



Policy Name: Wireless Communication Design and Consultation Policy

Policy Number: 6

REASON FOR POLICY

To facilitate the orderly, coordinated, and respectful design and development of Wireless Communication Facilities in the City of North Vancouver. This includes expectations for siting, design and public consultation.

This Policy outlines the City's application and review process for wireless communication facilities involving an antenna tower, utility pole, and applications on City-owned properties, streetscapes or other public areas. Third Party Rooftop Antenna Installations are processed through a separate process which requires a Development Permit. See the Rooftop Antenna Development Permit Area Guidelines.

AUTHORITY TO ACT

While the City of North Vancouver recognizes that Industry Canada (now called Innovation, Science, and Economic Development Canada (ISED) regulates the location and installation of antenna systems, including masts, towers, and other antenna-supporting structures under the *Radiocommunication Act*, the City also recognizes that Industry Canada (ISED) has mandated that where local governments have established policy and procedure this be adhered to by proponents of new installations.

The City hereby encourages all applicants to comply with the Wireless Communication Design and Consultation Policy in the siting, design and public consultation surrounding all future installations.

POLICY

A. Applicability

Wireless Communication Facilities refers to antennas and/or communications equipment cabinets and/or shelters used for the commercial operation of wireless communication services. This policy applies to wireless communication facilities other than Third Party Rooftop Antenna Installations. This includes:

- **Adaptive Re-use Facilities – Utility Poles (Type 2)** - Wireless Communication facilities added to existing structures, such as telephone or hydro poles;
- **Tower Facilities (Type 3)** - Wireless communication facilities involving new towers and existing towers to be constructed or lengthened to greater than 15 metres in height;
- **City-Owned Properties and Public Areas (Type 4)** - Wireless Communication Facilities located on City properties or infrastructure in public areas such as streetscapes, plazas and parks.

B. Site Selection

1. Co-location of wireless carriers at new and existing antenna sites is expected. Preference will be given to upgrading or replacing existing sites to accommodate additional carriers rather than creating additional unique antenna sites;
2. Wireless Communication Facilities should be directed to lots designated as Residential Level Five and Six, Mixed-Use, Commercial, Industrial and Mixed Employment designated lands identified on Schedule A in Appendix 1.0 of the 2014 Official Community Plan and the Highway corridor;
3. Wireless Communication Facilities (Type 3) should be located outside of established residential neighbourhoods and local roads, and avoid installations adjacent to schools, daycares, and similar facilities.
4. Where possible, applicants are encouraged to permit the opportunity for Emergency services communication (police, fire, emergency management) providers to, in consultation with the applicant, arrange access to and locate equipment free of charge on existing or new installations in support of public safety.
5. Installations to facilitate Emergency Service providers such as police, fire, ambulance and search and rescue services may be located in any designated land use area.

C. Design Considerations

1. The visual impact of Wireless Communication Facilities should be minimized to reduce visual impact and clutter. This includes orienting installations for minimum visibility and using shrouding, screening or painting where possible without adding visual bulk to the structure;
2. Antennas and cable raceways in all Wireless Communication Facilities should be internal to the Building or Structure, and where external installations cannot be avoided, should be screened or painted to match the structure;
3. Design equipment cabinets to be internal or otherwise unobtrusive with consideration given to ground level impacts and appropriate treatment applied in high visibility locations such as landscaping or vinyl wrapping.
4. Adaptive Re-Use Facilities – Utility Poles (Type 2) should:
 - a) Not be located adjacent to schools or daycare facilities;
 - b) Ensure antennae are located at or below 15 m in height;
 - c) Not lengthen existing utility poles (they may be removed and replaced for structural reasons);
 - d) Ensure associated equipment cabinets do not pose a safety risk or impede pedestrian or cyclist movement in the public realm and,
 - e) Consider road access.
5. Tower Facilities (Type 3) should:
 - a) For freestanding towers, be directed to the Upper Levels Highway corridor or industrial areas not immediately adjacent to residential properties to ensure the least impact to established residential neighbourhoods;

- b) Feature a design sensitive to the existing physical context it is to be located in;
 - c) Consider road access.
6. City-Owned Properties & Public Areas (Type 4) design will be subject to the City Engineer's approval and to a formalized agreement as outlined in the Consultation section.
7. Obsolete technology or equipment should be removed from the Building as soon as possible.

