

TOWN OF AJAX
Policy for Establishing Telecommunication
Tower and Antenna Facilities



March 2013

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1.0 INTRODUCTION

Industry Canada, under the Radiocommunication Act, is responsible for radio and telecommunication carriers. Industry Canada also approves the installation of radio and telecommunication infrastructure, including *telecommunication towers* and *antenna* facilities.

In June 2007, Industry Canada released new *antenna* siting and approval procedures entitled Client Procedures Circular (CPC-2-0-03) Radiocommunication and Broadcasting Antenna Systems, Issue 4, herein referred to as Radiocommunication and Broadcasting Antenna Systems. These new procedures came into effect on January 1, 2008. *Proponents* wishing to install or modify a radio and/or *telecommunication facility* must follow the process outlined in this document, which includes requirements for consultation with the land use authority (municipality) and the public.

However, Industry Canada also encourages municipalities to develop their own consultation policies regarding *telecommunication tower* and *antenna* installations to create a framework to manage the process of identifying their concerns, as well as those of the residents they represent. According to Industry Canada, where a municipality has established a policy, *proponents* must follow the municipality's consultation process for the siting of *telecommunication facilities*. Industry Canada believes that any concerns or suggestions expressed by land use authorities, such as location and design options for *telecommunication facilities*, are important elements to be considered by *proponents*. As such, to establish its own consultation process, the Town of Ajax has developed this Policy for Establishing Telecommunication Tower and Antenna Facilities, herein referred to as the Policy. The Policy also provides *proponents* with guidance on the Town's preferences for the location and design of *telecommunication facilities*.

All Industry Canada policies and regulations, with the exception of the consultation requirements, outlined in Industry Canada's Radiocommunication and Broadcasting Antenna Systems shall continue to apply to all installations of radio and telecommunication infrastructure, including *telecommunication towers* and *antenna* facilities.

Proponents must also comply with the Canadian Environmental Assessment Act, and Health Canada's Safety Code 6 Guidelines for exposure to radio frequency fields. Where applicable, the Canadian Environmental Protection Act, Migratory Birds Convention Act, and Species at Risk Act must also be complied with.

This Policy was adopted by Town of Ajax Council on March 25, 2013. *Council* has delegated authority to *staff* to review and amend this Policy, in accordance with any required changes by Industry Canada. All other amendments to this Policy shall be made through Council Resolution.

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2.0 DEFINITIONS

All terms, where used in the context as defined below, have been *italicized* in this Policy.

Adjacent means land or property that is contiguous to, or separated by a road, path, or other type of right-of-way (e.g.; utility right-of-way), from the subject property.

Antenna means a device for transmitting and receiving electromagnetic waves, wireless communications signals or other communication signals, but does not include a *telecommunication tower*.

Alternative Tower Structure means a structure that camouflages or conceals the presence of an *antenna* such as flag poles, clock towers, artificial trees, and other features in keeping with the surrounding environment.

Co-location means the placement of one or more *antenna* on the same *telecommunication tower* or *alternative tower structure* by more than one wireless telecommunication service provider.

Council means Council of the Corporation of the Town of Ajax.

Cultural Heritage Resource means archaeological resources, built heritage resources, cultural heritage landscapes, Heritage Conservation Districts, and Areas of Special Cultural Heritage Value and Interest.

Director means the Town of Ajax Director of Planning and Development Services or his/her designate.

Equipment Shelter or Cabinet means a structure that is accessory to an *antenna* system that contains equipment necessary to transmit and receive signals.

Height means:

- a) for the purposes of a *telecommunication tower*, the vertical distance measured from the base of the *telecommunication tower*, or the outside perimeter of the supporting structure to the highest point of the *telecommunication tower*, including any components attached thereto;
- b) for the purposes of an *antenna*, the vertical distance measured from the base of the *antenna*, or the structure (other than a ground-mounted *telecommunication tower*) supporting the *antenna* to the highest point of the *antenna*; and,
- c) for the purposes of a building, the vertical distance measured from the established grade of a building to the highest point of the building.

Proponent means the wireless telecommunication service provider and/or their representative.

Staff means Planning and Development Services staff of the Town of Ajax directly involved in the processing of applications submitted under this Policy.

