section 7 of Industry Canada’s Circular:

- maintenance of existing radio apparatus including the antenna system, transmission line, mast, tower or other antenna-supporting structure;
- addition or modification of an antenna system (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna-supporting structure or other radio apparatus to existing infrastructure, a building, water tower, etc. provided the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure’s height;
- maintenance of an antenna system’s painting or lighting in order to comply with Transport Canada’s requirements;
- installation, for a limited duration (typically not more than 3 months), of an antenna system that is used for a special event, or one that is used to support local, provincial, territorial or national emergency operations during the emergency, and is removed within 3 months after the emergency or special event;
- new antenna systems, including masts, towers or other antenna-supporting structure, with a height of less than 15 metres above ground level;
- Co-location on an existing Telecommunication Tower; and
- amateur radio Telecommunication Towers provide:
  - a. they are strictly for personal use
  - b. the antenna boom or other appurtenance attached to the antenna are more than 1 metre from any property line;
  - c. no structure is place in a front yard; and
  - d. the antenna and associated equipment is less than 10 metres in height;

The proposed process in Appendix 1 would require that some of the exceptions listed above (ie. new installation on a support structure), shall require municipal consultation, although Industry Canada might not acknowledge this and consequently, not require a proponent to follow the City’s process.



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**City of London Policies**

There are general policies related to telecommunication facility uses in the Official Plan and Zoning By-law. The location and construction of a telecommunication facility does not necessitate either Official Plan or Zoning By-law amendment, nor is site plan control generally required. Building permits may be necessary for new telecommunication towers and related buildings in certain circumstances. Below are the City’s current policies which address telecommunication towers.

**Official Plan**

Section 2.1.3., Strategic Priorities, outlines eight goals of the City of London one of which include Infrastructure Renewal and Expansion. This will be accomplished by investing in a strategic and sustainable municipal infrastructure. The goal is to construct and maintain a modern and progressive municipal infrastructure that meets the needs of a growing community, which includes a range of utilities and services as well as telecommunications.

Section 19.1.2., Uses Permitted in all Land Use Designations, permits a range of structures and facilities associated with public services and utilities in all City areas outside of the flood plain or environmentally significant areas. This section includes nine permitted uses one of which includes telecommunications works and transmission lines serving the immediate and surrounding area.

**Zoning By-law**

*In Zoning By-law No.Z.-1., telecommunication networks are defined as a “public utility” and utilities fall under the definition of “public uses” in Section 4.20.2. The general provisions for Public Uses in Section 4.20, “permit the uses of land or the use or erection of any building or structure in any zone for the purpose for the provision of essential services or utilities or drainage work..... provided that:*

- a) such building or structure is designed and maintained in general harmony with the buildings and structures permitted within the zone in which it is located;*
- b) all buildings shall otherwise comply with the regulations of the that zone;*
- c) there shall be no exterior storage of goods, material or equipment in any Residential Zone; and,*
- d) a minimum setback of 20m (65 ft) will be provided from the centre of a high pressure pipeline to the nearest wall of the building intended for human occupancy.”*

Section 4.26 of the General Provisions permits these uses to locate in any zones. Radio, television, or microwave towers and antenna structures are also exempted from height limitations under Section 4.9. Telecommunication towers and accessory structures must also comply with the lot and location requirements for the accessory uses under Section 4.1 (4) which establishes front, interior, exterior and rear yard restrictions.

**Building Permits**

Industry Canada is the Federal Department responsible for licensing and approving wireless telecommunication towers in Canada. This branch also regulates the approval and siting of new telecommunication towers. For that reason, telecommunication towers are not subject to the provisions of the Ontario Planning Act or the Ontario Building Code (OBC); however, a Building Permit may be required for:

- a) any accessory structure to house equipment that is larger than 10m<sup>2</sup>;

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- b) attachment or anchorage design of communication structures (towers or dish antenna) that are to be mounted on or attached to an existing building greater than 10m<sup>2</sup>;
- c) telecommunication towers that exceed 16.6 metres (54.5 feet) above the ground level is a designated structure and is required to be designed in accordance with Part 4 of the (OBC) as are telecommunication dish antenna that are mounted on a building with a circumference equal to or greater than 5m<sup>2</sup> where they are not used for federally regulated broadcasting or telecommunications activities.

The objective of the (OBC) is to ensure the structural integrity of ordinary buildings or property.

**Review Process**

The City will provide comments within 30 days of receiving the application where no public consultation is required or within 120 days when a public consultation process is required.