PROCEDURE

A. Application Process

1. All sites require proof of approval of the land owner, whether public or private. In the case of a strata corporation, a letter from the Strata Council agreeing to the installation is required. In the case of any City-owned property, a separate agreement will be required with the City's Facilities and Real Estate Division and, in the case of installations involving City infrastructure and public places, must be designed and installed to the satisfaction of the City Engineer.
2. Upon compliance with the process outlined below, the City will provide a letter of approval which will include any conditions of concurrence, if required, as well as comments suggesting improvements, in the case of non-concurrence.
3. Wireless Communication Facilities shall follow this process:
 - a) Adaptive Re-Use Facilities (Type 2) (utility poles) shall follow this process:
 - i. Pre-application meeting;
 - ii. Preliminary revisions;
 - iii. Application submission;
 - iv. Staff design review;
 - v. Notification of installation (see Section 4.0);
 - vi. Final revisions;
 - vii. Letter of Approval or Council and City Agreement (City poles);
 - viii. Building and Electrical Permit (as needed);
 - ix. Removal (or upgrade replacement) of any technology or equipment from the site when it becomes obsolete.
 - b) Tower Facilities (Type 3) shall follow this process:
 - i. Pre-application meeting;
 - ii. Preliminary revisions;
 - iii. Application submission;
 - iv. Staff design review;
 - v. Review readiness for public consultation (see Section 4.0);
 - vi. Notification of meeting (see Section 4.0);
 - vii. Public Information Meeting (see Section 4.0);
 - viii. Final revisions;
 - ix. Council;
 - x. Letter of Approval;
 - xi. Building and Electrical Permit (as needed);
 - xii. Removal (or upgrade replacement) of any technology or equipment from the site when it becomes obsolete.

c) City-Owned Lands and Streetscapes Facilities (Type 4) shall follow this process:

- i. Pre-application meeting;
- ii. Preliminary revisions;
- iii. Application submission;
- iv. Staff design review;
- v. Final revisions;
- vi. Notification of installation (see Section 4.0);
- vii. Council and City Agreement;
- viii. Building and Electrical Permit (as needed);
- ix. Removal (or upgrade replacement) of any technology or equipment from the site when it becomes obsolete.

4. Projects identified by staff as requiring particular attention can be referred to the Advisory Design Panel as needed. It is the expectation that most projects will not need to appear before the Panel, provided that reasonable design requests are considered and accommodated where possible by the applicant.

B. Consultation

1. Applicants shall conduct the public consultation aspects of their application in conjunction with the City of North Vancouver's standards.
2. Submission requirements will vary by circumstances and will be determined by staff during the pre-application meeting.

3. Adaptive Re-Use Facilities (Type 2) (utility poles)

- a) Notification of properties within a 40m radius of the installation. This involves sending a notice with a description of the installation and contact information for the applicant to properties within the radius.

4. Tower Facilities (Type 3)

Public Information Meetings are required for Tower Facilities (Type 3):

- a) Scheduling a public information meeting:

The date of the public information meeting is to be approved in advance by City staff. Tuesday through Thursday scheduling is preferred, as Friday through Sunday meetings interfere with residents' weekend plans and Monday night conflicts with Council meetings. In addition, seasonal timing considerations must be taken into account (holidays, school professional development days, spring break, etc.). It is important that scheduling issues not alienate or exclude those whom the applicant is trying to reach. City staff will work with the applicant to confirm progress is being made on the necessary materials for the public information meeting.

