

COMMITTEE OF THE WHOLE JUNE 17, 2002

PROTOCOL FOR ESTABLISHING TELECOMMUNICATION TOWER/ANTENNA FACILITIES WITHIN THE REGIONAL MUNICIPALITY OF YORK

Recommendation

The Commissioner of Planning recommends:

1. That Council endorse the Region of York report entitled "Protocol for Establishing Telecommunications Tower/Antenna Facilities" (Attachment No.1 to this report) and adopt the protocol as a basis for considering new telecommunication towers proposed in Vaughan.
2. That Staff undertake a work program which implements the protocol for processing telecommunications facility proposals, including the implementation of a fee schedule, development of application forms, and the development of a notification protocol for public meetings.

Purpose

The purpose of this report is to advise Council on a new protocol recently adopted by the Region of York to provide guidance to municipalities in York Region when considering proposals to locate telecommunications facilities; guidance is provided respecting preliminary consultation, site selection criteria, type of information required, design, fees, agreements/undertakings, exemptions to municipal approvals and public consultation.

Background - Analysis and Options

Council of the Region of York, on April 18, 2002, adopted Clause No. 1 contained in Report No.4 of the Planning and Economic Development Committee. The report recommended that the attachment entitled "Protocol for Establishing Telecommunications Tower/Antenna Facilities within the Regional Municipality of York" be forwarded to area municipalities for endorsement.

A copy of the pertinent extracts of the minutes of Regional Council, dated April 18, 2002, and Report No.4, form Attachment No. 1 to this report.

At a meeting of Planning Commissioners and Directors of York Region on March 2, 2001, issues surrounding the location of telecommunications tower/antenna facilities were discussed. It was decided that the municipalities in York Region should establish a common approach for reviewing telecommunication facility proposals. A working committee was established involving area Planning Department Staff to develop a protocol.

The intent of the Protocol for Establishing Telecommunications Tower/Antenna Facilities is:

- to balance facility demands with a desire to preserve natural and cultural landscape and minimize community impacts, including health and safety concerns
- to outline a general process to be followed by municipalities in York Region for reviewing and processing telecommunication facility proposals which are not exempted by this protocol, and to provide an opportunity for public consultation
- to provide consistency within York Region regarding the review of telecommunication facility proposals
- to encourage the provision of high caliber wireless telecommunication facilities, to promote economic development, and meet the business and safety needs of the traveling public

Highlights of Proposed Protocol

The protocol provides guidance regarding preliminary consultation, site selection criteria, information required, design, fees, agreement/undertakings, exemptions to municipal approval and public consultation. The following is a summary of the key areas of the protocol.

Preliminary Consultation

Preliminary consultation shall be required between the proponent and municipalities. At the preliminary consultation meeting, municipal staff shall provide the proponent with an information package detailing:

- the process to be followed, including requirements for public consultation
- documents, drawings and fees required
- list of agencies to be consulted
- consultation with adjacent municipalities within 500 metres of the proposed facility

Site Selection Criteria

The proponent shall be encouraged to use existing structures wherever possible; in selecting sites for a new tower, the following shall be considered:

- maximize distances from residential areas
- maximum distance from public and institutional facilities such as schools, hospitals, community centers, day care and seniors residences
- avoid natural features, vegetation, hazard lands (floodplains, steep slopes)
- avoid areas of topographical prominence, where possible, to minimize long/short range views
- compatibility with adjacent uses
- access

Information Required

All proposals for new telecommunications towers, and modifications to existing towers that are not exempted from this protocol, shall be supported by an information package, including the information outlined in the Appendix to the protocol.

Design

Where co-location is not possible:

- structures shall be designed to minimize visual impact and avoid disturbance to natural features
- type and colouring of structures shall be selected to blend in with surroundings
- landscaping will be provided where appropriate
- towers and accessory base stations should be designed to fit into the context of the surrounding area
- tower designs that mimic other features customarily found in an area context, such as trees and flagpoles, are encouraged, where appropriate
- towers shall accommodate telecommunications facilities; no signs or other material not directly related to this equipment shall be permitted on the tower.

Fees

The proponent shall be required to pay applicable processing fees, including municipal, regional and Conservation Authority fees.

Agreement

The proponent may be required to enter into an agreement or undertaking, with and acceptable to the municipality, registerable on title, which may include the following:

- the removal of all structures upon expiration of the lease
- the posting of securities to cover the cost of removal
- a commitment to accommodate other providers on site where feasible.