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Telecommunication Facility means a *telecommunication tower* and/or *antenna* and all associated equipment that is subject to this Policy.

Telecommunication Tower means a structure designed and constructed to support one or more *antennae*, including guyed towers, self-supporting lattice towers, tripoles, and monopoles.

3.0 PURPOSE AND APPLICATION OF THE POLICY

3.1 Purpose

Growth in the use of wireless technology and telecommunications devices within the Town and the Greater Toronto Area (GTA) along with the development of new technologies requires a continuous expansion of the network capacity to satisfy user demand. This necessitates the construction and installation of associated infrastructure (*telecommunication towers* and/or *antennas*). Emergency response services such as 911, police, fire and ambulance services also rely on wireless communication to reduce response times to keep residents safe.

This Policy is intended to establish a consultation process that will assist *staff, Council, Industry Canada, proponents*, and the community in addressing concerns regarding the installation of *telecommunication facilities*.

The purpose of this Policy is to:

- a) Establish policies and procedures for the public consultation process to balance *proponent* needs with public and agency concerns;
- b) Inform *proponents* of the local consultation requirements for the siting of *telecommunication facilities*;
- c) Establish a process and criteria for the review, evaluation, and concurrence/non-concurrence of *telecommunication facilities*;
- d) Provide guidance on preferred locations and design for *telecommunication facilities* and, submission requirements; and,
- e) Provide the community with an understanding of the roles and process for siting and approving *telecommunication facilities*.

3.2 Objectives

The objectives of this Policy are to:

- a) Balance the location and design requirements of *proponents* with the need to minimize a *telecommunication facility's* visual impact;
- b) Address local land use concerns while respecting federal jurisdiction; and,
- c) Ensure *co-location* opportunities for telecommunication *antennas* are explored and acted upon, where appropriate.

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3.3 Application of Policy

This Policy applies to the following *telecommunication facilities* that transmit and receive data for broadcasting, cell phone, paging, and other wireless mobile communication services:

- a) Any *telecommunication tower* that is 15 metres in *height* or greater, unless specifically excluded in Section 3.4; and,
- b) Any building mounted *telecommunication tower* and/or *antenna* with a *height* greater than 25% of the building *height*.

This Policy does not apply to licence-exempt and amateur radio operators.

3.4 Installations Excluded from this Policy

Municipalities cannot establish consultation requirements for installations that are excluded from the consultation process established in Industry Canada's Radiocommunication and Broadcasting Antenna Systems. As such, below is a list of installations that are not subject to this policy. Exclusions a) through e) are Industry Canada exclusions and exclusions f) and g) are additional Town of Ajax exclusions.

- a) Maintenance of existing radio apparatus including the *antenna* system, transmission line, mast, *telecommunication tower* or other *antenna*-supporting structure;
- b) Addition or modification of an *antenna* system (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, *antenna*-supporting structure or other radio apparatus to existing infrastructure, a building, etc. provided the addition or modification does not result in an overall *height* increase above the existing structure of 25% of the original structure's *height*;
- c) Maintenance of an *antenna* system's painting or lighting in order to comply with Transport Canada's requirements;
- d) Installation, for a limited duration (typically not more than 3 months), of an *antenna* system that is used for a special event, or one that is used to support local, provincial, territorial or national emergency operations during the emergency, and is removed within 3 months after the emergency or special event;
- e) New *antenna* systems, including masts, *telecommunication towers* or other *antenna*-supporting structure, with a *height* of less than 15 metres above ground level;
- f) New *antenna* system on a signalized traffic light; and,
- g) New *antenna* system on a street pole (e.g. light standard or hydro pole).

Proponents who are not certain if their proposed facility is excluded or whether consultation is required, are advised to contact the Town of Ajax Development Approvals Coordinator at 905.619.2529 ext 3205 or Industry Canada for guidance.

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3.5 The Town's Authority Regarding Telecommunication Facilities

The Town of Ajax ***is not the approval authority*** for *telecommunication facilities*. The role of the Town is to provide comments with respect to design, location, visual impact, and land use compatibility. Planning and Development Services is responsible for reviewing these applications. Dependent on the location and design of the proposed *telecommunication facility*, confirmation of support (concurrence) or non-support (non-concurrence) of the proposed facility will be provided to the *proponent* either via a letter from the *Director*, or via a Council Resolution (refer to Section 8.0 and Appendix A of this Policy).

