

TOWN OF OKOTOKS

TELECOMMUNICATION ANTENNA STRUCTURES SITING PROTOCOLS

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Definitions

<i>(the) Administration</i>	means, for the purpose of this document, the staff of The Town of Okotok's Planning Services, which is tasked with receiving, evaluating and processing submissions for telecommunication antenna structures.
<i>Adjacent Residential Development</i>	means residential properties that abut a proposed or existing telecommunication antenna structure site, including those sites separated by a public or private thoroughfare, utility right-of-way, railway, stream, river or other natural or manmade feature or element as determined by The Town of Okotoks.
<i>Affected Properties</i>	means all properties within a 300 metre radius of a proposed telecommunication antenna structure to which notification of a public consultation meeting must be sent.
<i>Co-location</i>	means the placement of telecommunication antennas and equipment operated by one or more proponents on a telecommunication antenna structure operated by a different proponent, thereby creating a shared facility.
<i>Futures</i>	means the identification of locations on a telecommunications antenna structure allocated for antenna arrays which will be installed at some time in the future rather than at the time of the initial construction of the structure.
<i>Letter of Concurrence</i>	means a letter from The Town of Okotoks supporting a proponent's proposal for the installation of a telecommunication antenna structure within the town.
<i>Letter of Non-concurrence</i>	means a letter from the Town of Okotoks signifying no support for a proponent's proposal for the installation of a telecommunication antenna structure within the Town.
<i>Proponent</i>	means a company, business or organization providing wireless telecommunication services.
<i>(the; these) Protocols</i>	means the provisions of The Town of Okotoks' <i>Telecommunications Antenna Structures Siting Protocols</i> .

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<i>Public Consultation Meeting</i>	means a meeting conducted by a proponent's representative(s), to which members of the public (see <i>Affected Properties</i>) are invited, and at which the public is informed about a proposed telecommunication antenna structure placement within the community. The meeting may be either formal or open house format, at the discretion of the proponent.
<i>Residential Development</i>	means land that has residential buildings (dwellings) constructed upon it.
<i>Residential District</i>	means any area of land designated by The Town of Okotoks Land Use Bylaw as an area primarily for residential development.
<i>Residential Properties</i>	means land subdivided for residential development that either has existing residential buildings on it or is currently vacant but intended for future residential use.
<i>Roof Top Installation</i>	means any telecommunication antenna structure that is placed on the roof of a building.
<i>Safety Code 6</i>	means Health Canada's standards for acceptable human exposure to radiofrequency electromagnetic fields as set out in its document <i>Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 KHZ to 300 GHZ</i> , as amended. Pursuant to Federal requirements, all telecommunication antenna structures within the Town of Okotoks must comply with these standards.
<i>Stealth Structure or Stealth Installation</i>	means the installation of a telecommunication antenna structure in a manner that is designed and constructed to hide, camouflage or integrate the telecommunication antenna structure into an existing building, landscape, topography or structure.
<i>Submission</i>	means an information package regarding a proposed telecommunication antenna structure submitted by a proponent to The Town of Okotoks for concurrence, and containing materials for review such as site plans, photographs, and detailed drawings of the structure.
<i>Telecommunication Antenna</i>	means a device that requires a permit from the Federal Government and is used to receive and/or to transmit

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radio-frequency (RF) signals, microwave signals or other communications energy transmitted from or to be received by other antennas.

Telecommunication Antenna Structure

means any roof-top, building-mounted or ground-mounted pole, tri-pole, spire, lattice work or other freestanding structure, tower, streetlight, parking lot light or combination thereof, including supporting lines, cables, wires, and braces intended for the purpose of mounting a telecommunication antenna or series of antennas on it. Also included are any cabinets or shelters containing electronic or other equipment associated with these antenna structures and any compound required to accommodate these components.

Tower

means any ground-mounted monopole, tri-pole, or lattice work structure upon which telecommunication antennas are attached. Not included are streetlight poles, parking lot light poles, existing electric utility towers or similar type structures as determined by The Town of Okotoks.

Type A Submission

means the type of submission processing method for those telecommunication antenna structures listed in subsection 6.1 of these Protocols.

Type B Submission

means the type of submission processing method for those telecommunication antenna structures listed in subsection 6.2 of these Protocols.

Type C Submission

means the type of submission processing method for those telecommunication antenna structures listed in subsection 6.3 of these Protocols.

