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## TELECOMMUNICATIONS TOWER AND ANTENNA CITING REVIEW PROTOCOL

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### 1.0 Introduction

Radiocommunication and broadcasting antenna systems are federal undertakings regulated by Innovation, Science and Economic Development (ISED) (formerly Industry Canada). Antenna systems include the antenna, and may include a supporting tower, mast or other supporting structure, and an equipment shelter.

ISED requires proponents of proposals for new or modifications to existing antenna systems, to consult with municipalities and the public. Industry Canada's public and municipal consultation requirements are set out in CPC-2-0-03 entitled *Radiocommunication and Broadcasting Antenna Systems*, and provide that proponents must follow the consultation process put in place by the municipality where one exists. Under Section 6 of CPC-2-0-03 proponents of certain types of antenna system development are not required to consult with the municipality and the public.

This Municipal Concurrence and Public Consultation Process for Antenna Systems provides the Municipality meaningful involvement in the location and design of antenna systems by affording the ability for purposeful and relevant input. Guidelines and criteria for the siting and design of new or modifications to existing antenna systems not otherwise exempt are set out, as well as requirements for proponent driven consultation with the public and the Municipality.

At the conclusion of the consultation process Council can provide their concurrence, conditional concurrence, or in instances where for example the proposal is considered unsupportable due to size, location or poor design, their non-concurrence for each proposal.

Final approval for the siting and design of an Antenna System rests with ISED. In addition to requiring public and municipal consultation ISED requires proponents to comply with the following:

- Transport Canada's lighting and marking requirements;
- NAV Canada's aeronautical safety requirements;
- Health Canada's safety guidelines regarding limits of exposure to Radiofrequency Electromagnetic fields, commonly known as *Safety Code 6*;
- The Canadian Environmental Assessment Act, where required;
- ISED's immunity criteria dealing with the minimization of malfunctioning of electronic equipment in the local surroundings; and,

- CPC-2-0-17 - Conditions of License for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements.

## 2.0 Scope of Protocol

This process distinguishes between antenna systems used solely for personal use by residents, such as for amateur radio, and all others. This distinction recognizes limitations in the size and scale of antenna systems used by residents, and the means available to a resident to undertake extensive consultation. As such the process introduces separate siting and design guidelines, as well as submission and public consultation requirements for antenna's used solely for personal use, different than those for all other antenna systems.

### 2.1 Exemptions

All proposals for new or modifications to antenna systems or residential use antenna systems (RUAS) are subject to this process except for the following:

1. proposals for new RUAS provided the proposal;
  - a. is a satellite dish less than or equal to 1 metre in diameter which does not have a supporting tower and is attached directly to a building or structure by means of an arm and a bracket; or
  - b. complies with all of the applicable guidelines set out within Part 3.1 and is not expected to contain medium or high white intensity lighting for the purposes of satisfying Transport Canada requirements;
2. proposals for temporary antenna systems or RUAS installed for no longer than six months;
3. maintenance of an antenna System's painting or lighting in order to comply with Transport Canada's requirements;
4. maintenance of existing radio apparatus including the antenna, transmission line, mast, tower or other antenna-supporting structure;
5. proposals for new ground mounted antenna systems including masts, towers or other antenna-supporting structure, with a height of less than 15 metres above ground level;
6. proposals for the addition to, reconstruction of, or modification of a RUAS or an antenna system provided the addition, reconstruction or modification does not result in an overall height increase above the existing antenna system or RUAS of 25% or more of its original height; and,
7. proposals for rooftop or structure mounted antenna systems that do not result in an overall height increase above the existing building or structure of 25% or more of the original height of the building or structure.

It is recommended that proponents consider and incorporate the siting and design guidelines contained in Part 3, even if exempt pursuant to this part.

## 3.0 Site Section and Design Guidelines

### 3.1 Residential Use Antenna Systems (RUAS)

The purpose of these guidelines is to encourage the development of RUAS in a manner which mitigates the visual impact on the adjacent property owners.

