



Antenna Structure Review Process

Determining the regulations and processes related to the installation of antenna structures can be complex. The following information provides an overview of the requirements.

Applicability

The Antenna Structure Review Process applies where an antenna, broadcast transmitters and other communications devices, are:

- attached to new monopole structures or lattice structures (not existing ones) and
- subject to Federal Government approval.

It does not apply to antennae owned by non-profit/emergency service providers nor to other types of antennae.

Antenna Structure Review Process

The basic process, which culminates in a Federal agency decision, consists of six steps:

1. Applicant documents the consultation process carried out with neighbours.
2. Applicant submits applications for Antenna Structure Review and Electrical Permit (in compliance with C.E.C. Sections 54 and 60) to the City. In some cases a Building Permit, Development Permit and/or variance may also be required.
3. The Development Services Division coordinates a staff review and prepares a written report, including the results of the applicant's consultation with neighbours, to City Council's Planning and Land Use Committee. The report will give recommendations to support, not support or support the application subject to certain conditions. The report may also recommend the referral of the application to the Advisory Design Panel for review.
4. Planning and Land Use Committee considers the staff report and then makes its recommendation to City Council.
5. City Council passes a resolution (it may sometimes preface this by holding a special meeting to hear neighbours' concerns).
6. Council's resolution, including the minutes and any correspondence received, is forwarded by City staff and to the Federal Government's approving agency for review and consideration in its decision.

Submitting an Application

Applications for Antenna Structure Review, Electrical Permit and Building Permit must be made with the Permits & Inspections Division. Development Permit applications must be made with the Development Services Division.

Required Information

An Antenna Structure Review Application form is available for the applicant to fill out. Content includes:

- applicant's name, address and contact information
- property's owner(s), and legal description
- Development Permit application, if applicable
- the type, height, base size, location, colour and proposed use of the antenna structure
- suitable construction drawings and site plans
- details of efforts made by the applicant to consult with the surrounding neighbourhood including description of any meetings, questionnaires, number of households contacted and the area consulted.

The Public Consultation Guidelines

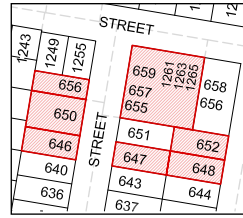
The City's Public Consultation Guidelines are to be used as the minimum basis for consultation by the applicant. The Public Consultation Guidelines seek to ensure that an application will have the full benefit of public awareness and consultation before any City Council decision is made.

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SUSTAINABLE PLANNING AND COMMUNITY DEVELOPMENT

The following are to be contacted and afforded an opportunity to review the proposal and offer feedback:

- owners and occupiers of neighbouring property (See diagram)
- [Community Association Land Use Committee\(s\)](#). A Community Association Land Use Committee contact list is available from Development Services.



Neighbouring properties to notify for 651 Street

Note: It is recognized that in some cases it may be difficult to contact persons or Community Associations. It may be accepted that a person or Community Association has no objections to the proposal if no response is received within one month of the date the applicant mailed a letter inviting review and feedback.

Community Involvement

There are a number of ways community members can get involved in the process:

- Owners and occupiers of neighbouring property have to be consulted by the applicant at step #1 of the process. Their input is documented in the application submitted for staff reporting.
- Meetings of Planning and Land Use Committee and City Council, steps #4 and #5 of the process, are open for the public to attend and observe. Agendas and minutes are available for each meeting. In some cases, for example where a variance is requested, a hearing will be held to allow neighbours an opportunity to voice their opinions.

Decision Process

Federal officials have the final approving authority for antenna structures¹. Where the Antenna Structure Review Process is required, no Electrical Permit or Building Permit will be issued for an antenna structure unless:

- Council has approved the Antenna Structure Review Application, or
- the Federal Government has notified the City of its overriding approval.

¹ For information on the Federal Government's Industry Canada antenna approval procedures, contact the Vancouver Island branch of Industry Canada, 250.363.3803 or <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/home>. For information related to the Federal Government's health and safety regulation of radio-communication antenna structures, contact the Vancouver Island branch of Health Canada at 250.952.1911 or <http://www.hc-sc.gc.ca/ewh-semt/radiation/index-eng.php>

For more information on the circumstance when federal approval and municipal consultation are required, see Industry Canada Policy CPC-2-0-03, Issue 4, January 1, 2008 Spectrum Management and Telecommunications Client Procedures Circular at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>.

Exemptions

Some examples of exemptions are:

- antenna not requiring a new structure
- antenna not requiring Federal Government approval
- antenna owned by amateur/ham radio or non-profit emergency service providers
- roof top satellite dish
- antenna affixed to a building (roof top installation)
- antenna affixed to a hydro pole.

Zoning Regulation Bylaw Standards

The [Zoning Regulation Bylaw](#) height definition exempts rooftop antennae from building height limits but standards vary depending on design and location.

If necessary, there are procedures available to vary Zoning requirements. These involve a decision following neighbour consultation. For details about zoning and variances, please consult Development Services.

Requirements for a Building Permit

Due to the variety of antennae and possibilities for installations, it is best to check with the Permits and Inspections Division to determine the need for a Building Permit.

Process Timeline

Following the consultation undertaken by the applicant, a staff review of the application and a report to Council takes approximately two months.

This information is provided to assist potential applicants determine the regulations related to antenna structures. It is meant as a guide only, and is not a substitute for City bylaws. Development Services staff are pleased to assist and answer questions.

FOR MORE INFORMATION:

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Permits and Inspections

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