

**THIS IS AN EXAMPLE ONLY AND SHOULD ONLY BE USED BY MODIFYING THE LETTER TO YOUR SPECIFIC CIRCUMSTANCES. PLEASE MAKE SURE TO CAREFULLY REVIEW THE FINAL DRAFT OF THE LETTER YOU INTEND TO USE TO MAKE SURE IT FITS THE DESCRIPTION OF YOUR INTENDED INSTALLATION. ADDRESSES AND CONTACTS AT IC AND THE CITY SHOULD BE CONFIRMED BY YOU BEFORE THE LETTER IS SENT.**

Development Officer  
Development and Building Licenses  
The City of Calgary  
City Hall  
700 Macleod Trail South  
Calgary, AB T2P 2M5

Dear Sir:

**Re: Amateur Tower Installation  
, Calgary, Alberta  
Industry Canada Certificate No.**

I am installing a support antenna structure pursuant to Industry Canada's Client Procedure Circular CPC 2-0-03, Issue 5 ("CPC").

Amateur tower installations with a height of less than 15 metres above ground level are excluded from the requirements to consult with the LUA and the public<sup>1</sup>.

As a courtesy I am advising you (and by copy of this letter, Industry Canada) that I will be installing a support antenna structure at a height of not more than 15 metres. I anticipate the installation will be completed by x. For information, I am enclosing the following:

1. A copy of the site plan for x showing the location of the new tower installation.
2. Copies of tower location pictures for the new tower installation at x. (electronic copy of this document is available on request).

I would note the following for your records:

1. The choice of antenna is a compromise as it is a "shortened" Yagi design and a compromise over similar structures.
2. Although no longer a requirement, I note the setback requirements are x

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<sup>1</sup> See Section 6 CPC 2-0-03, Issue 5

3. There is heavy existing foliage at the site. For the most part, the installation will be hidden either behind spruce trees or deciduous tress which, in most cases, are at the same height or higher than the new structure. Please note again that this is a further compromise as good communication practice dictates that antennas should be raised above existing foliage.
4. The height of the tower and the mast will not exceed 15 meters.
5. The tower will be installed by a professional rigger at a cost to me.

With respect to the installation at x, I have considered the following:

1. The tower and antenna physical dimension is very much a compromise over similar structures erected in other locations in the City of Calgary. The height of the tower and the size of the antenna is a compromise and is a minimum installation to allow me to operate within the limits of my Amateur Radio Authorization as provided for under the *RadioCommunication Act*.
2. The new installation will be located at the rear of the property and, for the most part, hidden by existing foliage.
3. Industry Canada provides no definition of “community-sensitive location”. Having assisted on a number of amateur tower installations in my professional capacity, I have reasonably concluded that The City of Calgary and my neighbourhood of x would not fit under any broad definition given to “community-sensitive location”. I note that my existing installation is in x and has been in place for over three years with no concern expressed by any residents. The new location has a much larger lot, more existing foliage and will be generally less conspicuous than at the present location.
4. I note that I have had no RFI complaints at my present location and I, of course, will abide by Industry Canada CPC 3-14-01 with respect to addressing any interference concerns that might occur at the new location.
5. The height of the existing structure does not require me to comply with any Transport Canada regulations.

I have carefully considered and will abide by the general requirements as set out in the CPC which includes meeting radio frequency exposure limits and addressing radio frequency immunity<sup>2</sup>. The height of the structure will not be required to be assessed under the provisions of the Canadian *Environmental Assessment Act*.

It is my intention to proceed with the new installation at the new residence between x and x and I am in the process of contracting with the appropriate professional tower installer for that purpose.

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<sup>2</sup> See Section 7, CPC 2-0-03, Issue 5.

I would be pleased to discuss any of the foregoing in further detail with you. I can be reached at my office at x or on my cell at x during the day or at my home at x during the evenings.

Yours very truly,

c: Jim Klassen  
Manager, Spectrum Operations  
Industry Canada  
639 - 5th Avenue SW  
Calgary, AB T2P 0M9

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Lead Planner  
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