The Federal Minister of Industry (Industry Canada) ***is the approval authority*** for *telecommunication facilities*, including site selection, pursuant to the Radiocommunication Act.

Radiocommunication is the federal government's exclusive jurisdiction. Any Provincial legislation, such as the Planning Act, or municipal requirements, such as official plan policies and/or zoning by-laws have no legal status with regard to the approval of *telecommunication facilities*.

The Town of Ajax ***does not assess*** submissions for *telecommunication facilities* with respect to any issues that may be associated with health and radiofrequency exposure. Health Canada has safety guidelines for exposure to radio frequency fields in its Safety Code 6 publication entitled: Limits of Human Exposure to Radiofrequency Electromagnetic fields in the Frequency Range from 3 kHz to 300 GHz. Industry Canada has adopted this guideline for the installation of radiocommunication and broadcasting installations. It is the responsibility of *proponents* and operators of installations to ensure that all radiocommunication and broadcasting installations comply with Safety Code 6 at all times, including the consideration of combined effects of nearby installations within the local radio environment.

4.0 PRE-CONSULTATION

Proponents shall consult with *staff*, via the Town's Pre-consultation and Site Plan Review Team prior to or during the site selection process. The purpose of a pre-consultation meeting is to ensure *proponents* are aware of this Policy and to answer any questions with regard to this Policy.

The pre-consultation meeting is also an opportunity for *staff* to provide the *proponent* with preliminary comments, identify high level issues, and to discuss submission requirements and the review process.

Prior to *staff* scheduling a pre-consultation meeting, *proponents* are requested to electronically submit the following information to facilitate evaluation of the location and design of the proposed *telecommunication facility*:

- a) Information Report that describes and provides a rationale for all the potential sites;
- b) Aerial photos identifying the potential sites for the *telecommunication facility*; and,
- c) Elevation drawings of the proposed *telecommunication facility* identifying *telecommunication tower* and *antenna height* and type, *telecommunication tower* diameter, and colour.

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To schedule a pre-consultation meeting, please contact the Development Approvals Coordinator at 905.619.2529 ext 3205.

Minutes from the pre-consultation meeting will be provided to the *proponent* generally within two weeks after the meeting date.

5.0 SITE SELECTION AND DESIGN

5.1 Preferred Locations and Site Selection

It is the Town's desire to site new *telecommunication facilities* in a manner which reduces their visual impact. As such, the following are the Town's preferred locations for siting new *telecommunication facilities*:

- a) First preference: locate new *antenna* systems on existing buildings (as opposed to construction of new *telecommunication towers*) using camouflaging techniques such as colour matching. A further preference is for the *antenna* system to be installed on the side of a building; if this is not feasible, then on the roof-top.
- b) Second preference: co-locate new *antenna* systems on *telecommunication towers*, that are 6 times or more the *telecommunication tower's height* from a residential designation/zone or the closest residential dwelling in a mixed use zone, within areas designated and/or zoned General Employment or Heavy Employment
- c) Third preference: locate new *telecommunication towers*, that are 6 times or more the *telecommunication tower's height* from a residential designation/zone or the closest residential dwelling in a mixed use zone, in the rear yard (where a building is located on the lot) within areas designated and/or zoned General Employment or Heavy Employment.
- d) Fourth preference: locate new *telecommunication towers*, that are 6 times or more the *telecommunication tower's height* from a residential designation/zone or the closest residential dwelling in a mixed use zone, in the side or front yard (where a building is located on the lot), if it is justified that locating in the rear yard would cause shadowing, within areas designated and/or zoned General Employment or Heavy Employment.
- e) Fifth preference: locate new *telecommunication towers*, that are 6 times or more the *telecommunication tower's height* from a residential designation/zone or the closest residential dwelling in a mixed use zone, in the rear yard within the Prestige Employment designation/zone.
- f) Least preferred: locate new *telecommunication towers* within a residential designation/zone or in proximity to a residential use.