A proponent of an RUAS proposed on a lot less than 1 acre in size should ensure the RUAS:

<p>a) If located within the front yard:</p> <ol style="list-style-type: none"> <li>1. Contains only a self-supporting (non-guyed) mast or pole with a diameter no greater than 3 inches at its widest point and used solely for a wire antenna;</li> <li>2. is less than 15 metres in height; and,</li> <li>3. is set back at least 1.5 metres from all lot lines;</li> </ol>
<p>b) If located within a side yard, including the extension of a corner side yard into a rear yard:</p> <ol style="list-style-type: none"> <li>1. is set back at least 1.5 metres from all lot lines;</li> <li>2. is less than 15 metres in height; and,</li> <li>3. does not consist of a guyed or lattice tower, unless the tower abuts and is attached to the principal building;</li> </ol>
<p>c) If located within the rear yard, excluding the extension of a corner side yard into a rear yard:</p> <ol style="list-style-type: none"> <li>1. is less than 18 metres in height; and,</li> <li>2. is set back at least 1.5 metres from all lot lines if less than 16 metres in height; or</li> <li>3. is set back an amount equal to a quarter of its height if 16 metres or more in height; and,</li> </ol>
<p>d) A wire antenna, not including a tower, need not comply with (a) through (c) above</p>
<p>e) if located on the roof of the principal building:</p> <ol style="list-style-type: none"> <li>1. is less than 16 metres in height, and if 15 metres or more in height: <ol style="list-style-type: none"> <li>i. is located on that half of the roof closest to the rear yard; and,</li> <li>ii. is setback from all lot lines at least 1.5 metres; or</li> </ol> </li> <li>2. if the building is greater than 3 storeys in height, the RUAS does not exceed a height equal to 25% of the existing height of the building.</li> </ol>

A proponent of an RUAS proposed on a lot at least 1 acre, but less than 5 acres in size should ensure the RUAS:

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| a) is no higher than an amount equal to the lot width to a maximum of 29 metres;                |
| b) if it includes a guyed or lattice tower, is located outside of the required front yard; and, |
| c) is set back from all lot lines an amount equal to a quarter of its height;                   |

A proponent of an RUAS proposed on a lot 5 acres or more in size should ensure the RUAS is:

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| a) no higher than 29 metres; and,   |
| b) setback from all lot lines an amount equal to a quarter of its height; |

In all instances a proponent of an RUAS should:

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| a) ensure the RUAS carries no advertising, flags (unless a flagpole is being used as a tower), graphics or other such devices, as well as permanent lighting above five metres;   |
| b) avoid placement of an RUAS within: <ol style="list-style-type: none"> <li>1. Natural Environment Areas, Significant Wetlands or Urban Natural Features as shown on Schedules A &amp; B of the Official Plan;</li> <li>2. Any 1:100 year flood plain, and Unstable Slopes shown on Schedule K of the Official Plan;</li> <li>3. significant habitat of endangered and threatened species as defined in Section 4.7.4 of the Official Plan; and,</li> <li>4. 30 metres to the normal high water mark or 15 metres to the top of the bank of any water course or water body, whichever is greater.</li> </ol> |

Where a proposal for an RUAS does not conform to all of the applicable guidelines above, it should be designed so as to mitigate negative impacts on the surrounding properties and the environment, including but not limited to decreasing the size and visibility of the RUAS, or selecting an alternate location on the property. To reduce the scale and visual impact mitigation measures could include the installation of screening and landscaping, the application of appropriate design features, colour and materials. Non-reflective surfaces and neutral colours that blend with the surrounding should be used

## 3.2 Antenna Systems

The purpose of these guidelines is to:

- minimize the number of new towers associated with antenna systems by encouraging co-location and the use of existing infrastructure, where appropriate;
- minimize their impact on residential communities by encouraging the placement of antenna systems outside of residential communities;
- minimize their impact on natural and human heritage features as well as sensitive land uses; and,
- promote their integration, to the extent technically feasible, into their surroundings by reducing their visual impact.

Antenna systems should have minimal impact on living areas and areas of historical or environmental significance. In general, the Municipality prefers that antenna systems not locate in or near residential areas and that proponents explore opportunities for co-location and the placement of antennas on existing towers, buildings or structures.

