

Council Policy No.:	CP2018-014
Council Policy Name:	Telecommunications and Antenna System Siting Policy
Date Approved by Council:	May 22, 2012
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Related SOP, Management Directive, Council Policy, Forms	

Policy Statement and Rationale:

The purpose of the Telecommunications and Antenna System Siting Policy is to provide proponents with a clear set of policies and procedures for the installation of new telecommunications Facilities and Towers within the City of Kawartha Lakes (the "City"). The goals and objectives of the policies are designed to:

- promote a wireless telecommunications system within the City that provides appropriate service and capacity levels to business, emergency services, and residents;
- encourage site selection that minimizes the number of tower locations and their visual impact on the surrounding landscape;
- discourage site selection within or adjacent to sensitive environmental features;
- provide for public input to the approvals process for area residents as prescribed by Innovation, Science, and Economic Development (ISED) Canada (formerly Industry Canada) and/or when a proposal does not meet the requirements established by this policy; and,
- provide development and locational criteria and requirements for new telecommunications towers.

Scope:

Telecommunication systems are regulated and approved by the federal government under the jurisdiction of IndustryISED Canada, and as such, are not subject to municipal

official plan policies and zoning regulations established under the Planning Act. Notwithstanding, ~~Industry~~ISED Canada still requires ~~p~~Proponents to contact the local Land-use Authority (~~LUA~~) as a part of the consultation process, and to ~~schedule complete~~ a public ~~information session~~consultation for area residents. Proponents are encouraged to present their proposals for preconsultation and review to ensure that requirements of both the City and relevant external agencies are addressed. ~~Industry~~ISED Canada requires ~~p~~Proponents to receive concurrence from the local ~~LUA and use Authority~~ prior to commencing construction of any new ~~t~~Telecommunications ~~f~~Facility which is not exempted from the consultation process.

Accordingly, ~~p~~Proponents of ~~t~~Telecommunication ~~systems~~Facilities within the City of ~~Kawartha Lakes (the "City")~~ are required to submit two consecutive applications for consideration:

- a) A Preconsultation Application with the necessary review fee and materials for internal circulation and review (in accordance with the requirements of Section 4.01); and
- b) a formal ~~t~~Telecommunications ~~tower~~Facility review application with the necessary review fees and supplementary materials identified through the Preconsultation for approvalthe purposes of receiving municipal concurrence with the proposal (in accordance with the requirements of Section 4.02).

~~Planning staff will then circulate the Preconsultation Application to the Preconsultation Committee in accordance with Section 4.01 of this Policy, and provide to the Proponent a list of submission requirements along with any preliminary comments to be addressed as part of a formal Telecommunications Facility review application. The Proponent may prepare and submit the formal Telecommunications Facility review application package upon receipt of the identified submission requirements (typically this will consist of a final Preconsultation Report with attached checklist).~~

Planning staff will circulate the Telecommunications Facility review application for review to City departments and external agencies in accordance with Section 5.044.02 of this pPolicy, and will present a report and recommendation to City Council for consideration. Upon completion of the review process (Sections 4.02 and 4.03 together), the City will provide a letter to ISED Canada and the Proponent identifying either concurrence of the proposal (with a list of conditions), or alternatively, non-concurrence with the proposal. Should the City and the proponent not be able to reach consensus on a proposal (non-concurrence), ~~Industry~~ISED Canada may intervene in an attempt to settle the impasse.

Policy:

1. Definitions:

Alternative ~~t~~Tower ~~s~~Structures: shall mean man-made support structures that camouflage or conceal the presence of ~~a~~Antennas or towers such as flagpoles, clock towers, church steeples, street lights, artificial trees and other everyday features. This definition shall not include towers supported by guyed wires.

Antenna: shall mean an exterior transmitting device – or group of devices – used to receive and/or to transmit radio-frequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other Antennas device for transmitting and receiving electromagnetic waves, wireless communications signals or other communication signals.

Antenna System: shall mean an ~~a~~Antenna, and some sort of supporting structure, normally a tower may include a supporting tower, mast or other supporting structure, and an Equipment Shelter. There are two most common types of Antenna Systems:

a) Freestanding Antenna System: a structure (e.g. tower or mast) built from the ground for the expressed purpose of hosting an Antenna System or Antenna Systems;

a)b) Building/Structure-Mounted Antenna System: an Antenna System mounted on an existing non-tower structure, which could include a building wall or rooftop, a light standard, water tower, utility pole or other similar device.