1.0 Purpose and Objectives of the Protocols

1.1 Purpose

The purpose of the Telecommunication Antenna Structures Siting Protocols is to establish procedural standards that will allow The Town of Okotoks to effectively participate in and influence the placement of telecommunication antenna structures proposed within the town limits. The Protocols are also intended to assist Town Council, Town Staff, Industry Canada, representatives of the telecommunications industry and members of the public in being aware of and understanding the implementation methods, processes, procedures and criteria used to achieve this purpose.

1.2 Objectives

The objectives of these Protocols are:

1. To establish a process and criteria for consistently and equitably reviewing, evaluating and deciding upon each proposal for placing a telecommunication antenna structure within the Town of Okotoks.
2. To provide clear and reasonable requirements for effective participation and cooperation between the proponents and The Town of Okotoks.
3. To minimize the number of towers required for telecommunication antenna networks within Okotoks.
4. To ensure co-location opportunities for telecommunication antenna structures are explored and acted upon.
5. To encourage and promote opportunities for improved telecommunication antenna structure design and concealment in order to minimize their visual impacts on the surrounding area and the town in general.
6. To provide an opportunity for residents located near specific types of proposed telecommunication antenna structures (towers) to make comments, ask questions or raise concerns relating to the proposal, make the proponent aware of local considerations and provide recommendations regarding the placement and/or appearance of the structure.

2.0 The Town's Authority Regarding Telecommunications Antenna Structures

The Town of Okotoks **is not the approving authority** for telecommunication antenna structures.

The federal Minister of Industry **is the approving authority** for the development and operation of radiocommunication in Canada, including telecommunication antenna structures, pursuant to the *Radiocommunication Act*. Industry Canada* is tasked with, among other things, administering the orderly development and operation of telecommunication antenna structures.

In this regard, Industry Canada requires that, in certain cases, the local land use authority and the public must be consulted for input regarding the proposed placement of a telecommunication antenna structure. The Town of Okotoks' Planning Services is responsible for reviewing these submissions on the Town's behalf and, depending on the nature of the proposal, a letter of support (concurrence) or non-support (non-concurrence) is sent to the wireless service provider upon completion of its review of the proposal.

Planning Services reviews each proposed submission for a telecommunication antenna structure based on specific physical criteria. This involves reviewing and evaluating such things as the proposed location of a telecommunication antenna structure and aspects of its design, including, but not limited to, height, colour, type, number or antennae to be placed on the structure, screening of any equipment compound, the design and materials to be used for any equipment storage shed, the potential for co-location of other proponents on the structure, and compliance with *The Town of Okotoks Telecommunication Antenna Structures Siting Protocols*. Based on this review, a letter of support (concurrence) or non-support (non-concurrence) is issued.

Note that in cases where the Town does not support a proposal, **it cannot prevent** a proponent from ultimately gaining permission from Industry Canada to install a telecommunication antenna structure even if it contravenes the Town's telecommunication Protocols.

* For additional information regarding Industry Canada's mandate and the application of its authority in the wireless telecommunications process, please consult Industry Canada's *Client Procedures Circular CPC-2-0-03*. This publication and others pertinent to telecommunications are available at <http://strategis.gc.ca/spectrum>

3.0 The Town's Role at a Public Consultation Meeting

The Town of Okotoks performs three main functions at a public consultation meeting. These are:

1. To scrutinize the consultation process:
 - by observing how and what information is provided to the public by the proponent about the proposed telecommunication antenna structure and its intended location;
 - by observing what questions arise from the public about the proposed installation;
 - by observing what answers to these questions are provided by the proponent; and
 - by observing how concerns and other issues regarding the proposed telecommunication antenna structure's placement are resolved.
2. To clarify the provisions of the Town's *Telecommunication Antenna Structures Siting Protocols* as required:
 - by explaining the procedures regarding the notification process;
 - by articulating what is expected in terms of resolving the issues brought forward at the meeting by the public;
 - by communicating the Town's objective regarding the co-location of other proponent's antenna on existing and proposed telecommunication antenna structures; and
 - by outlining the circumstances required for the issuance of a letter of concurrence or non-concurrence.
3. To explain the Town's role in the deployment of telecommunication antenna structures, which includes:
 - ensuring the Town's *Telecommunication Antenna Structure Siting Protocols* are followed;
 - evaluating each proposal based on specific criteria, reasoning and development guidelines;
 - confirming that the proponent has conducted and completed any follow-up work arising from a public consultation meeting; and
 - facilitating communication between other proponents regarding co-location arrangements.

