



## Telecommunications Tower Protocol

### 1.0 Purpose and Background

The purpose of the Telecommunication Tower Protocol is to detail a consistent review process for Telecommunication Tower applications, as well as defining the Township's expectations relating to the location and design of telecommunication facilities. All new telecommunication facilities are expected to follow this process in the Township of Springwater.

This protocol applies to any proponent planning to install a new, or modify an existing, telecommunications facility that requires approval under the jurisdiction of Industry Canada.

Applications for the installation of telecommunication facilities fall under the jurisdiction of Industry Canada. The Township recognizes that it has no jurisdiction to regulate telecommunication facilities under the Planning Act, R.S.O, 1990. Proponents are advised that municipal resolutions of concurrence, support, or endorsement are awarded without prejudice.

### 2.0 Pre-Consultation Process

2.1 The Director of Planning or designate shall review with the proponent the following matters:

i) Pre-Consultation Process

- Site options including co-location on existing towers or placement on existing buildings or structures;
- The provisions of this protocol and other Township policy and regulatory documents related to antenna system location;
- Application submission requirements;
- Relevant concerns of the land-use authority and community regarding the land use impacts of the proposed antenna system
- Township Staff may discuss reasonable location alternatives and/or mitigation measures with proponents where he/she has specific concerns regarding a proposed antenna system

### **3.0 Application Submission Requirements**

3.1 Your project requires submission of the following items:

- i) A justification report outlining the following:
  - Purpose of proposed facility;
  - Rationale for the selection of the proposed site and description of other alternatives considered including co-located alternatives;
  - Rationale for new tower as opposed to co-located alternative;
  - Location and address of facility and location on site;
  - Statement indicating justification for the height of the proposed structure;
  - Statement on size and location of any support structure;
  - Statement related to access driveways or servicing lines;
  - Statement indicating justification for not satisfying the Location Policies of this protocol (if applicable).
  
- ii) Colour photographs of subject site including:
  - One set showing existing site conditions and surrounding land uses;
  - One set from the road in front of site including superimposed images of the proposed facility/tower.
  
- iii) Site Drawing, Elevations and Boundary survey drawn in appropriate metric scale showing:
  - Subject property and leased area;
  - General site grading and drainage;
  - Setbacks from lot lines and any existing building and structures on site;
  - Setback from any natural heritage feature on site or on adjoining lands;
  - Existing and proposed vegetation including any landscaping and fencing;
  - Access to the site including any driveways and vehicular parking; and
  - The proposed structure type and height of the facility
  
- iv) Network coverage mapping showing the applicant's current coverage and anticipated coverage with the installation of the proposed facility.
  
- v) A letter of intent by the owner(s) of the subject land to enter into a lease agreement to permit the establishment of a telecommunication facility;

## 4.0 Notification and Circulation Requirements

### 4.1 Applicant Notice/Circulation Requirements

- i) The applicant, at no expense to the Township, must provide written notice of the application including details and date of the public information meeting to all property owners within 200m of the Towers location in a defined Settlement Area and within 500m of the Towers location in the Rural Area.
- ii) Notwithstanding Section 4.1.i and whichever is the greater, the applicant, at no expense to the Township, must provide written notice of the application including details and date of the public information meeting to all property owners within three (3) times the proposed tower's height in-line with Industry Canada's notification requirements and the Clerk of any adjoining municipality if the site is located within 500 metres of a municipal boundary.
  - 70m tower = 210m circulation and notification zone
  - 80m tower = 240m circulation and notification zone
  - 90m tower = 270m circulation and notification zone
- iii) The proponent is required to prepare and circulate a notification package to property owners within the notification radius as per Section 4.1.i above, a minimum of 30 calendar days prior to the Public Information Centre (PIC) meeting which shall include:
  - Notice of Public Open House including the date, time and location of the meeting;
  - The name, telephone number and email address of the contact person employed by the proponent;
  - Description of the land and key map showing the location of the property;
  - Physical details of the tower, including its height, colour, type and design;
- iv) Where the above referenced notification zone overlaps a municipal boundary, the applicant shall be required to circulate a notification package as detailed to those properties within the adjacent municipality along with written notice to the Area Ward Councilor of the adjacent municipality.
- v) The applicant, at no expense to the Township, be required to provide notice within a local newspaper having general circulation in the area of the proposal detailing the application and date of the Public Information Centre (PIC) meeting a minimum of 30 calendar days prior to the meeting.

- vi) The Public Information Centre (PIC) meeting will be convened and facilitated by the applicant and include the following conditions:
  - The applicant shall provide, at a minimum, of two sets of display panels indicating on one panel the current site conditions and proposed design, and on the second panel, colour photographs of the subject lot including superimposed images of the proposed facility;
  - The applicant shall record all names, addresses and other contact information regarding any attendees. The applicant shall provide comment sheets for attendees to complete and shall make notes of any verbal comments received.

#### 4.2 Township Notice/Circulation Requirements

- i) The Planning Department shall circulate applications to the Senior Management Team to determine if there are any requirements associated with the proposed antenna systems and advise the proponent accordingly.
- ii) The Planning Department shall advise the Ward Councilor of the application and provide available information as requested by him/her.
- iii) Notice of the public meeting shall be posted on the Township website by Township staff.
- iv) A representative of the Township of Springwater may attend the Public Information Centre (PIC) meeting to assist in answering questions.

## 5.0 Site Selection and Design

5.1 Any application for telecommunication tower shall consider the following design criteria:

- i) The use of design features, colour and landscaping to screen telecommunication towers from view should be encouraged, whenever possible.
- ii) The Township encourages telecommunication facilities to be camouflaged or designed to blend in with and fit the context of the surrounding area;
- iii) Where appropriate, the planting of trees and shrubs at the tower site is encouraged to enhance the character of the surroundings

- iv) Towers shall only accommodate telecommunication-related antennas. Only signage directly related to the equipment or required by Industry Canada shall be permitted on the site.

5.2 Any application for telecommunication tower shall consider the following locational criteria:

- i) Compatibility with adjacent land uses
- ii) Maximizing distance from residential uses, schools and active park spaces;
- iii) Maximizing distance from natural features, environmentally protected features and natural heritage features;
- iv) Maximizing distance from cultural heritage features
- v) Wherever possible, telecommunication facilities should utilize existing towers or structures and share facilities (co-location);
- vi) Any proposed telecommunication tower be setback at least 120 metres (393 feet) from any residential zone.
  - Does not include Agricultural (A) zoned properties.
- vii) Any proposed telecommunication tower be setback at least 120 metres (393 feet) from any residential dwelling.
  - Includes dwellings on Agricultural (A) zoned properties.

## **6.0 Applicant Response to Public Comments**

6.1 The Proponent shall be responsible for responding, in writing, to all reasonable and relevant concerns, or explain why the question, comment, or concern is not, in the view of the Proponent, reasonable or relevant.

6.2 The Proponent shall provide a copy of all comments received from the public, as well as a copy of the response provided, to the Town.

## **7.0 Applicable Processing Fees**

7.1 As part of any application to the Township for consideration of telecommunication tower projects, payment of a processing fee shall be required, as follows:

- i) Application: \$1,500.00
- ii) All cheques should be made payable to the Township of Springwater.