However, where an antenna must be located in or near a residential area, the use of unobtrusive towers such as monopoles or the use of stealth design techniques may be preferable to the co-location of the antenna on an existing tower, building or structure.

### 3.2.1 Site Selection

When selecting a site for an antenna system a proponent should:

1. attempt to co-locate the antenna on an existing tower or place it on a building or structure before constructing a new tower;
2. maximize the distance of new towers from residential zones, residential use and mixed use buildings;
3. avoid placement of an antenna system within:
  - a. Natural Heritage Features as identified in the Official Plan;
  - b. Any 1:100 year flood plain and Unstable Slopes identified in the Official Plan or as identified through a site specific geotechnical investigation
  - c. significant habitat of endangered and threatened species as defined in the Official Plan; and,
  - d. 30 metres to the normal high water mark or 15 metres to the top of the bank of any watercourse or water body, whichever is greater.
4. ensure that new towers and equipment shelters are setback an appropriate distance from lot lines;
5. avoid placement of an antenna system within the Heritage Conservation District, and if for technical reasons the antenna system must be located within the Heritage Conservation District take steps to minimize the antenna system's visual impact;
6. avoid placement of an antenna system on a property designated under Part IV of the Ontario Heritage Act and if for technical reasons the antenna system must be located on a property designated under Part IV of the Ontario Heritage Act take steps to minimize the antenna system's visual impact; and,

- a. minimize the impact on the natural environment and preserve where feasible existing trees and vegetation.

### 3.2.2 Engineering, Design and Landscaping

When designing an antenna system a proponent should:

1. where it includes a new tower and the tower is located more than 120 metres or three times the antenna system height, whichever is greater, from a residential zone, residential use or mixed use building, ensure that the antenna system is designed to provide for future co-location;
2. where the antenna must be located within 120 metres or three times the antenna system height, whichever is greater, of a residential zone, residential use or mixed use building and requires a tower because:
  - a. the antenna cannot be placed on an existing building or structure; or
  - b. co-location would increase the adverse visual impact of an existing antenna system, utilize a monopole or stealth design technique, and not design the antenna system to provide for future co-location;
3. in all instances mitigate negative impacts on surrounding uses including but not limited to the use of stealth design techniques, or decreasing the size and visibility of the antenna system so that it blends in with the surroundings to the greatest extent possible. To reduce the scale and visual impact of antenna systems, mitigation measures should include where feasible the installation of screening and landscaping, design features, structure type, colour and materials. Non-reflective surfaces and neutral colours that blend with the surroundings are to be used (though it is recognized that new antenna systems must comply with the requirements of Transport Canada and NAV Canada);
4. not include any offices, maintenance uses or indoor or outdoor storage facilities unless otherwise permitted under the Zoning By-law;
5. ensure that the antenna system is no higher than is necessary to operate effectively and safely;
6. where Transport Canada requires an antenna system be lit, limit lighting to the minimum number of lights and the lowest illumination allowable;
7. ensure that any lighting other than that required by Transport Canada meets the criteria for "full cut-off" and results in minimal spillage onto adjacent properties, generally not exceeding 0.5 foot candles;
8. provide appropriate parking, access, security, servicing, grading, and drainage;
9. ensure that the placement of any parking space or any component of the antenna system does not create or cause a situation of non-compliance with the Zoning by-law for any other use, building, or structure on the same lot;
10. where feasible, locate equipment in an existing building or structure before constructing a new equipment shelter; and,
11. when a new equipment shelter is necessary, ensure that it is attractively designed and screened from public view.

#### 4.0 Pre-Application Consultation

Unless otherwise exempt under Part 2.1, pre-application consultation is required prior to the submission of an Application for Municipal Review and Concurrence. At the pre-application consultation meeting Municipality staff:

1. will outline the Municipality's site selection and design guidelines;
2. will discuss with the proponent the appropriateness of the selected site for, and design of the antenna system or residential use antenna system (RUAS), including all proposed works and any expected lighting requirements in light of the Municipality's site selection and design guidelines, as well as alternative siting and design options if necessary;
3. may, where it is anticipated that there will be no negative impacts associated with an RUAS, exempt the proponent from the requirements of this process and will issue concurrence or conditional concurrence in accordance with Part 10;
4. will if necessary provide the proponent with a copy of this document;
5. will explain the application submission, public consultation and review process including:
  - a. the extent of the lands to be included on the site plan or sketch; and,
  - b. the applicable public consultation requirements.