4.0 The Town's Role in Reviewing a Telecommunication Submission

The Town of Okotoks reviews and evaluates each submission it receives for a telecommunication antenna structure. The specific elements and issues observed, reviewed, analyzed, evaluated and decided upon in reaching a decision to either support or not support a submission are predominantly, but not limited to, the following*:

- proposed location in a community or area;
- existing and proposed on-site uses and structures;
- adjacent sites and their existing and proposed uses and structures;
- co-location potentials on this site and on nearby sites with other existing or proposed telecommunication antenna structures;
- compliance with *The Town of Okotoks Telecommunication Antenna Structures Siting Protocols*;
- conformity with the Town's *Municipal Development Plan*
- design aspects of the proposal, including:
 - height,
 - colour,
 - type of structure,
 - diameter (if a monopole or tri-pole)
 - number of antenna arrays (including futures),
 - shrouding of antenna arrays,
 - potential for disguising or camouflaging,
 - screening of equipment compound and shelter(s),
 - location on the site,
 - access/egress to the facility,
 - impact on on-site parking facilities and vehicular movement,
 - impact on on-site garbage facilities,
 - impact on on-site utility R.O.W.s,
 - proposed signage or other markings and lighting,
 - distance to other existing towers, and
 - removal of redundant structure(s) (if re-build replacement or co-location).

* The Town of Okotoks does not assess any submission for a telecommunication antenna structure with respect to **health and radiofrequency exposure issues** or any other non-placement or non-design related issues. Any questions or comments the public may wish to make regarding health issues related to cell phones, cell towers and radiofrequency exposure guidelines (Safety Code 6) should be directed to Health Canada on-line at healthcanada.gc.ca and to the proponent's representative. Industry Canada, Spectrum Management Operations Branch may also be contacted for information by phone at 403-292-4575 or by e-mail at spectrum.calgary@ic.gc.ca

5.0 Submissions to The Town of Okotoks

5.1 Pre-submission Consultation

Proponents are encouraged to conduct a pre-submission consultation with The Town of Okotoks Planning staff to identify preliminary issues of concern prior to making their submissions. In this regard, pre-submission consultations should ensure the following factors are addressed:

- the submission type;
- the proposed telecommunication antenna structure location;
- potential alternative locations;
- the type and height of the proposed telecommunication antenna structure;
- documentation regarding the investigation of co-location potentials on existing or proposed telecommunication structures within 500 metres of the subject proposal;
- documentation regarding the offer for co-location on the proposed telecommunication antenna structure; and
- the necessity for a public consultation meeting.

5.2 Submission Content Requirements

The details provided by a proponent in support of a submission to The Town of Okotoks for a proposed telecommunication antenna structure must include all of the following information and materials for the submission to be considered complete:

- the type of telecommunication antenna structure being proposed;
- a filled out copy of the Telecommunication Device Submittal Requirement List form (available at the front desk of the Municipal Centre building at 5 Elizabeth Street or 403-938-8916 or on-line at www.okotoks.ca including an address for the proposed location of the telecommunication antenna structure;
- a letter of authorization from the registered owner of the land, their agent, or other person(s) having legal or equitable interest in the land. Where an agent is authorizing the use on the property, proof verifying the agent's authority must be submitted;
- the proponent's name, company name and address, phone and fax numbers ;
- colour photographs showing the proposed location of the telecommunication antenna structure as well as immediate surroundings;
- the appropriate submission fee (available at the front desk of the Municipal Centre building at 403-938-8916 or on-line at www.okotoks.ca ;
- where applicable, a brief or report documenting any pre-submission consultation or meeting between the proponent and the Town;
- a brief, or report documenting the public consultation meeting required for the telecommunication antenna structure where required by the Protocols;

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- copies of **correspondence documenting co-location information** pursuant to subsection 8.3 of the Protocols (this is a must have and the 30 day submission processing period will not commence unless and until this information is provided to the Town);
- three (3) copies of a site plan, drawn to a readable and measurable scale (preferably 1:200), showing:
 - north arrow
 - municipal address
 - legal address (plan/block/lot)
 - property lines with adjacent streets and lanes
 - location of the antenna structure and any support buildings, including their dimensions
 - location of existing buildings on the site and access to the site
 - existing and proposed landscaping, fencing, screening
 - distance to the nearest residential property (or residential district if no dwellings are existing yet)
 - elevation drawings showing all sides of the antenna structure and all other structures
 - proposed colour, material, diameter and height of the device/antenna structure; and
- any other additional information or material Administration determines to be necessary and appropriate to properly evaluate the proposed submission.

