



**TOWNSHIP OF GUELPH/ERAMOSIA  
POLICIES & PROCEDURES**

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<i>SUBJECT</i>	<b>Telecommunication Tower/Antenna Establishment Protocol</b>
<i>APPROVAL DATE</i>	September 16, 2002
<i>REVISION DATE</i>	

## **Introduction:**

The purpose of this Telecommunication Protocol is to outline the process telecommunication applicants will follow to establish and expand telecommunication facilities in the Township of Guelph/Eramosa. 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 minimize the impact on the community.

The purpose of this protocol is to provide guidance to municipal staff, council, 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 **reduce the visual impact on communities**. The Township strives to work together with the telecommunication companies to locate antennas in optimal locations for providing service while minimizing the visual and environmental impacts of support structures for the antenna.

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 the Township of Guelph/Eramosa.

## **Objectives**

The intent of this protocol is:

- To balance demands for facilities with a desire to preserve natural and cultural landscape and minimize community impacts, through co-location, including health and safety concerns.
- To outline a general process to be followed by the Township of Guelph/Eramosa 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 the Township of Guelph/Eramosa regarding the review of telecommunications facility proposals.
- **The provision of high caliber wireless telecommunications facilities, in order to promote economic development, and meet the business and safety needs of the traveling public.**



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### 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 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:

- Maximizing distance from residential areas
- **Distance from** public and institutional facilities such as schools, hospitals, community centre, daycare facilities, and senior's residences
- Avoidance of natural features, vegetation, hazard lands (floodplains, steep slopes)
- Avoiding areas of topographical prominence, **where possible, to minimize long/short range viewscapes**
- Compatibility with adjacent uses

### 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 application for site plan 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 minimize 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.



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## **Fees**

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

- Cost incurred by the municipality for the processing of the application such as administration, planning, engineering and legal fees.
- Conservation Authority

## **Agreement**

The proponent will be required to enter into a development agreement **acceptable** to the municipality, registered on title.

## **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%***
- ***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 proponent shall be responsible for organizing 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 radius of 120 metres of the subject property.

The proponent shall prepare a record of attendees, minutes, and response to concerns raised at the information session. The proponent is responsible for the community information session and shall provide the record of the meeting 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;
- ***All proposals exempt from municipal approval***



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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

Proposed towers within industrial and commercial zoned areas, located a minimum of 100 metres away (or more, if determined by the municipality) from residential or agricultural, shall be exempt from public consultation.



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**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. 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** the **proponent's search** area.
 

Yes                       No
3. Letter of authorization 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 structures(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 Transport Canada has been consulted     Yes     No
12. Public Consultation report                                     Yes                       No
13. Applicable processing fees                                     Yes                       No