POLICY			
Section:	DEVELOPMENT	Policy No.	01-2026
Subject:	TELECOMMUNICATION STRUCTURE POLICY: SITING AND DESIGN	Effective:	Oct. 26, 2026
Motion #:	221-2026	Replaces:	N/A

1 PURPOSE AND AUTHORITY

1.1 PURPOSE

1.1.1 The purpose of the Telecommunication Structure Policy is to establish procedural standards that will allow the Village of Acme to effectively participate in and influence the placement of telecommunication structures proposed within the Village of Acme boundaries. It assists Council, Village Staff, Innovation, Science and Economic Development 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

1.2.1 The objectives of this policy are:

(a) To establish a process and criteria for consistently and equitably reviewing, evaluating, and deciding upon each proposal for placing a telecommunication structure within the Village of Acme.

(b) To provide clear and reasonable requirements for effective participation and cooperation between the proponents and Village of Acme.

(c) To minimize the number of towers required for telecommunication antenna networks within Village of Acme.

(d) To ensure co-location opportunities for telecommunication structures are explored and acted upon.

(e) To encourage and promote opportunities for improved telecommunication structure design and concealment in order to minimize their visual impacts on surrounding areas and the Village of Acme in general.

(f) To provide an opportunity for residents located near specific types of proposed telecommunication structures (towers) to make comments, ask questions, or raise concerns related to the proposal, make the proponent aware of local considerations, and provide recommendations regarding the placement and/or appearance of the structure.

1.3 APPLICABILITY AND AUTHORITY

1.3.1 The Village of Acme is not the approving authority for telecommunication structures.

1.3.2 The federal Innovation, Science and Economic Development (ISED) is the approving authority for the development and operation of radiocommunication in Canada, including telecommunication structures, pursuant to the *Radiocommunication Act*.

1.3.3 In this regard, ISED requires that, in certain cases, the local authority and the public must be consulted for input regarding the proposed placement of a telecommunication antenna structure.

1.3.4 The Village of Acme Council is responsible for reviewing these submissions on the Village of Acme'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 the Village of Acme's review of the proposal.

1.3.5 Note that in cases where the Village of Acme does not support a proposal, it cannot prevent a proponent from ultimately gaining permission from ISED to install a telecommunication structure even if it contravenes this Policy.

1.4 THE ROLE OF THE VILLAGE DURING THE PROPONENT'S PUBLIC CONSULTATION

1.4.1 The Village of Acme performs two main functions during a proponent's public consultation process. These are:

(a) 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; and

(b) to clarify the provisions of this Policy as required by outlining the circumstances required for the issuance of a letter of concurrence or non-concurrence.

1.5 THE ROLE OF THE VILLAGE OF ACME IN REVIEWING A TELECOMMUNICATION STRUCTURE SUBMISSION

1.5.1 The Council of the Village of Acme reviews and evaluates each submission it receives for a telecommunication structure. The specific elements evaluated and decided upon in reaching a decision to either support or not support a submission are the following:

(a) proposed location in a community or area;

(b) existing and proposed on-site uses and structures;

(c) adjacent sites and their existing and proposed uses and structures;

(d) co-location potentials on this site and on nearby sites with other existing or proposed telecommunication antenna structures;

(e) conformity with the Village of Acme's Municipal Development Plan policies; and

(f) design aspects of the proposal, including:

- height;
- colour;
- type of structure;
- diameter (if a monopole or tripole);
- number of arrays;
- shrouding of antenna arrays;
- potential for disguising or camouflaging, screening of equipment compound and shelter(s);
- location on site;
- access/egress to the facility;
- proposed signage or other markings and lighting;
- distance to other existing towers;
- removal of redundant structure(s) (if a re-build, replacement, or co-location).

1.5.2 Regarding health and radiofrequency (RF) exposure issues and limits for telecommunication antenna structures, these elements are regulated by Health Canada's Safety Code 6 guidelines. The Village of Acme has neither the authority nor the medical/biological research expertise/capability to assess or evaluate any submission for telecommunication antenna structures with respect to health and RF issues.

2 LOCATION CRITERIA

2.1 CO-LOCATION

2.1.1 The Village of Acme encourages the co-location of telecommunication structures. This may include, but is not limited to:

(a) the installation of a proponent's telecommunication antennas on any existing telecommunication structure;

(b) the construction of a new telecommunication structure on which other proponents are invited to co-locate;

(c) the reconstruction or modification of an existing telecommunication antenna structure to accommodate the equipment of additional proponents; or

(d) the relocation of a proponent's existing telecommunication antennas to another proponent's telecommunication structure followed by the removal of the redundant existing telecommunication structure.

2.1.2 The Village of Acme strongly recommends that a co-location review take place prior to any

submission for concurrence for a telecommunication structure.

2.1.3 The proponent is requested to provide written evidence, as part of its submission to Village of Acme, demonstrating that co-location on an existing telecommunication structure, a replacement or modified telecommunication structure, or a proposed new telecommunication structure has been reviewed with other proponents operating within the Village of Acme limits. All existing and proposed telecommunication structures within an 800-metre radius of any proposed new telecommunication structure's location must be included in the review for co-location potentials.

2.1.4 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 written evidence.

2.2 PREFERRED LOCATION CRITERIA IN DEVELOPED AREAS

2.2.1 The following is a list of preferred locations for telecommunication structures:

(a) Industrial and commercial areas;

(b) In close proximity to similarly scaled structures;

(c) Some institutional uses where appropriate, including, but not limited to, those institutions that require telecommunications technology, i.e.: colleges and universities;

(d) Other non-residential areas considered appropriate by Village of Acme, including agricultural lands;

(e) Within or adjacent to parks, green spaces, golf courses, and other recreational parcels.