5.3 Submission Processing Time Period

Except as set out in subsections 5.4 and 6.2 of the Protocols, The Town of Okotoks will render a decision of either concurrence or non-concurrence within 30 days of receiving a complete telecommunication antenna structure submission.

5.4 Extending the Submission Processing Time Period

The 30 day processing time period may be extended by the proponent or The Town of Okotoks, through mutual consent, when;

- further negotiations are deemed by either party to be required;
- additional notification is deemed by either party to be required; or
- a public consultation meeting that was not initially thought to be required is determined by The Town of Okotoks to be necessary.

5.5 Concurrence

When a submission is given concurrence, the proponent will receive a letter of concurrence and a set of the drawings marked *Concurrence Rendered on This Plan* from The Town of Okotoks documenting its decision. A copy of the letter will also be sent to Council for information purposes.

5.6 Non-Concurrence

When a submission is given a non-concurrence decision, the proponent will receive a letter of non-concurrence and a set of drawings stamped *Non-Concurrence Rendered on This Plan*. The Town of Okotoks will provide reasons for its position, and send copies of the correspondence to Council. The Town of Okotoks will also send a copy of the non-concurrence letter to Industry Canada for information purposes.

5.7 Rescinding a Concurrence

If, following the issuance of a concurrence, it is determined by The Town of Okotoks that the submission contains a misrepresentation or a failure to disclose all of the pertinent information regarding the proposal, or the plans and conditions upon which the concurrence was issued have not been complied with, and a resolution cannot be reached to correct the issue, the Town may rescind its concurrence. Notification of any such action will be given in writing to the proponent and to Industry Canada and will include the reason(s) for the rescinding of its concurrence.

6.0 Submission Categories

The Town of Okotoks recognizes that different types of telecommunication antenna structures may create different magnitudes or degrees of impact and concern within the community and on existing built environment of the town in general. Consequently, the Town has grouped the various types of telecommunication antenna structures into three main categories with the objective of making the assessment and evaluation of these types of submissions more efficient and functional with respect to procedures, actions required and processing times.

6.1 Type A Submissions

Type A submissions involve those telecommunication antenna structures deemed by The Town of Okotoks to have potential impacts on or concerns for the community, the environment or the existing urban fabric of the town in general, that are proposed:

- On towers of any height* to be placed within 100 metres of any residential development or residential district or public service district (said 100 metres to be measured from the centre of the base of the proposed structure);
- On roof tops within 100 metres of any residential development or residential district or public service district (said 100 metres to be measured from the centre of the base of the proposed structure);
- On roof tops in areas within the Okotoks River Valley Management Zones;
- On towers of any height within the Okotoks River Valley Management Zones;
- To increase the height of an existing tower by more than 25% of the existing height;
- Telecommunication antenna structures (towers) that are 15 metres or greater in height proposed in locations designated as commercial or industrial and farther than 100 metres away from any residential development or residential district; and
- On any other telecommunication antenna structure not identified as a Type B or a Type C submission structure.

A public consultation meeting, conducted prior to making a submission to the Town, will be required pursuant to the provisions set out in section 9.0 of the Protocols. The Town of Okotoks recommends at least a two week interval between the date of the public consultation meeting and making a submission to the Town to ensure time for post-consultation inquiries and comments to be received from the public and answered by the proponent. Type A submissions will be processed by The Town of Okotoks within 30 days of receipt of a complete telecommunication antenna structure submission.

*The measurement to determine the height of any proposed or existing tower shall be taken **from the ground**, not the top of any base upon which the tower may sit, and extends **to the highest point of the tower** which includes any GPS or antenna array, lightning rod or other attached device.