Application, Contested: shall mean a Telecommunications Facility concurrence application where one or more outstanding issues have been identified and not resolved.

Application, Uncontested: shall mean a Telecommunications Facility concurrence application where there are no agency, department or public concerns outstanding.

City: shall mean the various Departments of ~~t~~The Corporation of the City of Kawartha Lakes, and including the various Departments and Divisions thereof.

Co-location: shall mean the placement of one or more antenna on the same telecommunications tower or alternative tower structuresAntennas and equipment operated by one or more Proponents on a telcommunication Antenna System operated by a different Proponent, thereby creating a shared facility.

Community Sensitive Locations: shall mean land on which the siting of new Antenna Systems is discouraged, or requested to be subject to greater consultation than

otherwise dictated by the standard Policy, and includes lands designated or zoned for environmental protection or a Residential Area.

Director: shall mean the Director of Development Services, or an alternate.

Equipment Shelter: shall mean a structure containing equipment necessary to transmit and receive signals.

Land-use Authority (LUA): shall mean representatives of the Corporation of the City of Kawartha Lakes, including City Council and staff.

Proponent: shall mean the land owner and/or a company or organization that is proposing the construction of an antenna or telecommunications system to site an Antenna System (including contractors undertaking work for Telecommunications Carriers and third-party tower owners) for the purposes of providing commercial or private telecommunications services, exclusive of personal or household users.

Residential Area: shall mean lands used or zoned to permit residential uses, and including mixed uses (i.e. where commercial uses are permitted at-grade with residential apartments above)

Telecommunications Carrier: shall mean a person who owns or operates a transmission facility used by that person or another person to provide telecommunications services to the public for compensation.

Telecommunications Facilities: shall mean the same as an Antenna System as defined above the physical antenna and tower (antenna system), and including the base; all mechanical and support components of the tower; and any associated equipment shelters.

Telecommunications Towers: shall mean structures designed and constructed to support one or more antennas, including but not limited to lattice towers, monopoles and guyed towers.

2. Site Selection Criteria

2.01 Preferred Methods for Additional Capacity

The installation of new ~~t~~Telecommunications ~~f~~Facilities is generally discouraged unless all other options for ~~e~~C~~o~~-location within the carrier's search area have been explored and are not considered to be technically viable. The preferred methods of achieving additional capacity are:

- a) ~~e~~C~~o~~-location of ~~a~~Antennas on existing towers or structures within the City or within adjacent municipalities;

- b) location of new ~~Telecommunications~~ ~~Facilities~~ on publicly owned lands and/or buildings;
- c) use of ~~Alternative~~ ~~Tower~~ ~~Structures~~ that are less obtrusive;
- d) clustering of new towers adjacent to existing ~~Telecommunications~~ ~~Facilities~~; and,
- e) location of new ~~Telecommunications~~ ~~Facilities~~ on hydro transmission towers or within or adjacent to existing hydro transmission corridors.

2.02 Site Selection Criteria

Telecommunications ~~Facilities~~ should be located in a manner which minimizes their overall impact on the community. The following site selection criteria will be applied to the proposed location of any new telecommunication facility.

- a) New ~~Telecommunications~~ ~~Towers~~ should be encouraged in more sparsely populated areas within the City's limits;
- b) The distance between new ~~Telecommunications~~ ~~Towers~~ and existing and future ~~Residential~~ ~~Areas~~; community and institutional uses; historical downtown areas; and waterfront areas should be maximized;
- c) New telecommunications towers should generally be set back a minimum of 120 metres, or three times the tower height, whichever is greater, from any lands designated or zoned for residential uses and/or schools;
- d) ~~Alternative~~ ~~Tower~~ ~~Structures~~ are recommended to be implemented for new tower locations within and/or surrounding a settlement area, as identified in the City's ~~of Kawartha Lakes~~ land use planning documents, and shall be designed to achieve the City's urban design objectives;
- e) There shall be no negative impact on significant natural features or hazard land areas. New ~~Telecommunications~~ ~~Tower~~ installations will not be permitted in areas which are designated and/or zoned as environmentally sensitive areas; shall be outside of natural heritage features as identified by the Province; and shall be setback a minimum of 30 metres from a waterbody or watercourse;
- f) New telecommunications towers should be set back a minimum of ~~50~~14 metres plus the height of the tower from a property line fronting Provincial Highways; 30 metres from a property line fronting arterial, collector or local municipal roads; and 15 metres from all other property lines. The setback

shall be measured from the base of the ~~t~~Telecommunication ~~f~~Facility (the tower or the guyed wires, whichever is greater);