Exemptions to Municipal Approval

Proposals to locate telecommunications facilities on existing telecommunications structures shall be exempt from municipal approval.

Replacement of, and modification to, existing towers shall be exempt from municipal approval if they meet all of the following criteria:

- the proposed height does not exceed the existing height by more than 10%
- the proposed radius does not exceed the existing radius by more than 10%
- tower replacement within the identified development envelope/leased area

For proposed towers constructed on buildings, the following exemption would apply:

- towers located on any building where the tower height does not exceed 25% of the height of the building or 16.6 metres above ground level, whichever is greater, and a municipal building permit is required.

Public Consultation

- the municipality shall determine whether the proponent or the municipality shall be responsible for organizing and holding a community meeting for a proposed tower or alteration to a tower that does not meet the above criteria
- the proponent shall give notice by regular mail to all owners within a radius of 500 metres of the subject property and any ratepayers' association impacted by the proposal
- the notice is to be accompanied by an educational information package; the municipality should be contacted to determine specific requirements
- the proponent or municipality shall prepare a record of attendees.

Exemption to Public Consultation

The following facilities would be exempt from the public consultation process:

- towers less than 16.6 metres in height above ground
- all proposals exempt from municipal approval
- towers located on any building where the tower height does not exceed 25% of the height of the building or 16.6 metres above ground level, whichever is the greater
- towers within industrial and commercial zoned areas, located a minimum of 100 metres away (or more, if determined by the municipality) from residential areas.

Approvals Required

A number of approvals may be required, as determined at the preliminary consultation meeting:

- building permits/site layout plan, and agreement if required
- access from Ministry of Transportation/Region of York
- conservation authority fill, construction and alterations to waterways
- Transport Canada
- municipal approval

Municipal Action

The municipality that receives a proposal for consideration shall:

- provide guidance to the proponent regarding the public consultation process
- provide direction to the proponent respecting the format to be used for notices for the community information session and a mailing list of parties to be notified
- provide direction respecting an appropriate location for the community information session
- contact the Regional Municipality of York if there are any cross-boundary issues, so that the Region can co-ordinate a mediation meeting and provide mediation assistance
- make recommendations based on the public consultation process and discussions with the proponent
- endeavor to complete its circulation and make its view known to the applicant within 60 days and complete the review and approval process within 120 days
- advise York Region when a proposal has been received and when approved so that the region can maintain a database of pending and approved facilities

Industry Response

Staff have recently received a letter, dated May 16, 2002, from the solicitors representing Bell Mobility, Rogers Wireless Inc. and Telus Mobility with respect to the Region of York Telecommunications Protocol. Three concerns with respect to the Region adopted protocol were addressed, as summarized below:

1. They object to the need to enter into agreements for the following:
 - the removal of all structures upon expiration of the lease;
 - the posting of securities to cover the cost of removal;
 - a commitment to accommodate other providers on sites where feasible.

They are requesting an amendment to the protocol to delete this requirement.

2. The protocol requires a notification area of 500 metres from the subject lands, whereas they believe that this is excessive and that a 120 metre radius is sufficient.
3. The protocol requires that replacement or modification of towers which exceed 10% of the existing radius would require municipal consultation. They state that such a requirement would likely have the effect of requiring most co-located facilities to be subject to municipal approval.

Conclusion

Staff can support report entitled "The Protocol for Establishing Telecommunications Tower/Antenna Facilities" attached as Attachment No.1, and would recommend Councils endorsement of this report.

Staff are also requesting direction to undertake a work program which would outline the procedures for the processing of telecommunication facilities applications, implementation of fee schedules, and the development of a notification protocol for public meetings, and other administrative issues which may need to be addressed.

Attachments

1. Clause No.1, Report No.4 of the Planning and Economic Development Committee (Region of York Protocol for Establishing Telecommunication Tower/Antenna Facilities) as adopted by the Council of the Regional Municipality of York April 18, 2002.

Report prepared by:

Arto Tikiryan, Senior Planner, ext 8212

Marco Ramuno, Manager, Development Planning, ext 8485

Respectfully submitted,

MICHAEL DeANGELIS
Commissioner of Planning

JOANNE R. ARBOUR
Director of Community Planning

/CM

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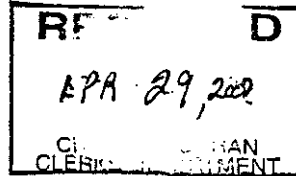


ATTACHMENT NO. 1

*Office of the Regional Clerk
Corporate and Legal Services Department*

April 19, 2002

Mr. John Leach
City Clerk
City of Vaughan
2141 Major Mackenzie Drive
Vaughan, ON L6A 1T1



Dear Mr. Leach:

Re: Protocol for Establishing Telecommunications Tower/Antenna Facilities

The Council of The Regional Municipality of York, at its meeting held on April 18, 2002, adopted Clause No. 1 contained in Report No. 4 of the Planning and Economic Development Committee.