- b) Preparing notification for a public information meeting:

Notification of the public information meeting is required by newspaper advertisement and targeted owner/occupier notices, by postal mail or hand-delivery.

City staff will identify the notification radius (minimum 100 m) for owner/occupier notices, taking into account context, topography, views, adjacent land uses, right of way width, etc. Newspaper advertisements are generally expected to be a minimum one-quarter page in size and with forward placement (first half of the newspaper). The format and content of newspaper and owner/occupier notices must be reviewed for sufficiency by City staff prior to their use. Samples may be available; enquire with staff for details.

c) Public information meeting notification timing and delivery:

Owner/occupier notifications must be received by residents between 10 and 14 days in advance of the public information meeting, subject to adjustment by the City under special circumstances.

Newspaper advertisements should be published in two consecutive issues of the North Shore Outlook or North Shore News, generally 10 and 5 days before the public information meeting is to occur.

d) Public meeting content and conduct:

The applicant is responsible for making all arrangements for the meeting, conducting the meeting, and paying all costs related to the meeting. The meeting is to be held in a convenient, accessible location such as a local school, community centre, church, or meeting room. City staff may attend as observers and are available to answer questions from the public with respect to the City's policy and specific role in the process, but will not present on behalf of the applicant.

Presentation materials produced by the applicant for use during the public meeting should be reviewed by City staff to ensure accuracy, and should generally include:

- i. An explanation of why the installation is needed;
- ii. How the installation fits into the applicant's network;
- iii. Details of the proposed structures;
- iv. An analysis of view impacts;
- v. Photoshop or rendered visuals.

Public information meetings are generally run as open houses, allowing for residents to arrive at a time convenient to them, circulate, view display boards or other materials, and interact with the applicant's representatives and consultants. The applicant may choose to deliver a presentation, but this is not required.

Forms should be provided for residents to provide written feedback. These submissions will be collected by City staff, scanned to PDF, and returned to the applicant for production of a summary report.

5. City-Owned Properties and Public Areas

- a) A Wireless Communication Facility will only be considered appropriate for City-owned land or buildings or public areas if it can meet the necessary conditions for locating an installation in the City as outlined in this policy and supported by a Council endorsed City agreement.

- b) Prior to approving the rental agreement for City-owned land, the City will contact the properties that fall within 50 metres of any portion of the wireless communications facility. When the facility is located on a tower or roof-top, the 50 metres is measured horizontally from the structure to the lot line. The City reserves the right to notify additional properties, if the siting or size of the proposal is likely to impact properties outside the 50 metre notification area. All concerns raised by neighbours in the area will be passed on to the Applicant to provide the Applicant with an opportunity to address the concerns. Any concerns that continue to be outstanding will be passed along to Council for Council's consideration when reviewing the application to rent.
- c) If no public notification is required (because there are no private properties located within the notification zone) or, if public notification is required but no concerns have been expressed within the 3 week notification period, this information will be passed along to Council for Council's consideration when reviewing the application to rent.
- d) The City will retain the right to end the rental agreement at 180 days' notice for the following reasons:
 - i. should any valid safety concerns arise in the future;
 - ii. should the site be redeveloped; and,
 - iii. should new improved technology become available, that, in the opinion of the City, acting reasonably, is economically viable to use.
- e) The applicant must enter into a signed agreement with the City which will include payment of rent or, by agreement between the City and the wireless communication company, equivalent benefits in terms of provision of communications equipment or service to the City. As well, the agreement shall include clauses relating to indemnification and proof of comprehensive general public liability insurance coverage, termination and removal of equipment.
- f) There may be a separate contracting protocol for antenna installations on City-owned poles and other streetscape and park infrastructure.
- g) The applicant must pay all costs of documentation, improvements, occupancy and eventual termination and removal.

Approval date:	November 20, 2017	Approved by:	Council