- g) Terminal vistas from existing and future roads and areas of topographical prominence ~~will~~should be avoided. Where a ~~t~~Telecommunications ~~t~~Tower in these areas is necessary, ~~a~~Alternative ~~t~~Tower ~~s~~Structures in conjunction with the lowest possible height shall be used by the ~~p~~Proponent;
- h) Locations and heights where Transport Canada will require lighting on the tower should be avoided, unless it is necessary for technical reasons, or to facilitate future Co-location opportunities. When lighting is required by Transport Canada, the City requests that any required night lighting shall not consist of any white flashing strobe lights;
- i) Telecommunication ~~f~~Facilities shall not be permitted on lands ~~without~~which do not front on and/or have direct access from an open and maintained municipal road. Telecommunication Facilities shall not be permitted on or or within an ~~unopened~~unimproved, unmaintained road allowance; and
- j) Advertising shall not be permitted on any ~~t~~Telecommunications ~~f~~Facility.

3. Site Development Criteria

3.01 New Telecommunications Facilities

The following site development criteria shall be considered in the design and layout of new ~~t~~Telecommunications ~~f~~Facilities:

- a) Trees and shrubs shall be planted around the perimeter fencing and the guy wire bases to mitigate the visual impact of the tower and ~~e~~Equipment ~~s~~Shelter, where they are visible from the municipal road. Where vegetation planting is not possible (such as on paved sites in urban areas), consideration will be given to alternative methods of screening;
- b) Identification signage of the carrier(s), measuring 0.5 square metres or less may be permitted on the ~~e~~Equipment ~~s~~Shelter or perimeter fencing;
- c) Where ~~a~~Alternative ~~t~~Tower ~~s~~Structures are not feasible, ~~t~~Telecommunication ~~t~~Towers and ~~e~~Equipment ~~s~~Shelters shall blend in with the predominant colour of the surrounding area, subject to any Transport Canada requirements;

- d) Security lighting required for the shelter or base area as well as the driveway shall meet the Illuminating Engineering Society of North America (IESNA) lighting guidelines and utilize full cut-off lighting fixtures.

3.02 Roof top Antennas or Existing Structures

When locating ~~t~~Telecommunications ~~f~~Facilities on roof tops or existing structures, and notwithstanding ~~ISED~~Industry Canada exemptions from local ~~Land-use Authority~~~~LUA~~ review of ~~t~~Telecommunications ~~t~~Towers less than 15 metres in height, the City requests compliance by carriers to minimize the visual impacts of such ~~f~~Facilities by considering the following design techniques:

- a) Alternative ~~t~~Tower ~~s~~Structures should be utilized where possible;
- b) The City encourages these types of installations on commercial and industrial buildings with larger roof areas to minimize the aesthetic views of these facilities;
- c) The overall height of new roof top ~~a~~Antennae should be minimized and should not project beyond the vertical projection of the building;
- d) Equipment ~~s~~Shelters on roof tops should be set back a minimum of 3 metres from the edge of the roof;
- e) The colour and architectural style of the ~~a~~Antenna and ~~e~~Equipment ~~s~~Shelter shall blend in with the building or structure; and
- f) The City will encourage residential buildings greater than 6 storeys in height to be pre-designed to accommodate ~~t~~Telecommunication ~~f~~Facilities.

3.03 Decommissioning or End of Lease

Telecommunication ~~e~~Carriers shall be ~~encouraged~~required to remove ~~f~~Facilities that have not been in use for six months or more, within 90 days of the end of the six month period. The Telecommunication Carriers shall advise the City in writing of the termination of a lease agreement between the Carrier and a property owner.

Alternatively, another Telecommunication Carrier can enter into a new lease agreement with the landowner to take over carriage of the Telecommunications Facility. The new Carrier shall enter into an amending Development Agreement with the City.

4. Consultation Process

4.01 Municipal Preconsultation Process

Proponents proposing a new ~~Telecommunications~~ ~~Tower~~ shall submit an application to the City's Preconsultation Committee for department and agency circulation and review. This process will provide information and guidance from all necessary review agencies on site selection, land use compatibility, environmental constraints, visual concerns, and compliance with the requirements of this policy. Abutting upper-tier and lower-tier municipalities will be circulated where a proposal is on a property that is located within 200 metres of the abutting municipality, or three times the tower height taken from the base of the tower or guyed wires, whichever is greater.