The report recommends that the attachment entitled "Protocol for Establishing Telecommunications Tower/Antenna Facilities within the Regional Municipality of York" be forwarded to the area municipalities for endorsement.

Enclosed is a copy of the report and the Protocol. Please contact Neil Garbe, Director of Development Services at 905-830-4444, ext. 1502, if you have any questions regarding this report.

Sincerely,

Denis Kelly
Regional Clerk

K.Price
Attachments

Copy to: Area Municipal Clerks
Neil Garbe, Director, Development Services

P07 after council apr 18 area munic protocol

April 19, 2002

Clause No. 1 embodied in Report No. 4 of the Planning and Economic Development Committee was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting on April 18, 2002.

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**PROTOCOL FOR ESTABLISHING TELECOMMUNICATIONS
TOWER/ANTENNA FACILITIES - ADDENDUM REPORT**

The Planning and Economic Development Committee recommends the following:

1. The deputation by Stephen J. D'Agostino, Thomson Rogers, Barristers and Solicitors, be received;
2. The recommendations contained in the following report, March 20, 2002, from the Commissioner of Planning and Development Services be adopted subject to the following amendments to the Final Draft Protocol for Establishing Telecommunications Tower/Antenna Facilities within the Regional Municipality of York:
 1. Bullet 2 in the paragraph relating to replacements of, and modifications to, existing towers, under the heading "Exemptions to Municipal Approval", to read as follows:
 - *The proposed radius does not exceed the existing radius by more than 10%.*
 2. Under the heading "Public Consultation", the area for notification shall be increased to within a radius of 500 metres of the subject property and any ratepayers associations impacted by the proposal shall also be notified.

1. RECOMMENDATIONS

It is recommended that:

1. This report be received for information purposes.
 2. The Protocol for Establishing Telecommunications Tower/Antenna Facilities – Attachment 1 of this report, be forwarded to the area municipalities for endorsement.
 3. Regional Planning and Development Services Department staff be authorized to carry out the work program outlined in Section 4.6 of the report included as Attachment 2 of this report.
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2. PURPOSE

The purpose of this report is to:

1. Bring forward the report outlining a Protocol for Establishing Telecommunications Tower/Antenna Facilities deferred by Regional Planning and Economic Development Committee at its meeting on February 6, 2002 (Attachment 2).
2. Summarise the meeting that took place on February 19, 2002 with Mr. D'Agostino and his clients
3. Recommend revisions to the proposed protocol based upon further consultation with the telecommunications industry, Industry Canada, and area municipalities (Attachment 1).

3. BACKGROUND

Wireless telecommunications have become an important component of the way business, and society in general, operates today. Accordingly, municipalities are experiencing an increasing demand to accommodate telecommunications facilities. In considering proposals to locate telecommunications facilities, there is a need to balance the locational and design requirements of the proponent with the desire to minimise the impact on the community.

In response to the increasing demand for telecommunications facilities and the issues surrounding the infrastructure required, the municipalities in York Region identified a need to develop a protocol to guide the establishment of telecommunications tower/antenna facilities.

The proposed protocol was brought forward for consideration by Regional Planning and Economic Development Committee at its meeting on February 6, 2002. At that meeting, Mr. Stephen D'Agostino, the solicitor for Bell Mobility, Rogers Wireless Inc. and Telus Mobility, made a deputation and presented a letter expressing issues about the protocol and requesting that the Committee defer consideration of the Planning Report (Attachment 2). A copy of his letter, dated February 6, 2002 is included in this report as Attachment 3. Mr. D'Agostino requested the opportunity to meet with Regional Planning and Development Services staff. The Committee deferred consideration of the report to a future meeting.

Regional Planning and Development Services staff, representatives from the area municipalities and Industry Canada, and Mr. D'Agostino and his clients subsequently met on February 19, 2002 to discuss his issues.