**Public Consultation Process**

The Industry Canada Client Procedures Circular CPC-2-0-03, guidelines are designed to assist land use authorities in developing a procedure for commenting on and consulting with the public for telecommunication facilities. Many Ontario municipalities have developed telecommunication facilities policies in conjunction with Industry Canada, telecommunication carriers and the public. The objective is to achieve a policy that is consistent in the review of telecommunication tower proposals, encourages consultation with the city and the public, and identifies siting and design criteria.

<b>CONCLUSION</b>
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The City of London does not presently have a recognized consultation process for applicants of new telecommunication facilities. A municipal telecommunication policy would allow the City to recognize local concerns, and formalize procedures for the review of new applications and to encourage communication and consultation between the City, the applicant and the public.

Although telecommunication towers are a federally regulated entity, a new policy will allow the City, to ensure that public comments and concerns are provided to the applicant, and that the municipal siting criteria are considered in telecommunication facilities locations.

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<b>PREPARED BY:</b>	<b>SUBMITTED BY:</b>
<b>SEAN MEKSULA PLANNER II CITY PLANNING AND RESEARCH SECTION</b>	<b>GREGG BARRETT, AICP MANAGER - CITY PLANNING AND RESEARCH SECTION</b>
<b>RECOMMENDED BY:</b>	
<b>JOHN M. FLEMING, MCIP, RPP DIRECTOR OF LAND USE PLANNING AND CITY PLANNER</b>	

February 17, 2012  
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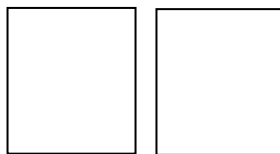
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**APPENDIX 1**

**TELECOMMUNICATION FACILITIES GUIDELINES**



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## **City of London**

# **Telecommunication Facilities Guidelines**

### **Introduction**

The purpose of this policy is to provide guidelines which must be followed by applicants proposing telecommunication structures within the City of London. Industry Canada is responsible for approving and licensing telecommunication facilities. As part of the approval process, Industry Canada requires applicants of significant antenna structures to confer with the local land use authority prior to the issuance of a license. The City of London's Telecommunication Facilities Policy institutes a consultation procedure between telecommunication carriers and the City which provides an opportunity for public consultation in the site selection process. These procedures are intended to provide an application for public feedback regarding the location of telecommunication facilities.

The City will provide applicants of new telecommunication towers, subject to the application review process, with a Letter of Concurrence within 45 days of a complete application if the City is satisfied that its telecommunication consultation process has been followed.

The participation of the City of London or the public in the consultation process does not convey the right to prevent the location of a telecommunications facility. Local By-laws cannot prevent a telecommunication facility from being built since Industry Canada has the final authority provided to them under the Radiocommunication Act. This procedure is intended to identify sensitive locations, promote appropriate design, and promote co-located facilities to be located in areas away from residential neighbourhoods where possible. The decision to grant a license for a telecommunications facility ultimately rests with Industry Canada; when Industry Canada is made aware of any land-use authority objection, issuance of the licence may be delayed for a period of time to allow for negotiations between the parties.

### **This policy applies to:**

- Antenna systems or platforms co-located on existing towers provided that the overall height of the structure is not increased;
- Rooftop structures, such as antennas or related equipment, on buildings where the structure is more than 25% of the height of the building or is greater than 16.6 metres (54.5 feet) in height.
- New telecommunication towers greater than 16.6 metres (54.5 feet) above ground level.
- New telecommunication towers and/or antennas located near an existing residential dwelling, in a residential zone, or on lands designated for current or future residential land use within a distance of 3 x tower height, or a minimum of 120 metres.
- Modifications (e.g. increasing the height) to existing structures greater than 16.6 metres (54.5 feet) above ground level in residential areas or is located less than 120 metres from a residential dwelling, residential zone or lands designated for current or future residential uses.
- Any support structure or antenna located on a property (building, structure or land) designated under either Part IV (designated property) or Part V (Heritage Conservation Districts) of the *Ontario Heritage Act*.

