



Report to Council

Department: Development Services
Division: Planning
Date: August 11, 2025
Prepared by: Rita Jabbour, RPP, Manager, Planning Services
Report Number: Planning-2025-13
Subject: Town of Essex Telecommunications Tower Policy
Number of Pages: 6 including attachments

Recommendation(s)

That Planning report Planning-2025-13 entitled Town of Essex Telecommunications Tower Policy prepared by Rita Jabbour, RPP, Manager, Planning Services dated August 11, 2025, be received, and

That Policy Number 089, being a policy on protocol respecting the requirements and submission process for applications to establish radiocommunication and broadcasting antenna systems within the Town of Essex, be adopted, and

That Schedule "A" to By-Law 2040, being a By-Law to Establish a Schedule of Miscellaneous Fees and Charges, be amended to include the following fees and charges:

- **\$3,413.24 (plus deposit to be determined at time of application)** for the processing of new applications for Radiocommunication and Broadcasting Antenna Systems.
- **\$622.73** for the processing of renewals and extension of wireless cell tower agreements originally approved by Council.

Purpose

To establish a protocol and a fee for the processing of radiocommunication and broadcasting antenna system applications.

Background and Discussion

Radiocommunication and broadcasting services (herein referred to as Telecommunications Facilities) are used daily by the public, safety and security organizations, government, wireless service providers, broadcasters, utilities and businesses. They are a critical form of infrastructure for all Canadians in their daily lives.

For telecommunication facilities to work, antenna systems including masts, towers, and other supporting structures are required. Antenna systems are normally composed of an antenna and some type of supporting structure, often called an antenna tower. Most antennas have their own integral mast so that they can be fastened directly to a building or a tower. There is flexibility in the placement of antenna systems, which is constrained to some degree by the need to achieve acceptable coverage for the service area, the availability of sites, technical limitations, and safety.

Antenna systems are authorized and approved at the federal level, specifically by Innovation, Science and Economic Development (ISED) Canada. Anyone proposing, using, or owning an antenna system, as well as third party tower owners, must comply with the requirements established by ISED in *CPC-2-0-03 - Radiocommunication and Broadcasting Antenna Systems*, as amended. Protocol is informed by the federal requirements.

A Municipality is encouraged to establish a local policy to further direct the processing of applications for the development of telecommunication facilities. The Town of Essex does not currently have a policy or protocol. Therefore, protocol for the processing of these requests, including the public consultation process, has been in accordance with ISED's default process as outlined in section 4.2 of *CPC-2-0-03*.

With respect to siting, the provisionally adopted County of Essex Official Plan (2024) supports the provision of high-quality telecommunication services such as high-speed internet and

cellular services as key to supporting business development. It includes policies to determine the most appropriate locations for these services while minimizing the impact to agriculturally designated lands, the natural heritage system, rural areas, and cultural heritage resources as a top priority through avoidance. The County Official Plan (2024) directs that impacts on settlement areas are minimized by ensuring the design of facilities and structures are aesthetically pleasing and visually harmonious with the surrounding area. Current Town of Essex policy and regulation permits a telecommunications facility in any land use designation, subject to compliance with all regulations of the zoning district in which they are located, and subject to height restrictions in a Residential District (20m), under subsection 8.2 (b) (i) of Zoning By-Law 1037. The Town of Essex Official Plan requires justification in accordance with provincial policy for above ground facilities in agricultural designations, including justification as to why lower capability or marginal land cannot be used.

Policy 089, **attached** to this Report, seeks to:

- (i) balance the location and design requirements of Proponents with the need to minimize a telecommunication facility's visual impact;
- (ii) address local land use concerns while respecting federal jurisdiction; and,
- (iii) ensure co-location opportunities for telecommunication antennas are explored and acted upon, where appropriate.

Specifically, Policy 089 outlines the following:

- The pre-consultation processes the proponent **must** undertake with the Town prior to submitting a proposal.
- The preferred locations and design requirements for antenna systems proponents *should* adhere to.
- The public consultation process proponents **must** follow for public input, indigenous community engagement, and coordination with other relevant agencies.
- The requirements that **must** be submitted by the proponent for a proposal.
- The process for obtaining and issuing a statement of concurrence or non-concurrence that the Town **must** follow.

- The proposals that **must** be exempted from land-use authority and public consultation requirements under CPC-2-0-03.

A fee is required to be paid to the Town as a proposal submission requirement under Policy 089. The Town of Essex does not currently charge a fee for the processing of applications for telecommunications towers. Amendments to By-law 2040- being a by-law to establish a schedule of miscellaneous fees and charges to be collected by the Town of Essex- are proposed to establish a fee. The proposed fee for the processing of new applications for radiocommunication and antenna systems (**\$3,413.24**) will be recovering staff time to pre-consult with the applicants, review the application and required submissions, prepare material for public consultation, prepare the Council report, and process the statement of concurrence or non-concurrence. The proposed fee for the processing of renewals and extensions of wireless cell agreements originally approved by Council (**\$622.73**) will be recovering the cost of processing the renewal which does not require public consultation or preparation of a Council report as the task has been delegated to Staff.

The proposed fees will be subject to the Consumer Price Index, as changed year over year at September 30, and will be updated each year on January 1. The proposed fee will be effective upon adoption of the Protocol. A comparative analysis of costs for similar applications was completed and is summarized in **Table 1**.

Table 1. Comparative Analysis of Costs for Telecommunication Tower Applications		
Municipality	Application Fee Required (Y/N)	Application Fee Amount
City of Windsor	Yes (Telecommunications policy available)	\$4,205
Town of Kingsville	Yes (Telecommunications Policy Available)	\$4,500 - \$7,500
Town of Lakeshore	Yes	\$662

	(Telecommunications Policy Available)	(Letter of Recommendation without Public Consultation)
		\$1,983 (Letter of Recommendation with Public Consultation)

Financial Impact

There will be no financial impact as the intent of the fee is to recover the staff time and resources spent on application review.

Consultations

Lori M. Chadwick, Director, Development Services

Joseph A. Malandruccolo, Director, Legal and Legislative Services/Clerk

Cory Simard, Manager, Legal, Licensing, and Enforcement

Ann Marie Unis, Manager, Finance and Business

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Town of Essex Telecommunications Tower Policy - Planning-2025-13.docx
Attachments:	- FINAL - Telecommunications Protocol - 07.07.25.docx
Final Approval Date:	Aug 5, 2025

This report and all of its attachments were approved and signed as outlined below:



Lori Chadwick, Director, Development Services - Aug 5, 2025 - 12:02 PM



Kate Giurissevich, Chief Administrative Officer - Aug 5, 2025 - 12:34 PM