

**CITY OF COQUITLAM**

**WIRELESS COMMUNICATION  
FACILITIES (WCF)  
CONSULTATION PROTOCOL**

**September 28, 2012**

Coquitlam

# City of Coquitlam

## Wireless Communications Facilities (WCF) Consultation Protocol

### Applicability of Protocol

- This Protocol establishes the City of Coquitlam's participation in the review process for the location and siting of WCF facilities in the City of Coquitlam, pursuant to Industry Canada regulations and requirements.
- WCF carriers will inform the City on all proposed WCF installations, regardless of the height or type, and whether or not there is an Industry Canada requirement for a public consultation process.

### Procedural Requirements

#### WCF Facility Pre-Submission Review:

- Any party proposing a WCF will inform the City's Information and Communications Technology (ICT) Department and the Building Permits Division, Planning and Development Department in writing. The City's ICT staff will coordinate a pre-submission meeting with the proponent to review the submission against the City's WCF protocol. The meeting will also serve as an opportunity to provide early feedback, suggest potential location options, including City-owned facilities and sites, if there is some flexibility in location.
- A written response will be provided to the proponent on the Pre-Submission review, copying appropriate City Departments and Industry Canada, where appropriate.

#### WCF Submission Process:

- If the proponent wishes to proceed, the proponent will be required to submit an information package to the City that addresses the items in the recommended *Location and Design Guidelines for Wireless Communication Facilities in Coquitlam* (Schedule A).
- The Building Permits Division (BPD) of the Planning & Development Department will coordinate the review process for proposed WCF installations.
- A separate application for a building permit will be required for any WCF that includes structures covered by the City's Building Bylaw.
- The BPD file manager will review structural aspects of the proposed facility if there is a building permit required and the professional engineer's Letter of Assurance/ Attestation.

WCF Submission Process: cont'd/

- Submission packages will be circulated by the BPD file manager appropriate to all affected City Departments, including Planning & Development, ICT, Parks, Recreation and Culture, Legal Services, Fire Rescue, and the City Clerk. A response will be required within three weeks of circulation.
- The BPD file manager will forward the comments to the proponent for review, comment, and consideration.
- Where necessary, the BPD file manager may request additional information from the proponent in response to questions or concerns raised by staff, or arrange meetings as needed.

**Public Consultation Requirements**

The following public consultation process is required for new WCF support structures:

For New WCF Structures Less than 15m (49.2 feet) in Height and WCF Installations Co-located on Existing Structures including Roof Tops:

Not subject to public consultation requirements under Industry Canada. No public consultation required by the City.

For New WCF Structures 15 m(49.3 feet) in Height or Greater:

Industry Canada requires a public consultation process for Wireless Communications Facility Support Structures over 15 meters (49.2 ft.) in height. City of Coquitlam's policy is that all carriers and amateur radio operators adhere to Industry Canada's process and requirements, as applicable.

For proposed WCF installations that require a public consultation process consistent with Industry Canada regulations, the BPD file manager will advise City Council of this public consultation process.

## **Location and Design Guidelines for Wireless Communication Facilities**

These guidelines apply to all commercial installations, regardless of height or location.

Amateur radio installations are subject to a separate set of guidelines, provided below.

### **Guidelines for Commercial Wireless Communication Facilities**

#### **Siting**

- Opportunities should be explored through a pre-consultation meeting between the proponent and the City's Information and Communication Technology (ICT) staff to locate the proposed WCF on City-owned land, buildings or structures. Where feasible, opportunities to connect to the City's QNet system should also be explored.
- When considering the siting of telecommunication tower facilities, opportunities should be explored to locate new equipment on existing structures such as BC Hydro infrastructure or existing telecommunications towers.
- It is the City's strong preference that new free-standing telecommunication towers over 15 metres (49.2 ft.) be sited in non-residential and non-school locations and preferably in industrial or other areas removed from current or planned residential or school uses.
- Towers on prominent natural and cultural features, environmentally sensitive areas or areas with historically significant buildings are discouraged.
- New free-standing telecommunication towers shall be located as far as reasonably possible from the edge of an existing or planned future road allowance.
- Location of telecommunication towers on sites within mature tree stands that are not planned for removal is encouraged, while recognizing that taller structures may be necessary to meet line of sight requirements.
- All applicants for free-standing telecommunication structures over 15 metres (49.2 ft.) are encouraged to explore opportunities to use existing structures for locating their devices, such as BC Hydro infrastructure and existing telecommunication towers, where feasible.

### **Co-location**

- The carriers and other telecommunication tower owners are encouraged to work cooperatively in reaching agreements which allow for sharing of tower structures so as to minimize, where practical, the total number of towers in the City. This practice is typically referred to as "co-location".
- The principle benefit from co-location is that fewer towers are needed to serve a given area, thus reducing the overall visual impact of towers in the community.
- This policy acknowledges that co-location may result in slightly taller structures and more antennas on each structure, as well as larger enclosures at the base of the tower, and that there are physical limitations on how many antennae a single tower can structurally accommodate.

### **Tower Design and Landscaping Criteria**

- The use of monopoles is generally encouraged. (See Fig. 1.)
- Landscaping shall be appropriately placed around a telecommunication tower and ancillary facilities such as equipment shelters to minimize their visual impact on the neighbourhood.

### **Rooftop Structures**

- Where an antenna is proposed to be sited on the rooftop of a building or affixed to the edge of the roofline or side of the building, the antenna must be screened or designed in a way that complements or enhances the architecture of the building while not adversely impacting on radio signal strength or area of coverage. Any ancillary facilities must be managed in the same way. (See Fig. 1)

### **Guidelines for Amateur Radio Antenna Installations**

No antenna boom or other apparatus attached to the antenna support structure shall project within 0.3 metres (1 foot) of any property line

Structures should not be illuminated or carry advertising, flags, graphics or other such devices unrelated to the function of an amateur radio antenna support structure, except for warning markings and lights required by any provincial or federal authority.

Antenna support structures should not be placed in the front yard.

**Fig. 1: Preferred vs. Not Preferred WCF Installations**

**Rooftop Structures**



**Preferred**



**Not Preferred**

**Monopoles**



**Preferred**



**Not Preferred**