***Proponents*, subject to this Policy, that site a *telecommunication facility* in preferred locations a) to e) above will be exempt from the Notice via Mail Out (Section 7.2.1) and the Community Information Meeting (Section 7.3) requirements of this Policy and will receive a letter of concurrence from *staff* (see Appendix A).**

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Where a *telecommunication tower* and *equipment shelter/cabinet* is proposed to be located on an undeveloped site, they should be situated in a manner so as not to hinder future development on the site.

5.2 Discouraged Locations and Site Selection

The Town discourages *telecommunication towers* in the following locations:

- a) lands designated or zoned residential, mixed use, or environmental protection;
- b) lands deemed to be a *cultural heritage resource*; and,
- c) on lands that permit institutional uses such as schools, places of worship, and day care centres.

The establishment of a *telecommunication tower* should only be considered in the above noted locations, if locating in accordance with one of the Town's preferred locations cannot be accommodated. *Proponents*, subject to this Policy, that locate a *telecommunication facility* in one of the above discouraged locations are subject to all the requirements of Section 7.0 Consultation Process, unless explicitly excluded in Section 5.1.

5.3 Preferred Forms and Design

The Town encourages *telecommunication facilities* to be camouflaged or designed to blend in with and fit the context of the surrounding area.

5.3.1 Rooftop and Building Mounted Structures

The Town encourages all roof and building mounted *antennas* (not just those subject to this Policy) to be camouflaged to match the architectural design or colour of the building. This may involve:

- Masking the *antenna* in a church steeple, ornamental chimney, or other appropriate ornamental structure;
- Fully concealing the *antenna* by parapets;
- Integrating the *antenna* into a building's exterior façade;
- Colour matching *antennas* mounted on the side of a building; or,
- Any other appropriate form of camouflage that complements the architectural design of the building.

Additionally, where appropriate, the Town will encourage that new tall buildings be designed to accommodate future rooftop and building mounted *antenna* structures in a manner where they can be camouflaged.



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5.3.2 Freestanding Structures

The Town prefers the installation of monopole structures over tri-pole or trellis structures. Tri-pole structures, trellis structures, or any *antenna* supporting structures that require guy wires are discouraged. However, the Town may consider tri-pole structures provided they are camouflaged to blend in with an adjacent building. Types of *alternative tower structures* include:

- Coniferous trees;
- Clock towers;
- Pylon signs; and,
- Other appropriate designs in consultation with the Town.

Where a new *telecommunication tower* is located 6 times or more the *telecommunication tower's height* from a residential designation/zone or the nearest residential dwelling in a mixed use zone, it should be designed to provide for future *co-location*.

To decrease adverse visual impact, where a new *telecommunication tower* is located within 6 times the *telecommunication tower's height* from a residential designation/zone or the nearest residential dwelling in a mixed use zone, the *proponent* should install a monopole that is not designed to provide for future *co-location* or an *alternative tower structure*.

5.4 Equipment Shelters, Screening, Fencing, and Landscaping

The use of landscaping, fencing, and architectural features on and around *equipment shelters and cabinets* is encouraged to help screen ground related functional elements of the facility from neighbouring properties and public view including views from pedestrian sidewalks, roads, and other public spaces.

All *equipment shelters and cabinets* should be screened with either decorative fencing (with or without barbed wire), or black vinyl chain link fence (with or without barbed wire) and landscaping. Landscaping material should achieve at least 80% coverage within the first 2 years of installation and consist of native plant species and/or non-invasive, non-native plant species. Dependent on the extent of landscaping, a Landscape Plan may be requested.

Equipment shelters that are 10m² or greater should be designed in a manner that is sympathetic to the architecture and building materials of *adjacent* residential areas (e.g.; brick enclosure with pitched roof).

The Town discourages the location of *telecommunication facilities* in areas where existing tree and/or vegetation removal is required. If no other practical option exists, any proposed *telecommunication facility* that requires the removal of mature trees, will be required to submit a Tree Inventory and Preservation Plan to the satisfaction of the Town.

