



# Yellowhead County

Policy No. 6100.04

Topic:  <b>Communication Towers</b>	Effective Date: August 26, 2014
	Approved By: RES 221-08-26-14 RES 253-10-12-21
Subject Area:  Planning and Development	Date of Next Review: August 2023
	Date(s) Revised: September 2021

## **Policy Statement:**

Yellowhead County has identified that rural communications (including broadband, mobility, and public safety) is a community enabler for economic prosperity as well as an instrument to assist in the health, safety and emergency management of its residents, industry and visitors. Yellowhead County is expanding upon its utility communications network that supports broadband, mobility and public safety communications and requires all applicants to make every effort to collocate on Yellowhead County owned utility towers. In situations where Yellowhead County does not have a tower and private towers are required, the applicant must utilize best efforts to provide tower space for Yellowhead County public safety equipment and collocation opportunities to other potential wireless providers.

## **Purpose:**

To encourage cooperation between Yellowhead County and applicants which will result in the development of new and enhanced wireless services and coverage in the County and to establish a framework for the review and evaluation of wireless communication tower proposals with a goal to minimize adverse land use impacts of wireless towers within the County.

## **Council Principles**

Council desires a transparent and consistent framework for the evaluation of wireless communication tower proposals with the goal of:

- a) Discouraging obtrusive wireless communication towers within or adjacent to Residential areas, Heritage areas and Environmentally Sensitive areas;
- b) Encouraging applicants to co-operate with other service providers when building or expanding their networks, with an emphasis on tower and site collocation;
- c) Establishing a public notification and public consultation process for applicants to follow in order to solicit comments on proposed wireless communication towers and provide an opportunity for proponents to engage in meaningful public consultation with affected residents/property owners and address reasonable and relevant concerns;
- d) Encouraging applicants to identify and resolve any potential land use, site selection or design concerns raised by local residents and property owners, stakeholders and /or political entities at an early stage in the process;



- e) Providing the County, in a manner that is consistent with the Client Procedures Circular CPC-2-0-03 - *Radiocommunications and Broadcasting Antenna Systems*, published by Industry Canada (as amended from time to time), with the information required to make a Letter of Concurrence or Non-concurrence to Industry Canada;
- f) Informing residents/property owners of relevant legislation that affects the placement and operation of wireless communication towers.

Note: The participation of the County in the consultation process does not assume any federal decision-making authority, nor does it confer a right of veto in the location of the telecommunication facility.

### Management Guidelines

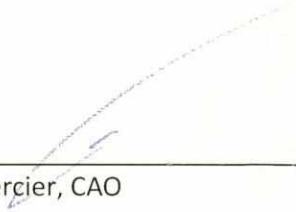
1. The Chief Administrative Officer or his designate is responsible for the development, implementation and monitoring of this policy.
2. The role of Yellowhead County in the approval process is to provide input to Industry Canada through the County's Letter of Concurrence or Non-concurrence with the applicants proposed location of the wireless communication tower.
3. Industry Canada mandates that applicants adhere to municipal land use consultation processes. As a result, applicants must adhere to the guidelines in this Policy in order to receive a Letter of Concurrence from Yellowhead County.
4. Yellowhead County will comment on the applicant's adherence to the public consultation process and to the guidelines contained in this Policy regarding collocation, preferred and discouraged locations, technical requirements, design and visual impact and environmental considerations.

### Development Guidelines

1. A Letter of Concurrence is required for all proposed commercial/industrial wireless communication towers with a height of 15m or higher.
2. A wireless communications tower could be located within;
  - a) Agricultural areas;
  - b) Industrial areas;
  - c) Multi parcel subdivision areas.
3. Prior to submitting a request for a Letter of Concurrence the applicant must contact the Chief Administrative Officer or his designate and arrange for a preliminary consultation and provide written confirmation that they have made contact with other tower owners in the vicinity and have pursued collocation opportunities.
4. An application for a Letter of Concurrence shall include a site plan drawn to scale and identify the site boundary, tower; guy wire anchors; existing or proposed structures; vehicle parking and access; existing vegetation to be retained, removed or replaced; and uses and structures on the site and abutting properties.
5. Where possible, Communication towers should be visually unobtrusive and are encouraged to be located on existing infrastructure such as water towers, buildings or other infrastructure.
6. Towers should be located 20 meters from the top of bank of any named river, creek or water body.



7. The collocation of multiple providers on towers is preferred. Where appropriate, new towers should be built to a standard to accommodate multiple wireless tenants. Any exclusivity agreement which limits access to other providers is strongly discouraged.
8. Tower base should be setback from abutting parcels, occupied dwellings and roadways by the distance of the tower height plus ten percent of the height
9. Guy wire anchors should be set back at least 1.0 m (3.28 ft) from the property line.
10. The design or appearance of all communication facilities including antennas, antenna mounts, equipment shelters and cable runs should minimize the visibility of facilities through the use of color, consistent architectural styles and aesthetic design.
11. The County requires the Applicant to conduct a public consultation meeting for all wireless communication towers greater than 15 meters in height for area landowners/residents. All landowners within two (2) km of the proposed tower must be notified.
12. A public consultation/meeting will not be required for proposed tower sites in the green zone that are at least two (2) km away from the nearest titled property.
13. At the public consultation meeting, the Applicant will be requested to take an attendance log and record issues and concerns expressed by the public, and provide responses as to how issues will be addressed. These issues, as well as letters of support and non support must be provided to both the County and Industry Canada.
14. The applicant shall pay for all the costs of the public consultation process including mail outs, newspaper advertisements, property signs and public meetings where required.
15. A sign not less than one (1) square meter in size or newspaper advertisement providing information of the public consultation may also be requested on site at the discretion of the Chief Administrative Officer or his designate.
16. The Chief Administrative Officer or his designate will provide a Letter of Concurrence or Non-concurrence based on the results of the consultation process, and the goals of Yellowhead County being attained.
17. Yellowhead County continues to update its rural communications coverage study and requires all Applicants to provide the following information:
  - a) Estimated coverage of the new tower by township.
  - b) Spectrum being deployed on the tower including licensed, unlicensed and lightly licensed.
18. Communication facilities and towers are to be removed within six months of cessation of use.
19. Applications for a Letter of Concurrence shall be referred to applicable internal departments for comment.

  
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Luc Mercier, CAO

  
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Date

**Schedule "D" – Development and Subdivision Fees**

Description	Fee (GST is not applicable)
<b>Development Fees</b>	
Residential Development Permit	\$75
Commercial Development Permit	\$200
Industrial Development Permit	\$200
Home & Rural Business Development Permit	\$200
Development without a Development Permit	Double the application fee
Development Permit renewals or extensions	No charge
Amendment to Land Use Bylaw	\$400
Development Appeals	\$300
<b>Compliance Letter</b>	
Real Property Report provided (no site inspection required)	\$50
<b>Road Closures</b>	
Application	\$150
Endorsement	\$350
<b>Subdivision Fees</b>	
Application base fee	\$425
Application fee per newly created lot	\$50
Endorsement fee per lot prior to registration	\$50
Subdivision approval extension	\$150
Subdivision Appeals	\$300
<b>Adoption and Amendment of Plans</b>	
Application to adopt Area Structure Plan	\$1,500
*refund of 50% will be provided if item does not progress to 1st reading	
Application to adopt Conceptual Plan	\$1,000
* refund of 50% will be provided if item does not progress to 1st reading	
Application to amend Statutory Plan	\$400
<b>Other</b>	
Encroachment Agreement	\$250
Phase 1 Environmental Assessment	\$200
Letter of Concurrence	\$300

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