Proponents of antenna systems must bring to a pre-application meeting a map of the service area showing any existing towers within the search area and the closest residential zone, residential use or mixed use building to the base of the antenna system.

Following the pre-application consultation the Municipality shall e-mail the proponent the Applicant's Study and Plan Identification List detailing any plans, studies and / or reports that are required by the Municipality for its review of the antenna system or RUAS proposal. For the purposes of determining the required plans, studies and reports, an Application under this process is to be considered an application for Site Plan Approval under the Official Plan.

#### 5.0 Application Submission Requirements

Unless exempt under Part 2.1 a proponent must submit an Application for Municipal Review and Concurrence comprised of the information outlined below.

##### 5.1 Submission Requirements for Residential Use Antenna System (RUAS)

1. Site Selection / Justification Report which sets out:
  - a. the rationale for the RUAS location and its height; and,
  - b. any design elements or mitigation measures proposed in order to minimize the impact of the RUAS;
2. a sketch including the dimensions of the lot or that part of the lot on which the RUAS will be located, showing the RUAS and its distance in metres to adjacent lot lines, as well as the location of the principal dwelling, and where relevant, the location of any accessory buildings and structures; and,

3. a completed Application for Municipal Review and Concurrence including the Application fee.

## 5.2 Submission Requirements for Antenna Systems

1. Site Selection / Justification Report which sets out:
  - a. a map showing the area to be serviced by the antenna system and the location of all existing towers within it;
  - b. the rationale for the antenna system's location and its height;
  - c. why the antenna couldn't/shouldn't be co-located on an existing tower, or placed on a building or structure within the proponent's search area;
  - d. any alternate sites for the location of the antenna system that were investigated by the proponent, and the rationale for eliminating these sites as the preferred alternative;
  - e. any design elements proposed in order to minimize the visual impact of the antenna system;
  - f. any lighting and marking features that are anticipated to be required by Transport Canada; and,
  - g. in addition to the above, any site selection and design guidelines which have not been met, and the reasons why;
2. a photograph of the selected lot taken from the street lot line closest to the antenna system with the installation superimposed in colour showing its height, design and any expected lighting and marking features;
3. a site plan which includes the antenna system, the leased area, and those applicable elements set out in the Municipality's Site Plan Control policies;
4. any other plans, reports and studies identified on the Applicant's Study and Plan Identification List which may include landscape plans, site servicing plans grading and drainage plans, and erosion and sediment control plans;
5. scaled elevation drawings noting any expected lighting and marking features;
6. certification from an acceptable professional engineer that all lighting features other than those required by Transport Canada have been designed using only fixtures that meet Full Cut-Off Classification as recognized by the Illuminating Engineering Society of North America and that spillage onto adjoining properties will not exceed 0.5 foot candles, or an amount acceptable to the Municipality;
7. an undertaking to provide the Municipality with written confirmation of any lighting and marking required by Transport Canada;
8. any other information requested by Municipality staff; and,
9. a completed Application for Municipal Review and Concurrence including the Application fee.

Once an Application for Municipal Review and Concurrence has been submitted Municipality, staff will review the Application to ensure that all required information has been submitted, and upon verification deem the Application complete. Once deemed complete Municipality staff shall:



1. in the instance of an antenna system, provide the Ward Councillors and the Councillors of all Wards within 120 metres or three times the antenna system's height, whichever is greater, of the base of the tower with a heads-up indicating the location and nature (including the height and any expected lighting requirements) of the antenna system;
2. set out which technical agencies and public bodies (e.g., Hydro Ottawa, National Capital Commission, applicable Conservation Authority, School Board, Ministry of Transportation, Parks Canada etc.) must be consulted by the proponent;
  - a. The proponent must provide and inform any such agencies or bodies that they have 30 days to provide their comments to the proponent, and it is the responsibility of these agencies and bodies to comment within these timelines;
3. if applicable, provide the proponent with a list of those Councillors to be notified and a list of the addresses of all property owners and registered community groups to be notified pursuant to Part 6;
4. if required, identify the applicable local community newspapers in which notice is to be placed; and,
5. if required, identify appropriate venues for the Community Information and Comment Session.