5.5 Lighting

With the exception of lighting required by Transport Canada, all outdoor illumination shall have zero light trespass onto all *adjacent* properties and be night-friendly (i.e.; full cut-off lighting; no

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up-lighting). Where Transport Canada requires a *telecommunication facility* to be lit or where lighting is required for security purposes, the lighting should be limited to the minimum number of lights and the lowest illumination allowable, especially if the *telecommunication facility* is *adjacent* to a residential use or the Environmental Protection designation.

6.0 SUBMISSION OF A COMPLETE APPLICATION

After receiving the minutes from the pre-consultation meeting and securing a site, the *proponent* shall submit a complete application (Telecommunications Facilities Application plus supporting material) that addresses the Town's requests/comments from the pre-consultation meeting. This application represents the commencement of the consultation process between the Town of Ajax and the *proponent* as provided in this Policy (refer to Appendix A).

Staff review and evaluate these applications based on criteria that include, but are not necessarily limited to, the following:

- Location;
- Compatibility with uses on site and on *adjacent* properties;
- *Telecommunication tower* and *antenna height*, type, colour and its integration with existing surrounding buildings, landscape or natural environment;
- The ability to co-locate future *antennas* from other telecommunication service providers on the proposed *telecommunication tower*;
- Impacts on long and short range viewsapes from various directions;
- Screening of equipment and treatment of shelters/cabinets including the design of structures and landscaping;
- Proposed signage and lighting;
- Compliance with this Policy; and,
- The *proponent's* ability to address relevant concerns from *staff*, *Council* and the community.

The submission of a complete application shall include the following information and material:

- a) Complete Telecommunication Facility Application form;
 - If the application is for a *telecommunication facility* that is exempt from the Notice via Mail Out and a Community Information Meeting, the applicant shall also provide a statement that justifies how the proposed *telecommunication facility* meets the exemptions outlined in Section 5.1 of the Policy;
- b) If the applicant is not the owner, a Letter of Authorization from the owner consenting to the Telecommunication Facility Application;

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- c) Information Report that provides detail on:
- the proposed site location including alternative locations and rationale for the proposed site;
 - a description of the proposed site and surrounding properties;
 - type and design of facility including alternatives and a rationale as to why the type and design was selected;
 - the position of proposed facility within the wireless service provider's immediate network;
 - the coverage area of proposed facility;
 - the facility's status under the Canadian Environmental Assessment Act and any other relevant federal legislation; and,
 - the facility's compliance with Health Canada's Safety Code 6, including how the proposed *telecommunication facility* takes into account the combined effects of nearby installations;
- d) 6 hard copies of a site plan (11" x17") that includes:
- an appropriate metric scale (1:150 or 1:200);
 - applicant/owner information including name, address and phone number;
 - project name, date, municipal address, and legal description of the subject property;
 - tracking of the drawing number, date, description and author;
 - north arrow;
 - key map illustrating the location of the facility and surrounding land uses;
 - location of the proposed *telecommunication facility* on the subject property;
 - diameter of the proposed *telecommunication tower*;
 - location of the proposed *equipment shelter/cabinet* on the subject property;
 - existing buildings and structures on the subject property and *adjacent* properties;
 - existing vegetation and trees on the subject property and *adjacent* properties (including delineation of the Town's Environmental Protection designation/zone);
 - existing *cultural heritage resources* on the subject property and *adjacent* properties;
 - access roads/paths to the *telecommunication facility*;
 - easements on subject property;
 - Transport Canada marking and lighting requirements for the proposed structure; and,
 - any other signage or lighting requirements;
- e) Map showing the horizontal distance between the *telecommunication tower* base (monopole), outer most guy wire, or closest supporting pole (tri-pole, trellis structure) and the nearest residential designation/zone, or the nearest residential dwelling in a mixed use zone;
- f) Map showing the radius for circulation of a Notice Package (refer to Section 7.2.1 of this Policy);
- g) Elevation drawings of the proposed *telecommunication tower* identifying *telecommunication tower* and *antenna height*, location of guy wires if applicable, *antenna* type, and *telecommunication tower* and *antenna* colour;
- h) Documentation and fees requested by the applicable Conservation Authority for proposals involving construction in a flood plain, filling within regulated areas, alterations to a watercourse, or crossing of a watercourse;
- i) Colour photo simulations with each site plan set. The photo simulations shall include:

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- 'before' photographs of the property taken from at least four locations (the number of photographs will vary depending on the size of the proposed facility; however, the quantity must be sufficient to adequately view the entire site);
 - 'after' photographs from the same vantage points as the 'before' photographs that illustrate the proposed *telecommunication facility* to scale (including *equipment shelter/cabinet*); and,
 - Map of the location from where the photographs were taken.
- j) Tree Inventory and Preservation Plan and/or Landscape Plan, if applicable;
- k) Minutes of the Pre-consultation meeting with *staff*; and,
- l) The appropriate application review fee, in accordance with the Fees and Charges By-law, and where applicable, Conservation Authority fees.

In addition to the required hard copies of the site plan, all material noted above that is to be submitted with the Telecommunications Facilities Application should be submitted on compact disk in PDF format. All hard copy drawings are required to be folded to 8.5" x 11".

Staff may require additional information or material considered necessary to properly evaluate the proposed *telecommunication facility*.

All complete applications will be circulated to the appropriate internal departments; the Heritage Advisory Committee, if necessary; and, external agencies for comment.

7.0 CONSULTATION PROCESS

Consultation with the community is the responsibility of the wireless telecommunication service provider. The submission of a complete application will represent the official commencement of the consultation process. The issuance of a letter or Council Resolution of concurrence or non-concurrence will constitute the end of the *proponent's* public and land use authority consultation process.

7.1 Consultation with the Town of Ajax

Proponents shall consult with *staff* prior to or during the site selection process (refer to Appendix A).

As part of the consultation process, *proponents* shall provide the Town with:

- a) A record of the contact information of Community Information Meeting attendees, if applicable;
- b) Minutes from the Community Information Meeting, if applicable;
- c) Copies of any correspondence received from the public;
- d) Copies of responses to questions posed by *staff*, public agencies and the public.

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Staff will ensure that the appropriate local and regional councillors are notified of the proposed *telecommunication facility*.

7.2 Community Notice Requirements

7.2.1 Notice via Mail Out

For Telecommunication Facility Applications where a Community Information Meeting is required, the creation and distribution, via mail, of Notice Packages is the responsibility of the *proponent*:

- a) The Notice Package shall be consistent with the requirements of Appendix 2 of Industry Canada's Radiocommunication and Broadcasting Antenna Systems and shall contain the following information:
 - Date, time, and place where the Community Information Meeting will be held;
 - Agenda/itinerary for the meeting (i.e.; time the presentation will be delivered);
 - Name, email, and telephone number of the *proponent* as the contact for questions and the submission of comments;
 - Site plan and elevations of the proposed *telecommunication facility*;
 - A website link to provide information on the proposal, and Industry Canada's procedures/protocols for telecommunication providers, if applicable; and,
 - Any other material the *proponent* deems appropriate to best inform the community.
- b) All material that is part of the Notice Package shall be sent to *staff* for review and comment prior to being circulated publicly.
- c) *Staff* will provide the address labels and will review the Notice Package to ensure completeness and accuracy of information prior to circulation.
- d) Notice Packages are to be sent via regular mail and shall be circulated a minimum of 20 days prior to the Community Information Meeting. Notification is to be given to all land owners and adjacent municipalities within a radius of 3 times the *telecommunication tower height*. However, the Town reserves the right to require a larger circulation radius, if in the opinion of *staff* or *Council*, it is warranted.
- e) Where the notification ring captures all or part of multi-unit residential or commercial building or complex, Notice shall be provided to each unit in the building or complex. Notice for multi-unit residential or commercial buildings can be delivered either by mail or by hand. The *proponent* shall keep a log of the date, time and address of all hand delivered notices in case of a dispute regarding the notification procedure. This log shall be provided to *staff* for confirmation of notice circulation.

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7.2.2 Notice in Ajax News Advertiser

For all types of Telecommunication Facility Applications (with or without a Community Information Meeting), the *proponent* is responsible for preparing a Notice of the proposed *telecommunication facility*, for the Community Page of the Ajax News Advertiser. *Staff* will arrange for the Notice to run for 2 consecutive weeks. The Notice shall contain:

- a) The address and key map for the subject property;
- b) Written description of the type of proposed *telecommunication facility*;
- c) Date, time, and place where the Community Information Meeting will be held, if applicable;
- d) Name, email, and telephone number of the *proponent* as the contact for questions and comments;
- e) A website link where more information is provided.

