



## PROCESS PROTOCOL TELECOMMUNICATION TOWER PROJECTS

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This protocol applies to the proponents of telecommunications towers seeking fulfillment of their municipal and public consultation duties for the purposes of constructing a telecommunication tower project under Industry Canada approvals.

Proponents are advised that municipal resolutions of concurrence, support, or endorsement are awarded without prejudice. The protocol and application requirements outlined herein are based on the recommendations set out by Industry Canada and on existing application processing protocols employed by the Township Planning Department. On a case-by-case basis Township Council or its staff delegate will determine the appropriateness of attending project meetings, issuing concurrence resolutions, and/or entering into binding agreements with the project proponent.

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### DETERMINING IF YOUR APPLICATION IS SIGNIFICANT OR INSIGNIFICANT

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Your project is deemed **minor** (insignificant or routine) if it meets one or more of the following parameters:

- ◆ Those projects that consist of adding an antennae to an existing tower or replacing an approved tower without adding to the height of the approved facility; or
- ◆ Antennas that are located within an enclosed, approved building or affixed to an existing, approved non-tower structure (e.g., lamp post); or
- ◆ Antennas that are proposed to be less than 15 m above existing ground level; or
- ◆ Temporary antennae systems to be removed within three months of construction.

Your project is deemed **major** (significant) and requires more detailed consideration if it does not fall under the minor/insignificant project category.

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### FULFILLING YOUR MUNICIPAL CONSULTATION REQUIREMENTS

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#### MINOR APPLICATIONS:

Insignificant or minor telecommunication tower applications require approval of your application, including prescribed materials, by Township Council. A public meeting is not required for minor applications.

The following items, *as well as any others identified on your Pre-Consultation Checklist*, are to be submitted to the Township as part of your application:

- ◆ Sediment and erosion control plans
- ◆ Access arrangements
- ◆ Basic landscaping plans
- ◆ Industry Canada Contact Information

## MAJOR APPLICATIONS:

Significant or major telecommunication tower applications require approval of your application, including prescribed materials, by Township Council.

The following items, *as well as any others identified on your Pre-Consultation Checklist*, are to be submitted to the Township as part of your application:

- ◆ Sediment and erosion control plans
- ◆ Basic landscaping plans
- ◆ Industry Canada Contact Information
- ◆ Needs Justification Study, with mapping illustrating proposed and existing coverage areas; and a review of alternative measures, including an existing infrastructure and site sharing review
- ◆ Structural Engineers report demonstrating that the proposed structure is safe and that there are no impacts or hazards posed to adjacent uses
- ◆ Access arrangements
- ◆ Formal Site Plan

**A public meeting held at a scheduled meeting of Township Council is required.** Appropriate public notice must be given as follows:

- Notice of the public meeting shall be given **by the applicant** at least 20 days prior to the public meeting date.
- Notice of the public meeting shall be given:
  - To all landowners within 500 m of the subject property via regular mail, -and-
  - To Clearview residents in the affected area of the Township via advertisement in the local newspaper (i.e., Stayner Sun, Creemore Echo and/or Enterprise Bulletin). See Schedule 'A' for example newspaper advertisement.
- Notice of the public meeting shall be posted on the Township/Planning website by Township staff.

**The Township must be listed as the primary contact for comment submission on all notices.** All comments received by the Township will be forwarded to the applicant immediately after receipt. Any follow-up from the proponent resulting from a public/agency comment must be copied to the Township.

**All notices must include a commenting window**, and clearly identify a cut-off date for all comments to be submitted. The public commenting period must be a minimum of 30 days, and should commence when notice of the public meeting is given. The commenting period must extend to at least 10 days after the public meeting. This will allow the public an opportunity to ask questions at the public meeting and form a response for the proponent/Township thereafter.

The applicant may wish to hold additional public engagement sessions, which is encouraged. Please inform the Planning Department of any additional public information sessions in advance.

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## A SUMMARY OF THE PROCESS

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While it's not specifically applicable to your 'approvals' process, the Township's *Development Application Guideline* is full of useful information. The public and municipal consultation process for telecommunication tower development is typically as follows:

1. The Pre-consultation Request Form is completed by the proponent and submitted to the Township with the applicable pre-consultation fee. Using this information the Planning Department will provide the proponent with a Pre-consultation Checklist.
2. A pre-consultation meeting is held and the proponent briefs Planning staff on their proposal. Planning staff will explain the Pre-consultation Checklist and answer any questions the proponent may have.
3. Using the information provided in the Pre-consultation Checklist, the proponent submits an application, along with the prescribed fees and supporting materials to the Planning Department for processing. Once a complete application package has been submitted to the Township, the formal application process commences.
4. In consultation with the applicant, the Municipality sets a public meeting date at a regularly scheduled meeting of Council. Minor applications are not subject to public meeting requirements.
5. Notice of the public meeting is given in the prescribed manner (outlined above) at least 20 days prior to the meeting date.
6. The application and supporting materials are circulated to the appropriate internal departments and external agencies for comment.
7. The public meeting is held to obtain input from Council, staff, and members of the community. Planning staff and the applicant will each have an opportunity to present the application to Council (5 minutes in length each).
8. A recommendation report is taken to a subsequent pre-scheduled meeting of Council for consideration. In this report, Planning staff prepares an analysis of the proposal and identifies any issues or applicable conditions  
Council considers staff report and makes a determination of whether or not concurrence (a) should be granted, (b) should be granted with conditions, (c) should be denied, or (d) should go back for further analysis or discussion as a result of an issue arising from Council's consideration.
9. Planning staff will send Council's decision, along with all supporting documentation, to the specified contact at Industry Canada.
10. If Township Council grants concurrence, the subject telecommunications tower must be constructed within three-years of the date of that concurrence. If this three-year construction period lapses, the proponent must re-apply to the Municipality to fulfill its consultation requirements.

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**APPLICABLE FEES**

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As part of your application to the Township for consideration of your telecommunications tower project, payment of an application fee and deposit are required, as follows:

	<b>Minor Application Fees</b>	<b>Major Application Fees</b>
Pre-consultation	\$250	\$250
Application	\$2500	\$5000
Deposit*	--	\$3000

*\* The deposit is a security that is refundable upon process completion provided all application processing costs have been paid by the proponent. The applicant is responsible for paying any and all costs incurred as a result of their application/project being processed.*

All cheques should be made payable to the Township of Clearview.

# SCHEDULE A

## Notice of Public Meeting Sample



CLEARVIEW

# Notice of Public Meeting - Telecommunication Tower -

Please be advised that the Township of Clearview has scheduled a Public Meeting for the proposed construction of a telecommunication tower.

Meeting Date & Time	Meeting Location
January 20, 2000 at 7:00 PM	Council Chambers, Township of Clearview Admin. Centre, 217 Gideon Street, Stayner, Ontario

### PROJECT INFORMATION

**Project Number:** 2000-001

**Project Applicant:** Clearview Telecom

**Lands Subject to Application:**

217 Gideon Street, Stayner

**Commenting Period Ends:** January 30, 2000

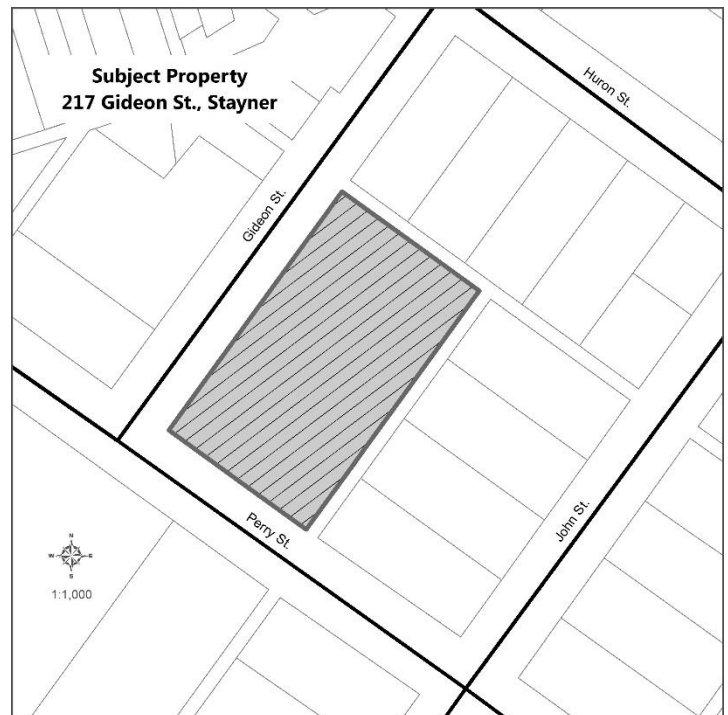
**PLEASE DIRECT ALL COMMENTS AND QUESTIONS TO:**

Planning Department, Township of Clearview  
Township of Clearview Administration Centre  
Box 200, 217 Gideon Street  
Stayner, Ontario L0M 1S0

Email: [planner@clearview.ca](mailto:planner@clearview.ca)

Visit us online for more information!

<http://clearviewapplications.org/>



**Date of Notice:** January 1, 2000