A proponent of an antenna system must also notify all neighbouring municipalities within 120 metres or three times the antenna system's height, whichever is greater, measured from the base of the tower.

In addition to this Application, the proponent is responsible for securing all applicable permits or approvals from Municipality departments or other agencies, if required.

## 6.0 Public Consultation

Unless exempt under Part 2.1, a proponent must undertake public notification and consultation in accordance with this Part. Where notification of the public is required, the notice must be placed in an envelope and the envelope must have in bold type on its face the statement:

**“Contains Information Concerning an [select one] Antenna System or Residential Use Antenna System Proposed in Your Community”**

### 6.1 Public Consultation for Residential Use Antenna Systems (RUAS)

A proponent of an RUAS must provide written notice of the proposal to:

1. the Municipality;
2. all owners or occupants of residential property abutting the lot and directly across the street from the lot on which the RUAS is to be located.

The notification must include the following information:

3. the statement:  
 “I/We is/are proposing [select one] an antenna system or an addition to the existing antenna system at [insert address], which consists of the following: [insert description of proposed works including the location, colour, type and design]. Once completed the antenna system will measure [insert height] metres in height. ISED is responsible for the

approval of this antenna system, and requires that I/we review this proposal with the local municipality. After reviewing this proposal the Municipality will provide its position to ISED and myself/us”;

4. information explaining:
  - a. the RUAS purpose;
  - b. the need for the RUAS height and its location on the lot;
5. a statement that the RUAS will comply with Health Canada’s Safety Code 6, and an explanation that Safety Code 6 regulates human exposure to radio frequency emissions from antennas;
6. a statement that the RUAS will respect good engineering practices including structural adequacy;
7. the statement:
 

“I/We invite(s) you, within 30 calendar days of the date of this notice, to provide by letter your comments, and / or request to be informed of the Municipality’s position on the proposed antenna system. To do so please contact...” followed by the name of the proponent and their mailing address; and,
8. a statement that the proponent will respond to all reasonable and relevant concerns, and that the Municipality will be taking into account comments from the public and the proponent’s response to each when providing its position to the proponent and ISED.

In addition to the above, where a proponent expects that an RUAS will contain medium or high white intensity lighting for the purposes of satisfying Transport Canada requirements, the proponent must also undertake public consultation in accordance with Part 6.2.4 – Notice in Local Community Newspaper.

Despite the notification requirements of Part 6.1, the Municipality may waive some or all of these requirements, upon consultation with the proponent, where the Municipality anticipates there to be no public reaction to the proposal.

## **6.2 Public Consultation for Antenna Systems**

### **6.2.1 Waiver of Public Consultation Requirements**

The Municipality may waive the requirement for a Community Information and Comment Session, for example where only two or three residences are captured within the notification area, however in such instances notice shall be provided in accordance with Part .6.2.2 and the proponent shall indicate and allow 30 days for property owners to provide their comments to the proponent or request notification of the Municipality’s position on the installation. Similarly, the Municipality may also waive the requirement for a notice in the local community newspaper.

### **6.2.2 Notice of Community Information and Comment Session**

A proponent of an antenna system must host a Community Information and Comment Session within the community in which the antenna system is proposed if the base of the tower is within 120 metres, or three times the antenna system height, whichever is greater, of a residential zone, residential use or mixed use building.

Written notice of the Community Information and Comment Session must be provided to:

1. the Municipality;
2. all property owners within 120 metres or a distance equal to three times the antenna system height, whichever is greater, as measured from the base of the tower.

The notification must include the following information:

1. the statement:
 

“[insert name of proponent] is/are proposing [select one] an antenna system or an addition to the existing antenna system at [insert address], which consists of the following: [insert description of proposed works including the antenna system’s colour, type, design and any lighting and marking features]. Once completed the antenna system will measure [insert height] metres in height.