4. ANALYSIS

Mr. D'Agostino in his letter dated February 6, 2002, and at the consultation meeting held on February 19, 2002, expressed a number of issues regarding the proposed protocol. He and his clients are supportive of the idea of establishing a protocol, as is Industry Canada – the regulating body. The issues expressed by Mr. D'Agostino generally reflect a desire for greater specificity and clarity in the protocol. A number of revisions to the protocol are being

recommended, and are highlighted in the proposed revised protocol, included as Attachment 1 of this report. The more significant changes proposed to the protocol include the following:

- Inclusion of an objective to establish development of a world class telecommunications network
- Specifying that the *Clerk and Planning Director/Commissioner* of adjacent municipalities within 500 metres of a proposed facility be notified of the proposal
- Including the words “where possible” in reference to avoiding areas of topographical prominence
- Exempting replacement towers provided they meet the following criterion:
 - proposed height does not exceed existing height by 10%
 - proposed radius does not exceed existing radius by 50%
 - replacements occur within the identified development envelope/leased area
- clarifying that all proposals exempt from municipal approval are also exempt from public consultation
- specify that submissions must be supported by a map/inventory of all towers “within the proponent’s search area”
- clarify that an environmental impact statement would only be required if required by the policies of the official plan

There was one major area of contention that was discussed at the meeting on February 19, 2002 on which the industry and municipalities “agreed to disagree”. The proposed protocol states that the proponent may be required to enter into, and register on title, an agreement with the municipality, which may include such requirements as:

- the posting of securities to cover the cost of removal
- a commitment to accommodate other providers on site where feasible.

It is Mr. D’Agostino’s position that the possible requirement for an agreement is “unlawful and unnecessary” and that “only the Federal Government has jurisdiction to require the removal of a telecommunication facility or a co-locate.” It was the position of the area municipalities at the meeting that such an agreement may be required to protect the public interest, and that the proponents should be willing to enter into such agreements as an act of good faith towards municipalities and their residents. In response, Mr. D’Agostino offered to examine an “undertaking” that would achieve the same goal as an agreement, but without it having the same legal meaning associated with agreements.

It was the consensus of the municipalities at the consultation meeting that the possible requirement for an agreement should remain in the protocol. However, the industry may attempt to present to each municipality the “undertaking” as an equivalent process to the satisfaction of that municipality. It is recommended that the protocol remains unchanged with respect to this matter, but provide for an alternative undertaking in a form satisfactory to the local municipality.

The proposed revisions to the protocol, highlighted in Attachment 1 of this report, serve to clarify and strengthen the document and provide more certainty to the industry and municipalities. It is recommended that the revised protocol be forwarded to the area municipalities for endorsement.

5. FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the establishment of the proposed protocol. Telecommunications facilities are a vital component of the infrastructure required to support communities. As the telecommunications network expands, it will become more critical to balance the concerns of residents with the need for telecommunications facilities.

6. LOCAL MUNICIPAL IMPACT

The protocol is a result of a co-operative effort with area municipality planning department staff and represents their collective interests. A number of area municipalities presently have procedures in place for processing telecommunications facility proposals. It is anticipated that the proposed protocol will provide a level of consistency across the Region and strengthen existing policies/procedures.

7. CONCLUSION

Planning Department staff from the area municipalities and the Regional Municipality of York have prepared a "Protocol for Establishing Telecommunications Tower/Antenna Facilities", in consultation with representatives from other Regional Departments, the telecommunications industry, and Industry Canada. A further consultation session was held on February 19, 2002 at the request of Mr. Steve D'Agostino, solicitor representing Bell Mobility, Rogers Wireless Inc. and Telus Mobility. The resulting protocol is intended to provide guidance to municipalities in York Region, and clarity to proponents, and the general public, in considering proposals to locate telecommunications facilities. It is recommended that the revised protocol – Attachment 1 of this report, be sent to the area municipalities in York Region for endorsement.

This report has been reviewed by the Senior Management Group.

(A copy of Attachment 1 referred to in the foregoing is attached to this report and is also on file in the Office of the Regional Clerk. A copy of Attachments 2 and 3 were forwarded to each Member of Council with the April 3, 2002 Planning and Economic Development Committee Agenda and are also on file in the Office of the Regional Clerk.)

Protocol for Establishing Telecommunications Tower/Antenna Facilities within the Regional Municipality of York

Introduction

Wireless telecommunications have become an important component of the way business, and society in general, operates today. Accordingly, municipalities are experiencing an increasing demand to accommodate telecommunications facilities. In considering proposals to locate telecommunications facilities, there is a need to balance the locational and design requirements of the proponent with the desire to minimise the impact on the community.