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**Section 1 – Objectives**

1. To facilitate, coordinate and influence the planning and site selection process for telecommunication facilities in the City;
2. To encourage consultation between the City and telecommunication carriers on all applications, and to expedite the review process on applications for new telecommunication sites;
3. To provide a process for public consultation as specified by this policy on all applications; and
4. To inform applicants and the public with the guidelines on all application procedures for the location and design of telecommunication facilities:

**Section 2 – Submission Requirements (Applicant/Proponent)**

1. A brief written explanation of the telecommunications proposal. If applicable the Applicant (carrier) should demonstrate the steps taken to investigate all non-tower and co-location options in the vicinity of the proposed site, and reasons why a tower option is the only feasible alternative. A description of the design elements proposed to minimize the visual impact of the support structure is also required. Pre-consultation with Building Division staff is recommended, particularly where accessory structures are contemplated or for rooftop locations.
2. A site plan of the subject property (or leased portion of the property) drawn to a metric scale showing site grading, location of existing property lines, existing or proposed buildings, fences, existing and proposed landscaping, access, and the type and height of the proposed tower structure. While the City of London recognizes that Industry Canada is the final approval authority for telecommunication facilities, it is also recognized that Industry Canada directs telecommunication providers to consult with the local municipality prior to erecting any non-exempt telecommunication towers.
3. A location map showing the horizontal distance between the proposed support structure installation and the nearest residential dwelling, residential zone or area designated for current or future residential uses.
4. A building permit is required for:
  - a. Equipment shelters that exceed 10 square metres of gross floor area.
  - b. A tower and/or equipment building attached to or constructed on an existing building that is greater than 10 square metres.
  - c. Towers that exceed 16.6 metres above ground level where they are not used for federally regulated broadcasting and telecommunications undertakings.
5. Refer to conformity with site location guidelines and any drawings as required by the building division for a new telecommunication tower which are not exempt from the requirement for municipal consultation, as specified in Section 6 Site Location Guidelines.
6. A completed Application form including the application fee as set out in Section 4, a cheque payable to the City Treasurer.

**Section 3 – Public Consultation Process**

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### 3.1 Requirements for Public Consultation Exemptions

In an attempt to simplify approvals, reduce impacts and promote alternatives to tower construction an exception to the public information meeting section of this procedure will be considered for the following:

1. Emergency services or municipal utilities;
2. Antenna systems or platforms co-located on existing towers provided that the overall height of the structure is not increased;
3. Ground supported towers less than 16.6 metres (54.5) in height above ground level or within industrial designated lands, excluding designated Secondary Plan areas in the City's Official Plan, and located greater than 300 metres from residentially designated lands in the Official Plan;
4. Replacement or modifications to existing tower structures less than 16.6 metres above ground level at the same location;
5. Rooftop structures mounted on any building where the structure is 25% or less of the building height, excluding properties designated under the Ontario Heritage Act;

A Letter of Concurrence shall be provided by the City Planner within 45 days of receiving an complete application to notify the Applicant whether the City's requirements have been satisfied. If an application affects a property designated under the *Ontario Heritage Act*, staff will notify the City's Heritage Planner and the London Advisory Committee on Heritage (LACH), and will inform the Applicant of LACH's comments or concerns.

### 3.2 Submission Requirements for Public Consultation Exemptions

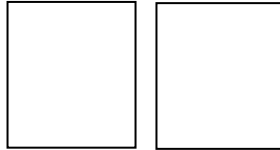
If the proposal meets the requirements for public consultation exemptions, it is requested that the proponents of new telecommunications installations that are exempt from the requirement for municipal review still provide the City of London with information on the installation for information purposes only. This will provide staff the ability to provide information to residents and Ward Councillor(s) if any questions or concerns emerge.

1. The proposed location of the telecommunication tower(s) on the subject site,
2. A description of the proposed telecommunication structure including its height, dimension, type, design, and colour.
3. A letter demonstrating compliance with exclusion criteria identified in Industry Canada's CPC-2-0-03 or in this procedure.
4. Site plan showing the tower.
5. Supporting drawings.

### 3.3 Procedure of Notification When Public Consultation Is Required

The public consultation process consists of providing public notice and arranging a public information meeting. Public consultation will be required and is essential for proponents to guarantee that they are in conformity with this process. It also ensures the public is made aware of the proposal and are given opportunity to provide their opinions and concerns.