ISED is responsible for the approval of this antenna system, and requires [insert name of proponent] to review this proposal with the nearby public and local municipality. After reviewing this proposal the Municipality will provide its position to ISED and [insert name of proponent]”;
2. a map showing the location of the antenna system within the community;
3. information explaining:
  - a. the antenna system’s purpose;
  - b. the reasons why existing antenna systems or other infrastructure cannot be used to support the antenna; and,
  - c. the need for the antenna system’s height and its location on the lot;
4. a photograph of the selected lot taken from the street lot line closest to the antenna system with the installation superimposed in colour showing the height, design and any expected lighting and marking features;
5. a statement that the antenna system will comply with Health Canada’s Safety Code 6, and an explanation that Safety Code 6 regulates human exposure to radiofrequency emissions from antennas;
6. a statement that the antenna system will respect good engineering practices including structural adequacy;
7. if applicable, an explanation of the expected Transport Canada lighting and marking requirements for the proposal;
8. the statement:
 

“[insert name of proponent] invite(s) you to attend our Community Information and Comment Session at [insert date, time and location], or within 30 calendar days of the date of this notice provide by e-mail or letter your comments, and / or request to be informed of the Municipality’s position on the proposed antenna system. Please contact...” followed by the name of the proponent, their mailing address, phone number and e-mail.”; and,

  - a. a statement that the proponent will respond to all reasonable and relevant concerns, and that the Municipality will be taking into account comments from the public and the proponent’s response to each when providing its position to the proponent and ISED.

### 6.2.3 Information at Community Information and Comment Session

The proponent must convene a Community Information and Comment Session no earlier than 14 days and no later than 20 days from the date of mailing of the notice or the publication of the notice in the local community newspaper (if required), whichever occurs later.

At the Community Information and Comment Session the proponent must, in addition to addressing all reasonable and relevant concerns raised by the public, present the following information:

1. an explanation that ISED is the approval authority for antenna systems, Industry Canada's requirements for consultation with the public and the land use authority under CPC-2-0-03, the Municipality's role as a commenting body within ISED's approval process, and the purpose of the Community Information and Comment Session;
2. an explanation of the purpose of the antenna system, the need for the selected location and height, its future sharing possibilities and what other structures were considered and reasons why existing antenna systems or other infrastructure cannot be used;
3. a description of the design of the antenna system including its height, colour, dimensions, any expected lighting and marking features, as well as a description of all other works proposed;
4. a map showing the antenna system's location within the community;
5. a photograph of the selected lot taken from the street lot line closest to the antenna system with the installation superimposed in colour and including its height, design and any expected lighting and marking features;
6. if applicable, an explanation of the expected Transport Canada lighting and marking requirements for the proposal;
7. a statement that the proponent will respond to reasonable and relevant concerns raised by the public and:
  - a. an explanation of what Industry Canada under CPC-2-0-03 classifies as a reasonable and relevant concern; and,
  - b. the deadline (i.e. 10 days) for bringing reasonable and relevant concerns to the proponent after the Community Information and Comment Session.

### 6.2.4 Notice in Local Community Newspaper

A proponent must place a notice in the local community newspaper where an antenna system is:

1. to be 30 metres or more in height; or
2. after an addition will measure 30 metres or more in height; or,
3. is expected to contain medium or high white intensity lighting for the purposes of satisfying Transport Canada requirements,

The notice must include the following in both official languages:

1. the statements:  
 "[insert name of proponent] is/are proposing [select one] an antenna system or an addition to the existing antenna system at [insert address], which consists of the

following: [insert description of proposed works including the antenna system's colour, type, design and any lighting and marking features]. Once completed the antenna system will measure [insert height] metres in height.