4.02 Telecommunications Facility Review Application Process for Concurrence

Upon completion of the Preconsultation with the City, if the Proponent wishes to pursue concurrence of the proposed tower, the A ~~p~~Proponent proposing a new ~~Telecommunications~~ ~~Tower~~, roof top structure, or change to an existing ~~Telecommunications~~ ~~Facility~~ is required to submit a ~~Telecommunications~~ ~~Facility~~ review application ~~for approval by~~ to the Development Services Department – Planning Division for review and concurrence. These applications will **not** be processed in accordance with Section 41 of the Planning Act. Application fees are payable with submission of an application as prescribed in the City's approved Planning Application Fees.

Once the Planning Division has reviewed the application and is ready to provide a recommendation to Council in support the proposal, a draft telecommunications facility agreement and conditions of approval will be prepared ~~has deemed it complete, it will be circulated to only the relevant City departments and external agencies identified as interested parties through the final Preconsultation comments. This process can be completed concurrent with the Public Consultation process identified in Section 4.03. Upon completion of the Public Consultation process, the Proponent is required to submit a Public Consultation Summary Report, outlining how they have fulfilled the mandated ISED Canada circulation, and identifying any comments received and any issues not resolved.~~

Upon completion of the internal circulation and the submission of the Public Consultation Summary Report, the application will either be processed as an Uncontested Application or a Contested Application.

Uncontested Applications

The Director is the delegated authority to process applications which are not contested (i.e. supported by all relevant departments and external agencies, and

with no public concerns outstanding). In this instance, a draft Telecommunications Facility Development Agreement will be prepared for review and execution by the Proponent, the Owner, and the City. Once the Development Agreement has been executed (signed by the Owner, Facility Provider and the City), the Director will prepare a letter of concurrence to be sent to ISED Canada and copied to the Proponent.

Council Endorsement**Contested Applications**

Once the Planning Division has reviewed the application and is ready to provide a recommendation to Council on the proposal, a report will be forwarded to Council with a rationale and recommendations for expressing either support for or opposition to the proposal request for concurrence. The report will also contain any relevant conditions of endorsement concurrence, and a draft Telecommunications Facility Development Agreement. Council will make a decision on the proposal, and a formal resolution will be forwarded to the proponent; Industry the Director will prepare a letter of concurrence or non-concurrence to be sent to ISED Canada; and copied to the Proponent the Member of Parliament once the telecommunications facility agreement is completed, where applicable. The letter will contain a formal resolution by Council, a copy of the Council Report, and any other relevant information.

For all Telecommunications Facility review applications, The City will endeavor to provide a decision on projects within the 120 day approvals timeframe established by Industry ISED Canada. The approval timeframe will be based upon the submission of a complete Telecommunications Facility review application, in accordance with Industry ISED Canada's guidelines, as amended from time to time. The 120 day approvals timeframe starts with the submission of a complete Telecommunications Facility review application.

4.03 Public Consultation Process

Industry ISED Canada provides LUAs and-use Authorities with two (2) options for undertaking a public consultation process as part of a proposal to construct new Telecommunications Facilities:

- The City can include a public consultation process as part of this Policy protocol, whereby it determines its level of participation in the process; or
- Alternatively, the pProponent is required to adhere to Industry ISED Canada's default public consultation process contained in Section 4.2 of the Radiocommunication and Broadcasting Antenna Systems 'Client Procedures

Circular' (CPC-2-0-03, as amended from time to time) should the City not adopt a separate process in this Policy protocol.

While IndustryISED Canada permits the LUAand-use Authority (City) to develop its own public consultation process, the City has opted for the alternate option: a pProponent-lead public consultation process in accordance with IndustryISED Canada's policies. The City will require the pProponent to provide a record of the public consultation process, including comments provided by the public as well as the eCarrier's response to those public comments, as part of their application for approvalconcurrence with the City. Notwithstanding the IndustryISED Canada notification requirements to adjacent properties, the City will request that all property owners within 60 metres in Urban areas and 120 metres elsewhere, or three times the tower height as measured from the base of the tower or guyed wires, whichever is greater, are notified of the proposal. All residents that required notification will also be notified when a recommendation will be forwarded to Council for consideration.