2.3 DISCOURAGED LOCATION CRITERIA IN DEVELOPED AREAS

2.3.1 The following is a list of discouraged locations for telecommunication structures:

(a) Close proximity to residences. The Village of Acme recommends that the placement of telecommunication towers should not be closer than two to three times the height of the tower from an existing dwelling;

(b) Environmentally sensitive or ecologically significant lands;

(c) Proximity to schools (towers should be no closer than 100 metres away from the nearest portion of a school building or the nearest portable classroom, whichever is closer to the proposed installation).

2.3.2 The Village of Acme 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 structure.

2.4 LOCATION CRITERIA IN FUTURE DEVELOPMENT AREAS

2.4.1 For locations within the Village of Acme that have not yet been developed, proponents are encouraged to select sites for the placement of their telecommunication structures prior to development taking place. The Village of Acme promotes this course of action so that those purchasing properties in these new developing areas will be able to make informed decisions based on an understanding of where initially telecommunication structures are installed or likely to be installed.

3 DESIGN CRITERIA

3.1 PREFERRED BUILT FORM

3.1.1 The built form of telecommunication structures that are preferred include roof top installations, freestanding telecommunication antenna structures in the form of monopole and tripole towers with flush mounted or cluster mounted antennas, and streetlight and parking lot light poles that are sheathed completely within the pole.

3.1.2 Preferred small cell installations are neatly organized, utilize as few antennas as possible, and hide conduit, cable trays, wiring, mounting brackets, or other hardware behind the antenna or within shrouding. Wall-mounted antennas are to be attached as close to the wall as possible and not project above the height of the wall they are mounted on.

3.2 DISGUISED AND CAMOUFLAGED STRUCTURES, AND SCREENING

3.2.1 The Village of Acme encourages the use of telecommunication 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 efforts to blend in with the nearby surroundings and minimize the visual aesthetic impacts of telecommunication antenna structures on the community.

3.2.2 The Village of Acme recognizes that the objective of promoting co-location as described in Section 2.1 of this Policy, and the objective of making telecommunication structures and antennas less noticeable may sometimes come into conflict. Nevertheless, The Village of Acme 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.

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

3.3 LIGHTING

3.3.1 Unless specifically required by Transport Canada, the display of any type of lighting on a telecommunication structure is discouraged. Where Transport Canada requires a telecommunication structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable.

3.3.2 Any required strobe lighting should be set to the maximum strobe interval allowed by Transport Canada. The lighting of telecommunication 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, where possible, it is provided by a motion detector type of system.

4 NOTIFICATION AND PUBLIC CONSULTATION

4.1 INTITAL CONTACT

4.1.1 Proponents are required to notify the Village of Acme of their intent to investigate an area for a potential telecommunication structure within the Village of Acme prior to landowner notification or advertisement of the proposed project.

4.2 PUBLIC NOTIFICATION AND CONSULTATION

4.2.1 Proponents are required to satisfy the default public consultation requirements of ISED's CPC-2-0-03.

4.2.2 Notwithstanding 4.2.1, any proposal which is excluded in CPC-2-0-03 from the consultation requirements, proponents are nevertheless encouraged to contact the Village of Acme to discuss the proposal and identify any potential issues or concerns and give consideration to the Village of Acme's location and design criteria.

4.2.3 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.

5 MUNICIPAL REVIEW AND ISSUANCE OF CONCURRENCE OR NON-CONCURRENCE

5.1 APPLICATION SUBMITTAL REQUIREMENTS

5.1.1 The following package must be submitted for consideration of a proposed telecommunication

structure:

(a) a map, including legal location, and site plan of the proposed system;

(b) a map showing the location of other telecommunication structures located within 800 metres of the proposed site;

(c) a map showing the typical coverage of existing telecommunication structures, which shows the need for additional structures;

(d) a description of the type and height of the proposed antenna system and any guy wires or other similar support mechanisms (e.g. support cables, lines, wires, bracing);

(e) the proposed lighting and aeronautical identification markings for the antenna and any supporting structures;

(f) documentation regarding potential co-utilization of existing towers within 800 metres of the proposed telecommunication structure;

(g) a record of all comments from the public, and the response of the proponent to these comments, and

(h) any other additional information or material deemed necessary and appropriate to properly evaluate the submission as noted in Section 1.5.1.

5.2 REVIEW AND DECISION

5.2.1 Concurrence with a proposal will be measured against the location and design standards in this Policy, applicable policies in the Village of Acme's Municipal Development Plan, consideration of comments received during the public consultation process, and any other matter deemed relevant by Council.

(a) When a proposal is given a concurrence decision, the proponent will receive a letter of concurrence from the Council documenting its decision and any conditions.

(b) When a proposal is given a non-concurrence decision, the proponent will receive a letter of non-concurrence from the Council describing the reasons for the decision.

5.2.2 Municipal concurrence does not constitute approval of uses, buildings, and structures which require issuance of a development permit under the Land Use Bylaw or a building permit under the *Safety Codes Act*.

5.2.3 Concurrence is valid for two years within which time the construction of the telecommunication structure must commence.

6 POLICY APPROVAL

Signed: _____
Mayor, Jason Bates

Signed: C Herrera
Deputy CAO, Colleen Herrera

Date: Nov 10/26