ISED is responsible for the approval of this antenna system, and requires [insert name of proponent] to review this proposal with the public and local municipality. After reviewing this proposal the Municipality will provide its position to ISED and [insert name of proponent]";

"[insert name of proponent] invite(s) you, within 30 calendar days of the date of this notice, to provide by e-mail or letter your comments, and / or request to be informed of the Municipality's position on the proposed antenna system. Please contact..." followed by the name of the proponent, their mailing address, phone number and e-mail."; and,

2. a statement that the proponent will respond to all reasonable and relevant concerns, and that the Municipality will be taking into account comments from the public and the proponent's response to each when providing its position to the proponent and ISED.

Where a Community Information and Comment Session is also required, the notice must, in addition to the above, include an invitation to the Community Information and Comment Session, along with its date, time and location.

### **6.3 Record of Public Consultation**

Within fourteen days of the close of the public consultation period the proponent shall provide to the Municipality the following:

1. an affidavit executed by an authorized representative of the proponent stating that public consultation was carried out in accordance with the requirements of this process and, if applicable, that all technical agencies and public bodies identified by Municipality staff, as well as neighbouring municipalities were notified of the proposal;
2. written copies of all submissions made by the public and, if applicable, registered community groups to the proponent and all responses provided;
3. if applicable, a record of attendees, comments and the proponent's responses provided at the Community Information and Comment Session; and,
4. if applicable, copies of all correspondence, comments, etc. provided to and received from technical agencies, public bodies and neighbouring municipalities relating to their review of the proposal, as well as any information pertaining to how concerns or issues were resolved.

## **7.0 Application Review**

### **7.1 Changes to Application**

If at any point during this process the proposal is revised, the proponent must advise the Municipality of these changes as soon as possible. If revisions to the proposal include:

1. a change in the location of an antenna system, which results in the base of the tower being within 120 metres or a distance equal to three times the antenna system height, whichever is greater, of a residential zone, residential use or mixed use building; or,
2. a significant change in the height or design of an antenna system,

Municipality staff shall notify the proponent if:

1. the proponent is required to resubmit drawings, documents, reports or studies showing proposed changes;
2. the proponent must consult with additional technical agencies or public bodies, undertake public consultation or further public consultation as the case may be, in accordance with Part 6 as a result of revisions to the proposal; or,
3. the timeframes under Part 8.0 need to be extended.

## **7.2 Concluding Review**

Where the proposal fails to adequately address the siting, design, engineering and landscaping criteria set out in this process, or any other reasonable land-use issues identified, Municipality staff shall discuss with the proponent alternatives or mitigation measures for resolving any concerns.

Once the review is complete, including the review of any resubmitted documents, drawings, etc., Municipality staff shall determine whether the Municipality will provide its concurrence, conditional concurrence or non-concurrence based on whether the proponent has followed this process and addressed to the satisfaction of the Municipality the following:

1. the site selection and design guidelines set out in Part 3;
2. comments received from the public, registered community groups, technical agencies and public bodies; and,
3. any other reasonable land use issue identified by Municipality staff.

## **8.0 Timelines for Municipal Concurrence or Non-Concurrence**

Once an Application for Municipal Review and Concurrence has been deemed complete, the Municipality will work to conclude its review and provide its position to the proponent within 100 calendar days.

## **9.0 Letter of Undertaking**

A proponent may be required, if requested by the Municipality, to provide a Letter of Undertaking, requiring the posting of security for the remediation of Municipality-owned property.

## **10.0 Concluding Municipal and Public Consultation**

The proponent and ISED will be notified of the Municipality's position by Municipality staff. Staff shall provide a letter to the proponent, copied to ISED indicating the following:

1. whether the proponent followed this process and if not, identify what issues remain outstanding; and,
2. that based on its review the Municipality:
  - a. concurs with the proposal, or
  - b. concurs with the proposal subject to the proponent meeting certain conditions detailed within the letter to the proponent, or
  - c. does not concur with the proposal and the reasons why.

Municipality staff will include with the letter to ISED a copy of all documentation provided by the proponent to the Municipality related to submissions by the public, registered community groups, technical agencies and public bodies as well as the proponent’s response to each.

All proponents are responsible for distributing, within 15 days of receiving the Municipality’s position, a copy of the Municipality’s position to all persons who requested that they be notified in accordance with Part 6.

Approved by Council: Date	Resolution No.
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