Applications for New Telecommunications Facilities

An application for a new tTelecommunications fFacility will require the following information to be submitted to the Planning Division:

- a) A completed application form and covering letter. In the absence of a Telecommunications Facility application form, the Proponent may use a copy of the City's Site Plan application form as an alternate, and provide only the relevant information to be considered;
- b) A Tower Justification ~~#~~Report from the proponent detailing a thorough investigation relating to the sharing (~~e~~Co-location) of infrastructure and the use of existing structures in proximity offer the proposed infrastructure Telecommunications Facility. Should the proposal not be able to ~~e~~Co-locate or utilize existing structures, a detailed reasoning for the location of a new ~~a~~Antenna is required. Alternatives shall be explored in the Tower justification ~~#~~Report as well. Justification for the proposed height shall be required, and any lighting requirements should be identified. The proposed tower should explore the ability to allow for future Co-location opportunities and be designed to accommodate additional future Carriers, where practical;
- c) A detailed site plan prepared by an Ontario Land Surveyor (OLS) or Professional Engineer (P.Eng.) illustrating the proposed installation~~shall be provided~~. The site plan shall include:
 - o a key map;

- the location of the proposed tower;
- property lines;
- existing and proposed site grading details;
- existing and proposed structures; ~~proposed structures~~;
- landscaping (if required for screening);
- entrance details, access, ~~and~~ driveways, and parking; and
- setbacks from all nearby environmental features and property lines, including confirmation of compliance with any setbacks required under Section 32.02 of this Policy protocol;

~~e)~~d) Information on security lighting where proposed;

~~d)~~e) A map of the surrounding area illustrating all setbacks from adjacent property lines, setbacks to the nearest residential, community facility and/or institutional uses, and setbacks to areas with residential, community facility and/or institutional zoning;

f) Stamped engineered drawings of the proposed telecommunications facility;

~~e)~~g) A cost estimate of the required securities for the proposed works, identifying the value for landscaping;

~~f)~~h) Pictures of the proposed site, including photo renderings showing what the proposed tower will look like taken from various vantage points; and

~~g)~~i) Authorization from the owner of the land.

Applications for Roof Top or Existing Structures

An application for new ~~t~~Ielecommunication ~~f~~Eacilities on roof tops or existing structures, requiring consultation with the City by ~~Industry~~ISED Canada, will include the following information to be submitted to the Planning Division;

- a) A statement from the proponent on the need for any increase in proposed tower height if applicable;
- b) A plan showing the location of the proposed ~~a~~Antenna and associated ~~f~~Eacilities on the roof top or structure;

- c) Two sets of stamped engineered drawings that identify the ~~a~~Antenna and associated ~~f~~Facilities to be constructed on the building roof top or structure and any other information required by the Building Division;
- d) Upon review of the site plan, the Planning Division may require the carriers to submit pictures of the building or structure with the proposed ~~a~~Antenna and ~~e~~Equipment ~~s~~Shelter superimposed on the picture from four directions; north, south, east and west; and
- e) Demonstrated conformity with Section ~~43~~.02 of this policy.

Applications to Alter Existing Facilities

Where modifications to the site are proposed to non-exempt classes of ~~t~~Telecommunications ~~f~~Facilities, an amendment to a Development Agreement may be required. ~~which~~Non-exempt classes may include, but not be limited to, an increase in the height of the ~~t~~Tower in excess of 25%, or the ~~additional of new~~ eEquipment sShelters or entrances, ~~an amendment to an agreement may be required.~~ Submission requirements to the Planning Division will be determined in consultation with the proponent.

~~5.03 Public Consultation Process~~

~~Industry Canada provides Land use Authorities with two (2) options for undertaking a public consultation process as part of a proposal to construct new telecommunications facilities:~~

- ~~• The City can include a public consultation process as part of this protocol, whereby it determines its level of participation in the process; or~~
- ~~• Alternatively, the proponent is required to adhere to Industry Canada's default public consultation process contained in Section 4.2 of the Radiocommunication and Broadcasting Antenna Systems (CPC 2-0-03, as amended from time to time) should the City not adopt a separate process in this protocol.~~

~~While Industry Canada permits the Land use Authority (City) to develop its own public consultation process, the City has opted for a proponent lead public consultation process in accordance with Industry Canada's policies. The City will require the proponent to provide a record of the public consultation process, including comments provided by the public as well as the carrier's response to those public comments, as part of their application for approval with the City. Notwithstanding the Industry Canada notification requirements to adjacent properties, the City will request that all property owners within 120 metres, or three times the tower height as measured from the base of the tower, whichever~~