7.2.3 Notice to Adjacent Municipalities

Proponents must contact adjacent municipalities and property owners in adjacent municipalities that are located within a radius of 3 times the *telecommunication tower height* to ensure the adjacent municipalities' requirements for consultation are also met.

7.2.4 Notice to the Town of Ajax for Proposed Telecommunication Facilities in Pickering and Whitby

Proponents of proposed *telecommunication facilities* in Pickering or Whitby required to provide notice to the Town of Ajax, in accordance with the respective municipality's notification requirements or Industry Canada's requirements, where the municipality has not adopted their own protocol/policy, shall provide notice to the Clerk and the Director of Planning and Development Services.

7.3 Community Information Meeting Requirements

Proponents shall work with *staff* to coordinate the meeting date and venue, organize the room set-up and audio visual equipment; be responsible for all costs associated with the meeting; and, lead the Community Information Meeting.

The Community Information Meeting shall be held within a publicly accessible building in the vicinity of the proposed *telecommunication facility*, wherever possible. The *proponent* is required to do the following for the Community Information Meeting:

- a) Deliver a presentation that, at a minimum:
 - o explains Industry Canada's approval process;
 - o explains the *proponent's* requirements under this Policy;
 - o provides information about the carrier's local network;
 - o explains the need for the proposed *telecommunication facility*;

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- describes physical characteristics and land uses on the subject property (including Official Plan designation and Zoning) and the location of the *telecommunication facility* on that property;
 - explains why the subject property is the preferred location;
 - provides information and graphics describing the *telecommunication tower* type and *height* and the type of landscaping and/or fencing, including photo simulations of the proposed *telecommunication tower* on the subject property;
 - explains the visual impact of the proposed installation; and,
 - outlines the consultation process and timelines, and how the community can provide comments.
- b) Set-up colour display boards that are a minimum size of 24"x36":
- a key map identifying the subject property for the proposed *telecommunication facility*;
 - location of the proposed *telecommunication facility* on the subject property;
 - colour elevations of the proposed *telecommunication facility*; and,
 - photo simulations of the proposed *telecommunication tower* on the subject property.

7.4 The Town's Role at a Community Information Meeting

The Town's role at a Community Information Meeting is to ensure that a fair and transparent consultation process is carried out, and to clarify the provisions of this Policy.

8.0 CONCLUDING THE CONSULTATION PROCESS

After completing a review of the application and the consultation process, *staff* will issue concurrence (support) or non-concurrence (non-support) to the *proponent*.

8.1 Concurrence

A proposed *telecommunication facility* that is exempt from the Notice via Mail Out and Community Information Meeting requirements (refer to Section 5.1) will receive a letter of concurrence from the *Director*.

For all other proposed *telecommunication facilities* that are supported by *staff*, a report to the Community Affairs and Planning Committee with *staff's* recommendation for concurrence will be prepared.

The *proponent* and any member of the public can request to speak to Committee to express their opinion with regard to *staff's* recommendation. Committee will then take a position on the proposed facility via a Resolution.

8.2 Non-Concurrence

Where *staff* do not support a proposed *telecommunication facility*, a report to the Community Affairs and Planning Committee with *staff's* recommendation for non-concurrence will be prepared.

Policy for Establishing Telecommunication Tower and Antenna Facilities

The *proponent* and any member of the public can request to speak to Committee to express their opinion with regard to *staff's* recommendation. Committee will then take a position on the proposed facility via a Resolution.