6.2 Type B Submissions

Type B submissions include those telecommunication antenna structures considered by The Town of Okotoks to have low or no adverse impacts or concerns with respect to the community or the city in general. These include proposed telecommunication antenna structures in such locations as:

- On street light poles;
- On parking lot light poles;
- On existing utility towers and similar structures as determined by The Town of Okotoks; and
- On towers less than 15 metres in height that are not identified as a Type A telecommunication antenna structure in subsection 6.1 of the Protocols.

A public consultation meeting will not be required and the submissions will be processed within 30 working days of receipt of a complete telecommunications antenna application.

6.3 Type C Submissions

Type C submissions primarily apply to proposals for those telecommunication antenna structures that will have a limited operational time frame and no or negligible adverse impacts on the community, the environment or the existing urban fabric of the Town in general, as determined by The Town of Okotoks. This category also includes the addition of telecommunication antenna structures to an existing tower in specific circumstances. Type C submissions include:

- a temporary telecommunication antenna structure, including a Cell on Wheels (COW), for a duration of no longer than 3 months;
- a time extension request for an existing temporary telecommunication antenna structure or COW to remain in place beyond the initial 3 month duration limit to a maximum of 3 additional months;
- a telecommunication antenna structure to be used for a special event;
- a telecommunication antenna structure to be used for an urgent situation or emergency event;
- the co-location of a proponent's telecommunication antennas on an existing tower where an increase in tower height is not required; and
- the addition of new shelters, cabinets and other similar enclosures or compounds required to house a proponent's equipment associated with the telecommunication antennas being connected to an existing telecommunication antenna structure as long as the compound's area is not increased.
- To increase the height of an existing tower by less than 25%.

The proponent will submit a written notification to the Town of Okotoks allowing 15 working days for response time prior to installing any proposed Type C telecommunication antenna structure or commencing a time extension for an existing Type C

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telecommunication antenna structure (excluding those to be used for an urgent situation or emergency event) within the town.

7.0 Design Characteristics

7.1 Disguised and Camouflaged Structures

The Town of Okotoks encourages the use of telecommunication antenna structures that are designed to be as stealthy, unobtrusive and inconspicuous as possible, particularly in residential areas and on sites abutting residential uses. This includes the hiding or disguising of telecommunication antennas in or on buildings, placing them on roof tops or on other existing structures, and the camouflaging of telecommunication antennas on street lights or other apparatuses, appliances and objects. The appropriate type of telecommunication antenna structure for each situation should be selected based upon the goal of making best effort to blend with the nearby surroundings and minimize the visual aesthetic impacts of the telecommunication antenna structure on the community.

7.2 Preferred Built Forms

Co-location of antenna structures is the preferred option within the Town of Okotoks. However, if co-location is not possible the following is preferred:

Roof top installation, freestanding telecommunication antenna structures in the form of monopole and tri-pole towers with flush mounted or cluster mounted telecommunication antennas and streetlight and parking lot light poles that have telecommunication antennas sheathed completely within the pole are preferred built forms for telecommunication antenna structures within Okotoks. Pinwheel telecommunication antennas are discouraged, as is the use of guy wires and cables to steady, support or reinforce a tower. Lattice work towers may be considered in specific circumstances, at the discretion of The Town of Okotoks.

7.3 Screening Features

The use of landscaping, fences and architectural features on and around the equipment compounds, shelters and cabinets associated with a telecommunication antenna structure is encouraged to assist these structures to blend in with their surrounding environment.

7.4 Signage

The placement of signs on telecommunication antenna structures is generally discouraged. However, in circumstances where The Town of Okotoks determines it is appropriate, signage* may be used to assist in screening, disguising or camouflaging a telecommunication antenna structure. In these cases, signage must be limited to identifying only businesses, uses or services occurring on the site.

7.5 Lighting

Unless specifically required by Transport Canada, the display of any type of lighting on a telecommunication antenna structure is prohibited. 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. The lighting of telecommunication antenna structure compounds for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum number of lights and illumination intensity, and is consistent with Okotoks' dark sky principles.

7.6 Residential Development Setback Guidelines

The Town of Okotoks recommends the placement of telecommunication antenna structures (towers) should not be in very close proximity to residential developments of any built form or density. As a guideline, it is recommended that any tower proposed to be placed on a site abutting existing dwellings should be located:

- a) at least three times the height of the proposed tower away from those dwellings for towers less than 15 metres in height;
- b) at least 75 metres away from those dwellings for towers 15 to 30 metres in height;
- c) at least 100 metres away from those dwellings for towers 31 to 45 metres in height;
- d) at least 122 metres away from those dwelling units for towers 46 to 55 metres in height;
- e) at least three times the height of the proposed tower away from those dwellings for towers 56 metres or greater in height.