~~is greater, are notified of the proposal. All residents that required notification will also be notified when a recommendation will be forwarded to Council for consideration.~~

4.04 Endorsement Process

Telecommunications Facility Development Agreement

A ~~†~~Telecommunications ~~f~~Facility Development Agreement (Development Agreement) will be required for the construction of a new ~~†~~Telecommunications ~~f~~Facility as well as a new roof top ~~e~~Equipment ~~s~~Shelter or a new ~~e~~Equipment ~~s~~Shelter necessary to accommodate ~~e~~Co-location of the ~~a~~Antenna not exempted by ~~ISED~~Industry Canada. The Development Agreement shall be signed by the landowner and ~~†~~Telecommunications ~~e~~Carrier but will not be registered on title. The agreement will contain provisions relating to the following matters:

- a) Site and grading plan drawings;
- b) Lighting information;
- c) Building and entrance permits as required;
- d) Security deposits for site works and mechanisms for their release;
- e) Road widenings and easements as required;
- f) A commitment to remove all structures upon expiration of the lease or use of tower;
- g) A commitment to accommodate other carriers on site where feasible; and
- h) Other conditions as required by the City.

~~Once the Planning Division has reviewed the application and is ready to provide a recommendation to Council in support the proposal, a draft telecommunications facility agreement and conditions of approval will be prepared.~~

Council Endorsement

~~Once the Planning Division has reviewed the application and is ready to provide a recommendation on the proposal, a report will be forwarded to Council with a rationale and recommendations for expressing either support or opposition to the proposal. The report will also contain conditions of endorsement and a draft telecommunications facility agreement. Council will make a decision on the proposal and a formal resolution will be forwarded to the proponent; Industry~~

~~Canada; and the Member of Parliament once the telecommunications facility agreement is completed, where applicable.~~

~~The City will endeavor to provide a decision on projects within the 120-day approvals timeframe established by Industry Canada. The approval timeframe will be based upon the submission of a complete application, in accordance with Industry Canada's guidelines, as amended from time to time.~~

5. ~~Industry~~SED Canada Exclusions

- 5.01 ~~Industry~~SED Canada has listed certain types of installations for which the proponent is exempted from consulting with the City ~~of Kawartha Lakes~~ and/or the public. For all installations, the General Requirements contained in Section 7 of the Radiocommunication and Broadcasting Antenna Systems (CPC-2-0-03) must still be fulfilled.

Section 6 of the Radiocommunication and Broadcasting Antenna Systems, as amended from time to time, outlines the following exclusions:

- **New Antenna Systems:** including masts, towers or other antenna-supporting structure, where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems proposed by ~~t~~Telecommunications ~~e~~Carriers, broadcasting undertakings, or third party tower owners;
- **Existing Antenna Systems:** where modifications are made, antennas added or the tower replaced (where the replacement is similar to the original design and location), including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation that existed prior to the initial date of this policy. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to antenna systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by ~~t~~Telecommunications ~~e~~Carriers, broadcasting undertakings, or third party tower owners;
- **Non-Tower Structure:** ~~a~~Antennas on buildings, water towers, lamp posts, etc. provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%;
- **Temporary Antenna Systems:** used for special events or emergency operations and must be removed within three (3) months after the start of the emergency or special event;

- **Maintenance:** of existing radio apparatus including the [aAntenna sSystem](#), transmission line, mast, tower or other [aAntenna](#)-supporting structure; and
- **Maintenance:** of an [aAntenna](#) system's painting or lighting in order to comply with Transport Canada's requirements.

Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. This may include an [aAntenna](#), lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the [aAntenna sSystem](#).

Individual circumstances vary with each [aAntenna sSystem](#) installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the proponents to consult the local [LUALand-use Authority](#) and the public even though the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, proponents should consider such things as:

- the [aAntenna sSystem](#)'s physical dimensions, including the [aAntenna](#), mast, and tower, compared to the local surroundings;
- the location of the proposed [aAntenna sSystem](#) on the property and its proximity to neighbouring residents;
- the likelihood of an area being a [eCommunity-sSensitive lLocation](#); and
- Transport Canada's marking and lighting requirements for the proposed structure.

Proponents who are not certain if their proposed structure is excluded, or whether consultation may still be prudent, are advised to contact [IndustrySED](#) Canada for guidance.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	01/20/2021	Updated Policy Template	