1. Public consultation is required for:



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- i. All freestanding telecommunication towers and/or antennas proposed to be erected within a residential zone or on lands designated for current or future residential land use;
- ii. All freestanding telecommunication towers and/or antennas greater than 16.6 metres above ground level and located less than 120 metres from an existing park or playground, residential dwelling, residential zone or lands designated for current or future residential uses; and,
- iii. For proposed significant alterations to increase the height of existing telecommunication towers and/or antennas within a residential area or located less than less than 120 metres from a park or playground, public road or right of way, residential dwelling, residential zone, and lands designated for current or future residential uses, shall be the subject of a consultation process conducted by the carrier, with the surrounding property owners.
- iv. For all applications to install telecommunication towers greater than 16.6 metres, the applicant will provide notice, by regular mail to all property owners located within a 120 metres radius or three times the height of the proposed telecommunication structure measured from the property line of the proposed site, or whichever is greater as explained above. The applicant shall also provide notice to the Mayor and all Ward Councillor(s), local Member of Parliament, Industry Canada, any affected Ratepayer Association, and the Urban League.

**3.4 Requirements for Public Notice**

For applications that are not exempt from the requirements identified in Section 3.1 of the City of London Telecommunication Process, the proponent shall provide to the City, concurrently with submission requirements, a complete package containing the following information:

- a) The proposed location of the telecommunication tower(s) on the subject site,
- b) Physical details of the tower (e.g. height, colour, type, design and lighting),
- c) The time and location of the public information meeting, the names and telephone numbers of contact persons employed by the Carrier and the City of London,
- d) The purpose of the proposed telecommunication structure, the reasons why an existing telecommunication structure or other infrastructure cannot be used, a list of other telecommunication structures that were considered unsuitable and future co-location possibilities for the proposed telecommunication structure.
- e) A Site Plan showing the location of the tower and any associated structures, and a map showing the site within the required circulation area.
- f) Transport Canada's and Navigation Canada's aeronautical obstruction marking requirement if applicable.
- g) The projects status under the Canadian Environment Assessment Act.
- h) Written confirmation that the proposed structure will be in compliance with Health Canada's Safety Code 6 including combined effects within the local environment at all times.
- i) Notice that general information relating to antenna systems is available on Industry Canada's Spectrum Management and Telecommunications website (<http://strategis.ic.gc.ca/antenna>).
- j) A statement from an engineer indicating the need for the height.
- k) Closing date for the submission of written public comments, not less than 20 days from the date of the public information meeting.
- l) Fees
- m) The proponent shall provide notice at their expense in the local newspaper for the

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proposed structure. The notice shall be in accordance with the requirements of Industry Canada's CPC-2-0-03. The notice shall also provide the time, date, and location of the Public Information Meeting. The notice shall be published a minimum of 10 days before the Public Information Meeting.

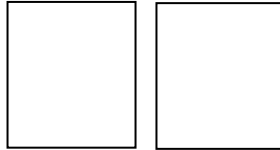
### **3.5 Public Information Meeting and Review**

1. The public meeting shall occur no sooner than 10 days or more than 30 days from the date that notices are mailed to area residents. The applicant/proponent will maintain the minutes of the meeting and assemble a record of names, addresses and phone numbers of all participants.
2. The Proponent shall conduct the public meeting.
3. In addition to the application details provided in the notice, the Applicant shall also make available at the public meeting, the drawings and diagrams required in a display sized format.
4. Following the meeting, the Applicant shall provide a follow-up letter to the City to indicate their formal response to the concerns raised during the public meeting. If any modifications to the proposed structure or mitigation measures are agreed to, then further details (e.g. revised plans or drawings) shall be provided to the City.

### **Section 4 – Completion of Consultation**

1. Following the completion of the application review process, the City Planner shall either:
  - i. Provide a Letter of Concurrence to the Applicant within 30 days of the public meeting to advise whether adequate public consultation has been conducted by the proponent and to indicate the City's recommendation based on probable land use impacts, or
  - ii. For applications that, in the opinion of the City, are not appropriate based on probable land use impacts, a report will be prepared for the Built and Natural Environment Committee.
  - iii. Comments and concerns from the Built and Natural Environment Committee will be added to the City's response to the Applicant for Industry Canada's consideration.
  - iv. The whole procedure will not take longer than 120 day to complete, as described in Industry Canada's publication CPC-2-0-03 ("Radiocommunication and Broadcasting Antenna Systems", June 2007). Applications that do not need public consultation are anticipated to be completed in less than 60 days.
2. Following the completion of public consultation, the City shall provide a copy of the City's response to interested parties, neighbourhood associations and Ward Councillors.

### **Section 5 – Application Fees**



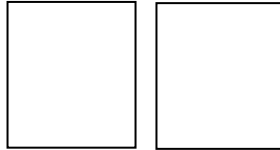
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If the proposal requires public consultation, the proponent shall be responsible for the cost associated with the public consultation process fee for services as invoiced by the City, i.e. maps, labels, list for residents, or any other public information required. Minimum \$125.00 or the actual costs associated with the mapping, labels and circulation lists prepared by the City, and required for the application.