* Note: an approved development permit for the signage component will be required as signage is not an essential element needed for the operation of a telecommunication installation. The 30 day processing period for a letter of concurrence or non-concurrence does not apply to the signage portion of any such submission.

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The distance shall be determined by measuring from the nearest wall of the nearest dwelling unit (including any secondary suite located in a rear yard or on a detached garage) to the proposed tower. In addition, for the purpose of this subsection, where the height of the tower is between whole numbers, the measurement shall be rounded up to the next full number (example: if the tower measures 30.34 metres in height, it will be considered to be 31 metres high).

The Town of Okotoks may, at its discretion, modify these setback guidelines on a site by site basis, taking into account such factors as buffering topography and vegetation, intervening major transportation and utility corridors, rivers and streams, intervening non-residential buildings and information arising from a public consultation meeting concerning the telecommunication antenna structure. Exceptions will also be considered for those telecommunication antenna structures that are stealth type installations (i.e. hidden, or for the most part, screened by design, structure(s) or other camouflaging techniques).

8.0 Co-Location

8.1 Co-location Options

The Town of Okotoks encourages the co-location of telecommunication antenna structures and is the first preference of the Town of Okotoks. This may include, but is not limited to:

- the installation of a proponent's telecommunication antennas on any existing telecommunication antenna structure;
- the construction of a new telecommunication antenna structure on which other proponents are invited to co-locate;
- the reconstruction or modification of an existing telecommunication antenna structure to accommodate the equipment of additional proponents; or
- the relocation of a proponent's existing telecommunication antennas to another proponent's telecommunication antenna structure followed by the removal of the redundant existing telecommunication antenna structure.

In cases where a telecommunication antenna structure is being replaced or taken out of service, The Town of Okotoks acknowledges that the existing telecommunication antenna structure could remain temporarily while a new telecommunication antenna structure is being built and the telecommunication antennas and equipment relocated from the existing structure to the new structure.

8.2 Replacement or Modification due to Co-location

Where reconstruction or modification of an existing telecommunication antenna structure 15 metres or greater in height is proposed to accommodate either additional telecommunication antennas or co-location not identified on the drawings approved with the original concurrence, a public consultation is not required if the height of the replacement or modified structure is not increased more than 25% of the existing structure's height. However, the proponent's representative is requested to provide the following information to the the Town of Okotoks Planning Services:

- the height and type (e.g. monopole, tri-pole, etc) of the existing telecommunication antenna structure;
- the height and type of the proposed reconstructed telecommunication antenna structure;
- the location and type (e.g. pinwheel, cluster mount, etc.) of all telecommunication antennas, including any futures;
- the location, size, height, colour and finishing materials of any additional equipment shelter and screening for same;
- the name of any co-locating proponent; and
- any other material that the proponent's representative considers important in explaining clearly what changes are proposed to take place and why.

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No changes to the existing telecommunication antenna structure, its screening or its equipment shelter shall take place until a written acknowledgement is received from The Town of Okotoks or the 30 day response period set out in subsection 6.3 of the Protocols has lapsed, whichever occurs first.

8.3 Evidence of Co-location Review

The Town of Okotoks strongly recommends that a co-location review take place prior to any Type A or Type B submission for concurrence for a telecommunication antenna structure. In this regard, the proponent is requested to provide written evidence, as part of its submission to The Town of Okotoks, demonstrating that co-location on an existing telecommunication antenna structure, a replacement or modified telecommunication antenna structure or a proposed new telecommunication antenna structure has been reviewed with other proponents operating within Town limits and the surrounding area. Also requested is information regarding the feasibility of co-location verses the construction of an additional telecommunication antenna tower structure. All existing and proposed telecommunication antenna tower structures within a 500 metre radius of any proposed new telecommunication antenna tower's location must be included in the review for co-location potentials. If co-location is not possible for technical reasons, a statement signed by an appropriate technical expert is requested in support of the written evidence noted above. If co-location is not possible due to a lack of interested participants or other considerations, a statement signed by an appropriate authority for the proponent making the submission is requested as part of the aforementioned written evidence.

