

ADMINISTRATIVE POLICY

1/ANT

SUBJECT: ANTENNA APPLICATIONS - PROCEDURES FOR PROCESSING		
DATE OF ISSUE:	JANUARY, 1991	ORIGIN: ADMINISTRATION
AMENDED:	NOVEMBER 26, 1998	
AMENDED:	MAY 8, 2000 (Council Min. No. 219)	
AMENDED:	JULY 12, 2004	
AMENDED:	JUNE, 2009	

Industry Canada Policy CPC-2-0-03, Radio Communications and Broadcasting Antenna Systems, requires persons proposing to construct certain types of antenna structures to consult with the Municipality before erecting the antenna. This requirement applies to most amateur and commercial radio and cellular antennae. This policy sets out the procedures to be followed by the Municipal staff in processing applications.

1. All applications for approval of antennae or antennae support structures shall follow the consultation process set out in paragraphs 3 through 9 of this policy other than applications for:
 - i) receiving television antenna and satellite dishes
 - ii) small antenna affixed to existing buildings, trees or other structures other than utility poles
 - iii) except as noted in paragraph 2, small antenna affixed to utility poles having a maximum height of 21 metres, provided that such pole does not exceed the height of either adjacent pole by more than 7 metres.
 - iv) antenna systems, including masts, towers or other antenna-supporting structure, with a height of less than 15 metres above ground level.

“Small antenna” shall mean antenna with a frontal area of not more than 1.6 square metres.
2. Applications for the installation of antennae on utility poles in the following locations shall follow the consultation process set out in paragraphs 3 to 9 of this policy:
 - i) locations where the municipality has, in it’s planning or financial documents, indicated that they intend to relocate overhead utilities underground
 - ii) On Cordova Bay Road between Shelbourne and the northern boundary of Mount Douglas Park
 - iii) On Ash Road between Durling Place and Cordova Bay Road.
3. No building permit will be issued for an antenna unless:
 - i) Council has approved the application;
 - ii) Where Council has expressed opposition to the application, Industry Canada has notified the Municipality of its approval; or,
 - iii) The antenna is exempt from the consultation process under Group 1 of this policy
4. The Director of Planning is responsible for processing applications for municipal input on antenna installations.

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5. The Director of Planning shall prepare an application form to be given to applicants which shall require:
 - i) Applicant's name and address.
 - ii) The type, height, base size, location, colour and proposed use of antenna.
 - iii) Suitable construction drawings and site plans to be attached.
 - iv) Details of efforts made by applicant to consult with surrounding neighbourhood.
6. Antenna applications shall be referred for comment to the Engineering Department and the Parks and Recreation Department prior to consideration by Council.
7. The Director of Planning shall prepare a report to Council assessing the environmental and aesthetic impacts of antenna on the neighbourhood and giving recommendations to support, not support, or support the application subject to certain conditions.
8. The Legislative Division to notify surrounding residents of committee meeting to discuss the Planner's report on same basis as development permit applications.
9. The Manager of Legislative Services shall transmit to Industry Canada the Council resolution in the application including the minutes and any correspondence received.