



Policy Name

Wireless Communication Tower Policy

Policy Number

ADM-22

Policy Statement

Brazeau 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.

Brazeau 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 co-locate on Brazeau County owned utility towers. In situations where Brazeau County does not have a tower and private towers are required, the applicant must utilize best efforts to provide tower space for Brazeau County public safety equipment and collocation opportunities to other potential wireless providers.

Policy

PURPOSE:

To encourage cooperation between Brazeau 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 evaluation and management of wireless co-location on existing towers and new communication tower proposals with a goal to minimize adverse land use impacts of wireless towers within the County.

DEFINITIONS

1. "Applicant" is the company, organization, or communication (telecommunication) carrier applying to install a new communication tower within Brazeau County.
2. "Collocation" means the placement of telecommunication facilities equipment owned and operated by more than one company on the same tower or supporting structure.
3. "Communication Tower" (or tower, or telecommunication tower)" means any tower used for transmitting, receiving and relaying voice or data signals.

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4. "Environmentally Sensitive Area" means undisturbed or relatively undisturbed areas which have natural features, value to society, and ecosystems worth protecting.
5. "Lessee" means a company, organization or communication (telecommunication) carrier entering into an agreement for co-location on a Brazeau County owned tower for the installation and maintenance of equipment.
6. "Tower Height" is the vertical distance measured from the finished grade to the highest point of the structure.

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, Significant Historical Sites and Environmentally Sensitive areas;
- b) Encouraging applicants to cooperate 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 following 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 – *Radio Communications and Broadcasting Antenna Systems*, published by Industry Canada (as amended from time to time), with the information required to make a statement 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.

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MANAGEMENT GUIDELINES

- 1. The Manager of Economic Development and Planning is responsible for the development, implementation and monitoring of this policy.
- 2. Brazeau County will work with interested applicants to first determine if the needs and goals of the applicant can be met through co-location on an existing tower structure. If appropriate a co-location agreement will be entered into. If co-location is not appropriate the applicant will follow the process for a new tower.
- 3. The role of Brazeau County in the approval process is to provide input to Industry Canada through the County’s statement of concurrence or non-concurrence with the proposed location of the wireless communication tower.
- 4. 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 statement of concurrence from Brazeau County.
- 5. Brazeau 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.

CO-LOCATION GUIDELINES

- 1. Terms of co-location on Brazeau County-owned towers will be negotiated between the interested party and relevant departments within Brazeau County including but not limited to, Information Technology (IT), Economic Development and Planning and Finance and will be reviewed and approved by Council prior to signing the co-location agreement.
- 2. If a Lessee requires access to a site they must notify the Lessor at least two (2) business days prior to gaining access, unless it is a time-critical repair, and provide details as to the scope of work to be performed.
- 3. In the case of a time-critical repair the Lessee must notify the Lessor as soon as possible prior to gaining access, and provide details as to the scope of work to be performed.

DEVELOPMENT GUIDELINES

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1. A municipal development permit is required for all wireless communication towers and associated accessories.
2. A wireless communications tower is a discretionary use within all land use districts.
3. Prior to submitting a request for a development permit application, the applicant must contact the Manager of Economic Development and Planning to arrange a preliminary consultation between the applicant, Economic Development and Planning, IT and Finance. Applicants must also confirm in writing that they have made contact with other tower owners in the vicinity and have pursued collocation opportunities.
4. An application for a development permit shall include the following:
 - a. a site plan drawn to scale which identifies the site boundary;
 - b. the distances to the parcel boundaries from all structures;
 - c. location of the tower guy wire anchors; existing or proposed structures associated with the tower;
 - d. all pipelines, well sites and right of ways;
 - e. vehicle parking and access;
 - f. existing vegetation to be retained, removed or replaced;
 - g. any wetland or water features and slopes;
 - h. existing and proposed approach/roadway.
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 cannot locate within thirty (30) metres from the top of bank of any named river, creek or water body, or slope greater than ten (10) percent.
7. The collocation of multiple providers on towers is preferred. Where appropriate, new towers should be built to a standard which accommodates multiple wireless tenants. Any exclusivity agreement that limits access to other providers is strongly discouraged.
8. The tower base shall be setback from abutting parcels, occupied dwellings and roadways by the distance of the tower height plus ten (10) percent of the height and shall meet the required setbacks of the appropriate land use district.
9. Guy wire anchors shall be set back at least one (1) metre (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.

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11. The County requires the Applicant to conduct a public consultation meeting for all wireless communication towers greater than fifteen (15) metres in height for area landowners/residents.
12. A public consultation/meeting will not be required for proposed tower sites on Crown Land that are at least two (2) kilometres 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 greater than one (1) square metre in size or newspaper advertisement providing information of the public consultation may also be requested on site at the discretion of the Manager of Economic Development and Planning. A newspaper advertisement providing notification of the public consultation will be required.
16. The Manager of Economic Development and Planning will provide a letter of concurrence or non-concurrence based on the results of the consultation process, and the goals of Brazeau County being attained.
17. Brazeau 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 (6) months of cessation of use.

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