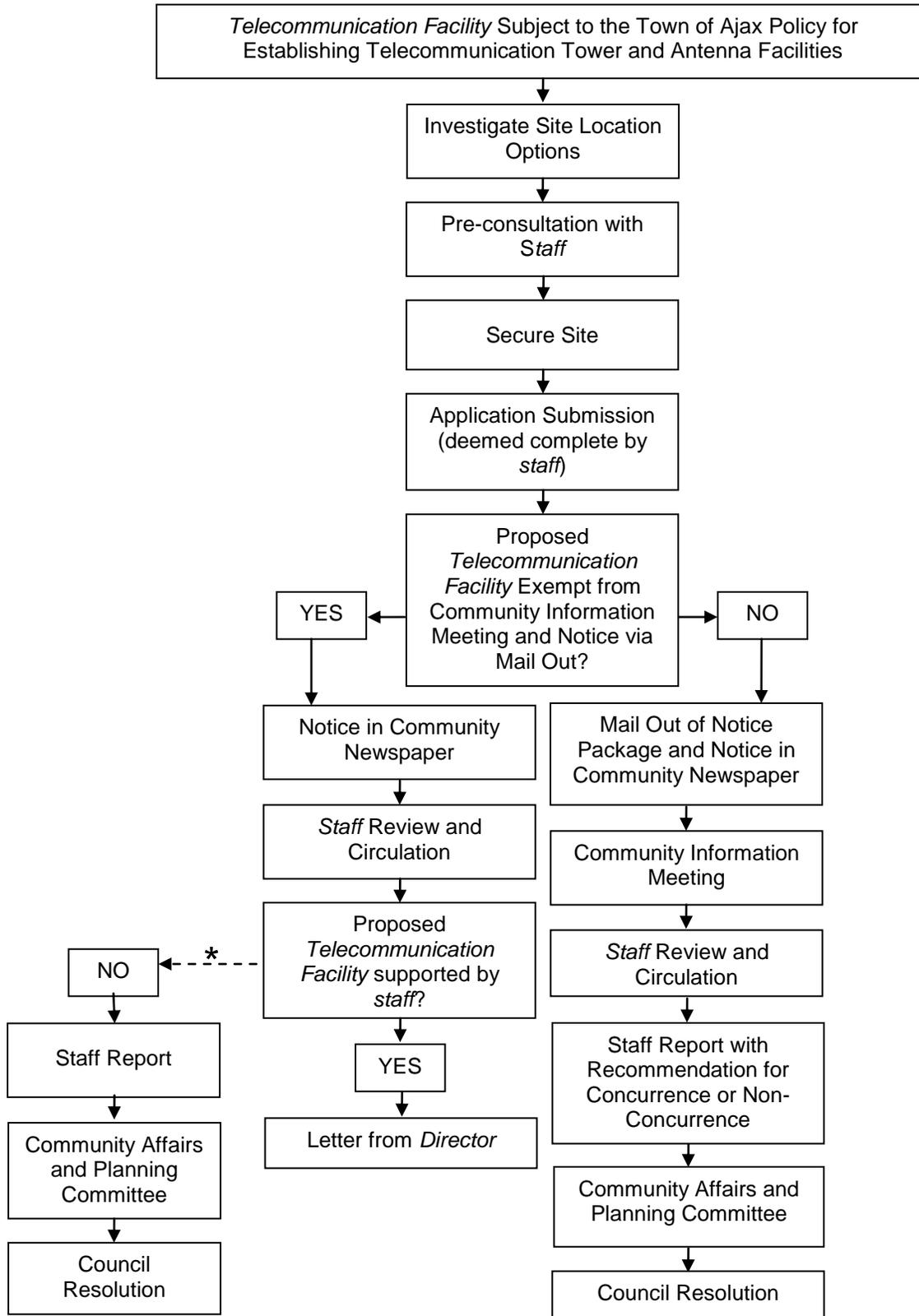
Issuance of non-concurrence does not mean installation of the proposed *telecommunication facility* will not proceed. As the approval authority for such installations, Industry Canada will consider the Town's position and whether the proposed installation meets Industry Canada requirements before issuing a decision.

8.3 Concluding the Consultation Process

A copy of the Council Resolution or letter from the *Director* will be sent to the *proponent* along with a set of drawings stamped with either "Concurrence Rendered on This Plan" or "Non-Concurrence Rendered on This Plan". *Staff* shall provide letters of concurrence from the *Director* to the local and regional councillors.

Policy for Establishing Telecommunication Tower and Antenna Facilities

Appendix A: Process Map



* If final drawings do not reflect original complete submission that met criteria for exemption from Community Information Meeting