The purpose of this protocol is to provide guidance to municipalities in York Region, proponents, and the general public in considering proposals to locate telecommunications facilities. It is anticipated that the telecommunications industry will continue to pursue innovative technology that will ~~eventually eliminate the need to rely upon the use of towers to locate their facilities~~ **reduce the visual impact on communities.**

Industry Canada, which is the approval authority for telecommunications facilities, encourages the establishment of protocols, recognising that land use authorities are best positioned to contribute to optimum siting of facilities. Although Industry Canada does not play a direct role in the land use consultation process, it is expected that Industry Canada will ensure, by a condition of the licenses that it issues, that land use authority consultation has taken place prior to the erection of individual antenna structures.

It is intended that by outlining the procedures to be followed in considering proposals, a framework for identifying and resolving any land use conflicts at an early stage in the process will be established. The process to be followed is similar to the site plan approval process used by municipalities in York Region. Some variation from the details of this protocol may be required depending on case-specific circumstances.

Objectives

The intent of this protocol is:

- To balance demands for facilities with a desire to preserve natural and cultural landscape and minimise community impacts, including health and safety concerns.

- To outline a general process to be followed by municipalities in York Region for reviewing and processing telecommunications facility proposals ***which are not exempt by this protocol***, and to provide an opportunity for public consultation.
- To provide for consistency within York Region regarding the review of telecommunications facility proposals.
- ***The provision of high calibre wireless telecommunications facilities, in order to promote economic development, and meet the business and safety needs of the travelling public.***

Preliminary Consultation

Preliminary consultation shall be required between proponents and municipalities. At the preliminary consultation meeting, municipal staff shall provide the proponent with an information package detailing:

- the process to be followed, including requirements for public consultation
- documents, drawings and fees required
- list of agencies to be consulted, which shall be determined at the pre-consultation session

The proponent will be requested to consult adjacent municipalities within 500 metres of the proposed facility site ***by circulating proposals when they are brought forward, to the Clerk and Planning Director/Commissioner of the adjacent municipalities***. The proponent shall provide confirmation of this consultation to the municipality.

Site Selection Criteria

The proponent shall be encouraged to use existing structures wherever possible. In selecting a site for a new tower, the following shall be considered:

- maximising distance from residential/amenity areas.
- ***distance from***, and public and institutional facilities such as schools, hospitals, community centres, day care facilities, and senior's residences
- avoidance of natural features, vegetation, hazard lands (floodplains, steep slopes)
- avoiding areas of topographical prominence, ***where possible, to minimise long/short range viewsapes***
- ~~minimising long/short range viewsapes~~
- compatibility with adjacent uses
- access

Information Required

- All proposals for new telecommunications towers, and modifications to existing towers ***that are not exempt from this protocol***, shall be supported by an information package including the information outlined in the Appendix included as part of this protocol.

Design

Where co-location is not possible, structures shall be designed to minimise visual impact and to avoid disturbance of significant natural features. The type and colouring of structures shall be selected to blend in with the surroundings. Landscaping will be provided where appropriate. Towers, and any accessory base

stations should be designed to fit into the context of the surrounding area. Tower designs that mimic other features customarily found in an area context, such as trees and flagpoles, are encouraged where appropriate. Towers shall accommodate only telecommunications facilities. No signs or other material not directly related to this equipment shall be permitted on the tower.

Fees

The proponent shall be required to pay the applicable processing fees. These fees may include, but not necessarily be limited to:

- Municipalities – Area Municipalities /Region
- Conservation Authority

The appropriate municipality should be contacted to determine which fees will apply.

Agreement

The proponent may be required to enter into an agreement *or undertaking*, with *and acceptable to* the municipality, registerable on title, which may include such requirements as:

- The removal of all structures upon expiration of the lease
- The posting of securities to cover the cost of removal.
- A commitment to accommodate other providers on site where feasible.

Exemptions to Municipal Approval

Proposals to co-locate telecommunications facilities on existing telecommunications structures shall be exempt from municipal approval.

Replacements of, and modifications to, existing towers shall be exempt from municipal approval if they meet all of the following criterion:

- *The proposed height does not exceed the existing height by more than 10%*
- *The proposed radius does not exceed the existing radius by more than 50% 10%*
- *Tower replacement within the identified development envelope/leased area*

In the case of proposed towers that are constructed on buildings, the following exemption would apply:

- *Towers located on any building where the tower height does not exceed 25% of the height of the building or 16.6 metres above ground level, which ever is the greater, and a municipal building permit is not required*

Public Consultation

The municipality shall determine whether the proponent, or the municipality shall be responsible for organising and holding a community information session. For proposed towers or alterations to existing towers that do not meet the above-noted exemption criteria, as a minimum, the proponent shall give notice by regular mail to all owners of properties within a ~~minimum~~ radius of ~~120~~ 500 metres of the subject property (~~or leased area if the property is not owned by the proponent~~) and any

ratepayers associations impacted by the proposal shall also be notified. The notice should follow a standard format agreed to by the municipalities in York Region and the telecommunications industry. The notice should be accompanied by an educational package, to be developed by the telecommunications industry, in consultation with the municipalities in York Region.