8.4 Co-location and Unobtrusiveness

The Town of Okotoks recognizes that the objective of promoting co-location as described in this Section of the Protocols, and the objective of making telecommunication antenna structure facilities less noticeable, as described in Section 7.0 of the Protocols, may sometimes come into conflict. Nevertheless, the Town of Okotoks intends to review each submission on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them. The proponent will be given direction in this regard by the Town of Okotoks during the pre-submission consultation process, or if no pre-submission consultation has taken place, during the review and evaluation of the submission.

9.0 Notification and Public Consultation Process

9.1 Initial Contact with the Town of Okotoks

Prior to physically investigating an area for potential telecommunication antenna structure site locations, the Town of Okotoks requests that proponents provide Administration with a courtesy notification that locations in the community are being assessed for a telecommunication antenna structure site.

9.2 Notification Obligations When a Public Consultation Meeting is not Required

When a public consultation meeting is not required, pursuant to subsections 6.2, or 6.3 of the Protocols, notification of a proposed telecommunication antenna structure siting shall be given to Planning Services by the proponent in advance of a submission being made to the Town of Okotoks for concurrence. This notification must be made by written means (a letter, an e-mail or a brief) and must include:

- the proponent's name and contact information;
- the municipal and legal address of the proposed location;
- the type and height of the telecommunication antenna structure; and
- a brief explanation as to why a public consultation meeting is not required.

9.3 Notification Obligations When a Public Consultation Meeting is Required

When a public consultation meeting is required, pursuant to subsections 5.4, or 6.1 of the Protocols, written notification of a proposed telecommunication antenna structure siting shall be given by the proponent to the Town of Okotoks at least two (2) weeks prior to the public consultation meeting to allow Town staff to attend. The proponent shall include in the notification a copy of the plans for the structure and a copy of the *Notice of Public Consultation Meeting*. The proponent shall then undertake the Public Consultation Meeting process by conducting a public meeting prior to making a telecommunication antenna structure submission to the Town of Okotoks in close proximity to the proposed structure location and, in accordance with the provisions of subsections 9.4, 9.5, 9.6 and 9.7 of the Protocols.

9.4 Notification to Affected Properties

When a public consultation meeting is required pursuant to subsections 5.4, or 6.1 of the Protocols, notification of the proposed siting of a telecommunications antenna structure shall be sent by the proponent to all properties within a 300 metre radius of the proposed telecommunication antenna structure, including any that are located in an adjoining municipality. The measurement to determine the 300 metre distance shall be taken from the centre of the proposed structure. Where the 300 metre notification ring cuts through a multi-unit residential building or a residential block, notice shall be extended to the whole building or to all residential properties on the affected block face. In addition, for apartment buildings and condominium buildings, the proponent must provide notification to each dwelling unit in the building.

9.5 Public Consultation Meeting Notification Method and Timing

When a public consultation meeting is required, the proponent shall issue a notification in written form in accordance with subsection 9.6 of the Protocols and deliver it, either by regular mail service or by hand, to all affected properties within the notification area defined in subsection 9.4 of the Protocols. If the notification is to be given by regular mail service, it must be sent out at least 21 days prior to the date of the public consultation meeting event. If the notification is to be hand delivered, it must be delivered to the affected residential properties at least 14 days prior to the date of the public consultation meeting event. It is recommended that the proponent keep a log or similar record showing mail out or delivery dates, times and addresses in case of a dispute regarding the notification procedure. The site upon which the telecommunication antenna structure is to be placed must be clearly marked with a sign at least 14 days prior to the public consultation meeting, and an ad must appear in a major local newspaper within the Town of Okotoks in the 2 prior publications immediately before the public consultation meeting.

9.6 Public Consultation Meeting Notification Form and Content

A written public consultation notification shall be sent out in an envelope addressed to the “Occupant” and shall clearly show in bold type on the face of the envelope the statement: **A CELL TOWER IS PROPOSED WITHIN 300 METRES OF THIS PROPERTY. YOU ARE INVITED TO A PUBLIC MEETING. INFORMATION IS ENCLOSED.** The notification shall include, as a minimum, the following information:

- the date, time and place where the public meeting will be held;
- any agenda or itinerary for the meeting;
- the name and telephone number of the proponent’s representative as a contact for the public;
- information about the size, type, location on the site and diameter of the proposed telecommunication antenna structure, as well as the number and type of antenna arrays to be mounted (such as pin wheel mounted, cluster mounted, etc.), including any potential for future antenna arrays and co-locations opportunities; and
- any other materials the proponent deems appropriate to best inform the public.