**Note - Building permit fees are not included in the above application fees.**

**Section 6 – Site Location Guidelines**

1. The location of new telecommunication towers in lands designated in the City of London Official Plan existing or future residential areas will be discouraged.
2. Proponents of towers are encouraged to protect the natural and cultural landscape at all times. Where appropriate, landscaping at the tower site to enhance the character of the surroundings is recommended. The use of lands within designated Heritage Conservations Districts (e.g. East Woodfield, West Woodfield, Bishop Hellmuth, and Old East Village Heritage Conservation Districts) and properties within the Natural Heritage System or an Environmentally Significant Area as identified on Schedule “A” Land Use of the City of London Official Plan should be avoided.
3. Locations should be selected that will reduce the necessity to construct new telecommunication towers in the City. Accommodations on current structures or buildings or location of an existing structure are encouraged. Possibilities to integrate an antenna into the design of a new building or structure ought to be explored by the applicant. Support for the construction of a new telecommunication tower will be permitted only when other alternatives to accommodate the telecommunication tower are not feasible.
4. The development or redevelopment of telecommunication towers and equipment shelters should be of a colour and design that diminishes the visual impact and avoid disturbance of significant natural features. Towers and accessory structures must be designed to blend into the context of the surrounding area. Tower designs that mimic other characteristics normally found in the area surroundings, such as stealth (camouflage) towers or monopole designs are encouraged where suitable.
5. Lighting on a telecommunication structure is discouraged except when required by Transport Canada, Navigation Canada, or for the health and safety of the proponents’ employees. Where Transport Canada requires a telecommunication antenna structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable. Any required strobe lighting should be set to the maximum strobe interval allowed by Transport Canada.
6. Towers shall accommodate only communication antennas. Signs or other material not directly related to this equipment or required by Industry Canada shall not be permitted on the site.
7. The preferred location of new towers within the City is in industrial and agricultural designations which are away from existing or future residential developments. New telecommunication towers located on agricultural land should use the smallest area of land permitted by the structure type and must have access to a public road for maintenance.
8. The tower will be located a minimum three times the tower height away from any public road or right-of-way, including pathways, walkways, and bicycle paths; and the tower will be



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located a minimum distance of three times the tower height away from a residential zone, school, or dwelling.

9. The procedure requires all requests for the installation of telecommunication equipment on City lands to be submitted to the Realty Services.
10. The City may consider permitting private telecommunication facilities on City-owned lands that are not designated as parkland or components of the Natural Heritage System.

**Section 7 – Definitions**

**Antenna** – An exterior transmitting device used in telecommunications designed for various uses such as telephonic, radio, or television communications by sending and/or receiving radio signals. Example include whip, omnidirectional, microwave, and panel antennas.

**Carrier** - A company, organization or person which offers, provides or operates wireless communication services to the general public and includes, but is not limited to companies which have a radio authorization from Industry Canada. Examples include Bell Mobility, Aliant, Rogers Telecom, and TELUS.

**Co-location** - The placement of multiple telecommunications antenna systems or other platforms on a building, structure or tower by two or more proponents.

**Equipment Shelters** - A shelter containing electronic equipment such as radios, electronic and other equipment necessary to support the operation of the communications site to receive or transmit signals and which is not staffed on a permanent basis and only requires periodic maintenance.

**Industry Canada** - Is the Federal Department, which is responsible for radio frequency spectrum management. Information outlining the federal process relating to the location of radiocommunication and broadcasting antenna systems is available at: [www.ic.gc.ca/antenna](http://www.ic.gc.ca/antenna)

**London Advisory Committee on Heritage** - Is an advisory committee to London City Council, responsible for recommending the designation of individual heritage features such as structures, spaces, archaeological sites, and natural elements, which together form a significant type of heritage form, distinctive from that of its basic elements or parts. Examples may include, but are not limited to, heritage conservation districts designated under the Ontario Heritage Act; and villages, parks, gardens, battlefields, mainstreets and neighbourhoods and neighbourhood, cemeteries, trailways, and industrial complexes of cultural heritage value. (PPS, 2005)

**Telecommunication Tower** - A structure used to support one or more antenna systems or other platform for the purpose of radio telecommunications and which may include, but is not limited to guyed towers, self support towers, monopole towers, poles, masts or other structures which are used to support telecommunication facilities and which may be located at ground level or on the roof of a building.