The requirements for notification of community information sessions may differ between municipalities. The appropriate municipality should be contacted to determine its specific requirements. The municipality may waive the requirement for a community information session, at its discretion.

The proponent or the municipality shall prepare a record of attendees, minutes, and response to concerns raised at the information session. Where the proponent is responsible for the community information session, the proponent shall provide the record to the municipality.

Exemptions to Public Consultation

For ground supported towers, which meet the following criteria, public consultation is not required:

- Towers less than 16.6 metres in height above ground level;
- ~~Additions to existing towers~~
- ***All proposals exempt from municipal approval***

In the case of proposed towers that are constructed on buildings, the following exemption would apply:

- Towers located on any building where the tower height does not exceed 25% of the height of the building or 16.6 metres above ground level, whichever is the greater

Proposed towers within industrial and commercial zoned areas, located a minimum of 100 metres away (or more, if determined by the municipality) from residential/amenity areas; ~~and public and institutional facilities such as schools, hospitals, community centres, day care facilities, senior's residences; and other similar uses, as determined by the municipality,~~ shall be exempt from public consultation.

In cases where no public consultation is required, the municipality shall make its best efforts to provide a Letter of Recommendation within 2 weeks of receiving a written request from the proponent to advise that the municipality's requirements have been satisfied.

Approvals Required

The following approvals may be required, as determined at the preliminary consultation meeting:

- Building permit/site layout plan, and agreement, if required
- Access approval from Ministry of Transportation/Region of York
- Conservation Authority fill, construction and alterations to waterways approval

- Transport Canada
- Municipal approval

Municipal Action

A municipality that receives a proposal for consideration shall:

- Provide guidance to the proponent regarding the public consultation process
- Provide direction to the proponent regarding the format to be used for the notice for the community information session and a mailing list of parties to be notified
- Provide direction to the proponent to determine an appropriate location for the community information session
- Contact the Regional Municipality of York if there are any cross-boundary issues so that the Region can co-ordinate a mediation meeting and provide mediation assistance
- Make recommendations based on the public consultation process and discussions with the proponent
- Endeavour to ***complete its circulation and*** make its views known to the applicant within 60 days and complete the review and approval process within 120 days
- Advise York Region when a proposal has been received and when it has been approved, so the Region can maintain a database of pending and approved facilities

The Development Services Branch of the York Region Planning and Development Services Department shall co-ordinate a one-year review of the protocol with the area municipalities, with subsequent reviews being undertaken every two years. These reviews shall include consultation with the telecommunications industry and Industry Canada, and a request that the industry advises the municipalities of their future needs and expansion plans.

CHECKLIST OF INFORMATION TO BE SUBMITTED WITH TELECOMMUNICATIONS FACILITIES PROPOSALS

1. A site selection/justification report outlining the location of non-tower and co-location options which have been considered, and why the proponent's *proposal is the preferred option is the only option*. This report shall include details with respect to the coverage and capacity of the existing facilities in the surrounding area, and confirm the need for a new tower at the proposed location within this context.
 Yes No

2. Map/inventory of all towers *within* ~~in~~ the *proponent's search* area
 Yes No

3. Letter of authorisation from property owner
 Yes No

4. PIN printout/survey
 Yes No

5. Colour photograph(s) with support structure superimposed
 Yes No

6. Site layout plan showing all structures and distances to lot lines and adjacent structures
 Yes No

7. Elevation drawings showing structure(s) from all four sides, height and size of facilities, and grading plans
 Yes No

8. Information required as per municipal building permit process (if required) and Conservation Authority permit process (if required)

Yes No

9. Environmental impact statement, if required *under the existing land use designation*

Yes No

10. Landscape drawings, if required by the area municipality, for aesthetic purposes

Yes No

~~11. Confirmation that appropriate utility providers, such as gas companies and hydro providers, have been consulted~~

~~Yes No~~

12. Confirmation that Transport Canada has been consulted

Yes No

13. Public Consultation report

Yes No

14. Applicable processing fees

Yes No