

Where to apply

Planning and Development
 Current Planning Branch
 5th Floor, 10250 – 101 Street NW
 Edmonton, Alberta T5J 3P4
 Phone: 311 for 24-hour information and
 access to City of Edmonton programs and
 services. Or, if outside of Edmonton
 780-442-5311.
 Fax: 780-496-6054

Hours of operation: 8:00 a.m. – 4:30 p.m.
 Monday through Friday

This brochure is for information purposes
 and is not legally binding. Please review
 the official copy of the Policy for Siting
 Telecommunications Facilities at:
[www.edmonton.ca/city-government/
 documents/C471B.doc](http://www.edmonton.ca/city-government/documents/C471B.doc)

Any Questions About Telecommunications Facilities?

You need to know...



Note: When you apply, personal information may be collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact our office.

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What are telecommunications facilities?

Telecommunications facilities include wireless point to point commercial facilities, including towers and antenna structures that serve cellular and personal computer (PC) communications, as well as radio and television broadcasters.

Where can towers and other major structures go?

Telecommunications carriers are entitled to locate their facilities wherever they need to provide service.

What is co-location?

Co-location occurs when carriers cooperatively place their devices in a single tower, building or location.

Who makes the decision to approve telecommunications facilities?

Industry Canada regulates the telecommunications industry and issues operating licenses.

What is the City of Edmonton's role?

The City, in cooperation with Industry Canada and the telecommunications industry, has established a Policy for Siting Telecommunications Facilities. This policy outlines a public consultation process that must be undertaken by a carrier if it proposes a tower that is a 'significant' structure, or a major facility that might have an impact on the surrounding community.

What does public consultation involve?

For towers or structures considered to be significant, the carrier must first meet with the local community league, City planning staff, and, where appropriate, local councillors to discuss the proposal. Once a preferred location is determined, a public meeting must be held. Property owners located within a distance of six times the proposed tower height must be notified of the meeting. The carrier must keep a record of the meeting that includes concerns raised and responses provided. The carrier must also keep a record of those who attended. At the meeting, the carrier would provide a time frame and method by which comments may be submitted (if not at the meeting).

Submission of Meeting Record and Explanatory Document

After the meeting, the carrier would provide the meeting record and document to the Planning and Development Department as well as relevant community league(s). This document would describe how the carrier has agreed to modify the proposed tower or facility, or its location to address the concerns raised at the meeting (as well as those received afterwards), and in particular how the issue of co-location at the site has been addressed. If concerns remain unaddressed, the document would explain why the carrier cannot, or chooses not to, address these concerns.

Statement of Concurrence or Non-Concurrence to Industry Canada

After reviewing the carrier's meeting record, the City sends a letter to Industry Canada. The letter confirms whether the City is satisfied with the carrier's tower location and design, and whether the carrier has resolved community concerns.

Consultation is generally not necessary if:

- A tower is freestanding and 15 m (49.2 ft.) or less;
- A tower is mounted on a building where the combined height of the tower and the building is less than 23 m or six storeys, and the tower is less than 30% of building's height;
- A tower or facility is mounted on a building more than six storeys or 23 m in height;
- A tower is mounted on a downtown building;
- A tower or building-mounted device is separated from a residential or heritage area by an arterial roadway, and/or buffered by substantial tree cover, topography, or buildings;
- A tower/facility mounted on the top or side of any building where the antenna projects less than 2 m from the top or side;
- Replacement of original tower/equipment if similar in height and massing;
- The addition of antenna structures similar in massing to existing antenna structures on the existing tower.