Details should also be provided to show the proposed telecommunication antenna structure and its associated equipment shelter(s) in context with the area immediately adjacent. In this regard, presentation of accurately scaled photographic simulations depicting the proposed facility and its environs is also recommended, but is not mandatory as part of the notice.

9.7 Public Consultation Meeting Format

It is solely the responsibility of the proponent, at its own cost, to arrange, organize and conduct a public consultation meeting. At its discretion, the proponent may conduct the meeting in either a formal manner or an open house format.

A formal meeting entails the public seated facing the proponent's representatives, who provide information concerning the proposed telecommunication antenna structure and answer questions about the proposal and telecommunications in general.

An open house format involves a meeting with no formal seating provided and the public being free to walk through a series of displays providing information about the proposal and telecommunications in general and at which the proponent's representatives are available to discuss issues and answer questions in a one-on-one setting.

In either case, The Town of Okotoks recommends the following basic information be provided at a public consultation meeting:

- the location of the telecommunication antenna structure;
- why/how the location was chosen;
- what other locations were considered and why they weren't chosen;
- an aerial photograph or plan showing the proposed location of the telecommunication antenna structure, the notification area and the properties within the notification area that received a notice of the meeting;
- the height, type of telecommunication antenna structure, colour, materials, type and number of telecommunication antennas (including futures) and co-locations;
- a site plan showing where on the property the telecommunication antennas structure will be situated;
- plans showing the design and appearance of the telecommunication antenna structure and any equipment shelters, cabinets, compounds, fencing and landscaping to be provided as part of or in support of it;
- accurately scaled photographic simulations showing the property with and without the telecommunication antenna structure in place;
- the name, phone number, e-mail address and fax number of a contact person employed by the proponent;
- health and safety information regarding radio frequency transmission (Safety Code 6);
- technical information regarding radio frequency transmission as it relates to cell phone and cell tower functions;

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- the time frame within which questions, concerns and comments will be received and addressed by the proponent after the meeting and prior to making a submission to The Town of Okotoks; and
- any other material that the proponent considers important to best inform the public regarding its proposal.

Please note: Town of Okotoks Administration will attend this meeting in accordance with Section 3 of these protocols.

9.8 Proponent Obligations after the Public Consultation Meeting

Following a public consultation meeting, the proponent must respond and address any concerns or issues arising from it. It is recommended that 10 working days be allowed to ensure time for receiving and responding to any concerns from the public arising as a result of the meeting. Subsequently, the proponent may proceed with a submission with The Town of Okotoks.

9.9 Documenting the Public Consultation Meeting

Where a public consultation meeting has been conducted and the proponent proceeds with a telecommunication antenna structure submission, a brief containing the names and addresses of all attendees at the public consultation meeting must be included. A copy of any agenda, presentation, minutes or similar record may also be included at the proponent's discretion; however, the brief must document the topics discussed, concerns raised, resolutions reached and, where arising, any outstanding issues that could not be resolved. The proponent must demonstrate how the issues have been addressed and subsequently resolved, or where issues have not been resolved, the brief must explain why.

10.0 Redundant Telecommunication Antenna Structures

Regardless of telecommunication antenna structure Type, when a telecommunication antenna structure becomes redundant to the operation of a proponent's telecommunication network, The Town of Okotoks requests that the proponent remove the telecommunications antenna structure and all building and associated equipment from the site and remediates the property to the satisfaction of the property owner. Unless otherwise specified in a written agreement with the property owner, The Town of Okotoks recommends removal and remediation take place within 60 days of the telecommunication antenna structure becoming redundant. Notification to The Town of Okotoks is requested within 30 days of the proponent(s) abandoning/decommissioning the telecommunication antenna structure.

Regardless of telecommunication antenna structure Type, in cases where a redundant telecommunication structure is not being removed by the proponent abandoning/decommissioning the structure, but is instead to be sold to a party that is not another proponent or a party that will not be using the telecommunication antenna structure for wireless telecommunication or other radiocommunication purposes, The Town of Okotoks requests notification in writing within 30 days of the sale of the telecommunication antenna structure.