City of Vaughan

Telecommunication Facility Siting Protocol

(Telecommunication Antenna Systems that include Free-standing Towers and Building/Structure Mounted Antennas)

Approved by Vaughan Council on October 19, 2016

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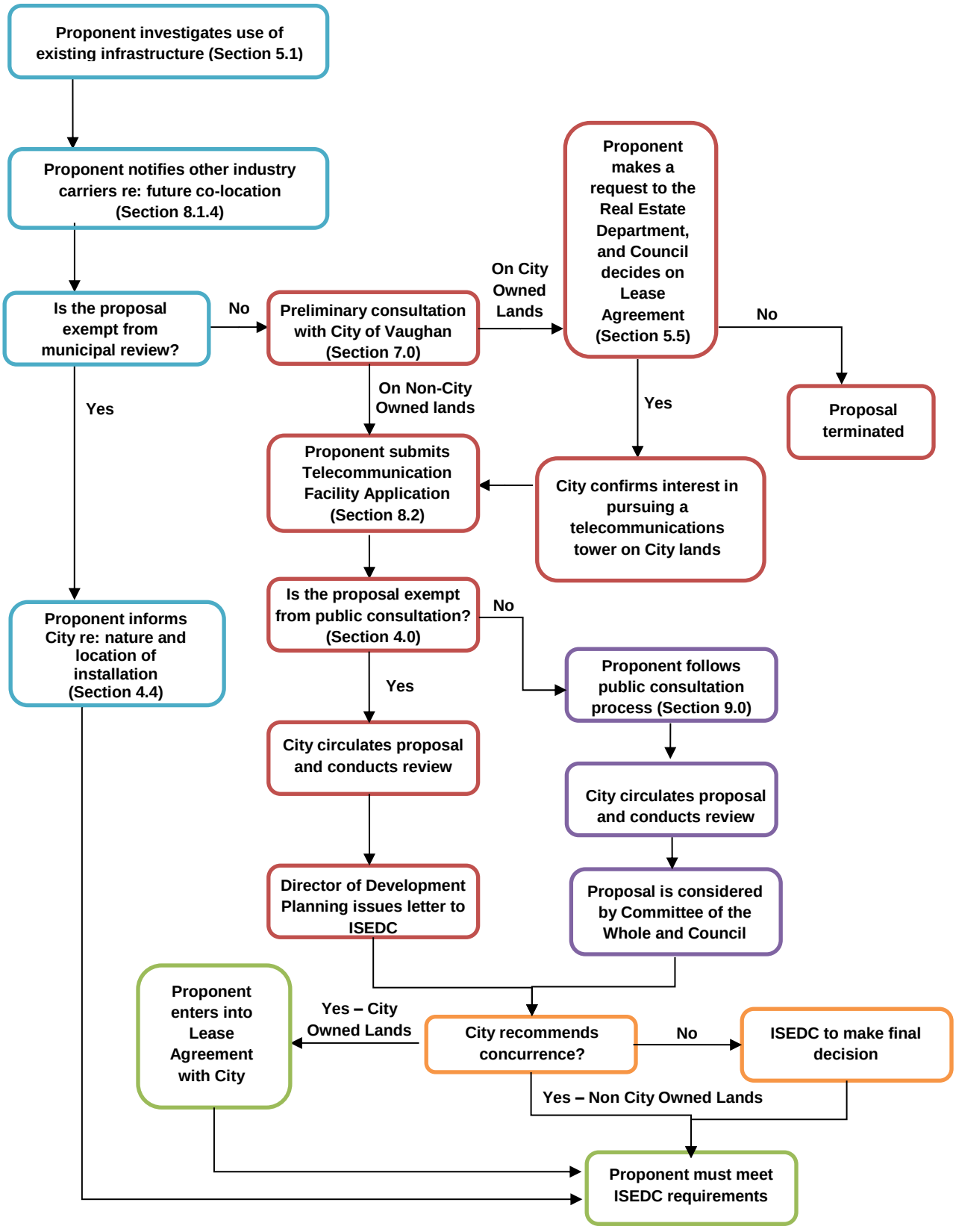
Process Flowchart



1.0 Background and Objectives

Background

The following document represents the City of Vaughan's Telecommunication Facility Siting Protocol ("Protocol"). The Protocol serves as a guide for Proponents seeking to locate new Telecommunication Facilities ("Antenna Systems" as defined in Section 3) within the City of Vaughan. The Vaughan Development Planning Department, in consultation with other City departments and with consideration of the recommendations of the Telecommunication Facility Siting Protocol Task Force ("Task Force"), developed this protocol. On June 7, 2011, Vaughan Council approved the Terms of Reference and creation of the Task Force. The Task Force included 10 members, comprised of various stakeholders (5 members from the public, 3 industry representatives, and 2 Vaughan Councillors), with technical assistance from the Vaughan Development Planning Department. The Task Force developed a comprehensive work plan in order to achieve the objectives stated above. City staff, primarily from the Vaughan Development Planning Department, attended the Task Force meetings to provide advisory and technical support.

The Task Force formally met 14 times during the period from September 2011 to December 2013. The meetings of the Task Force resulted in the preparation of a Findings Report, with 35 recommendations which was approved by the Task Force on December 17, 2013. The report was forwarded to the Vaughan Committee of the Whole meeting on January 14, 2014, and subsequently to Vaughan Council for consideration. On January 28, 2014, Vaughan Council approved the following recommendation of the Committee of the Whole as recommended by the City Clerk, on behalf of the Task Force:

> "THAT the Telecommunication Facility Siting Protocol Task Force Findings and Recommendations Report be referred to staff for review and that a report be provided to a future Committee of the Whole meeting."

On June 17, 2014, the Vaughan Development Planning Department submitted a report commenting on the appropriateness and feasibility of implementing the 35 recommendations in the Task Force Findings Report for consideration by the Vaughan Committee of the Whole, and subsequently to Vaughan Council for consideration. On June 24, 2014, Vaughan Council approved the following recommendation of the Committee of the Whole as recommended by the Vaughan Development Planning Department:

> "THAT the Vaughan Development Planning Department be directed to prepare a new City of Vaughan Telecommunication Facility Siting Protocol ("Protocol"), for consideration at a future Committee of the Whole (Working Session) meeting, in early 2015."

Objectives

The City of Vaughan Telecommunication Facility Siting Protocol aims to achieve the following objectives:

1. To establish a concise, consolidated protocol for reviewing Antenna System siting proposals within the City of Vaughan.

2. To require active participation by Proponents and municipal stakeholders in locating future Antenna Systems.

3. To ensure the City of Vaughan plays an important role in harmonizing telecommunication network objectives with Vaughan's policies and procedures.

4. To identify site selection criteria and design guidelines which minimize the scale, visual impact and number of Antenna Systems, particularly within or adjacent to sensitive land uses (ie. Residential Zones, Heritage Conservation Districts).

5. To establish a transparent and meaningful consultation and review process that enables effective communication between the Proponent, other industry carriers, the public, the City of Vaughan, Innovation, Science and Economic Development Canada (ISEDC), formerly called Industry Canada, and other stakeholders or agencies in a timely manner.

6. To promote economic development and competitiveness through supporting effective telecommunication services that meet the needs of Vaughan residents and businesses, and that encourages the most advanced Antenna Systems.

7. To set out an objective process, criteria and guidelines that are transparent, consistent and predictable for the evaluation of Telecommunication Facility Siting proposals that:

    a. Minimize the number of new Antenna System sites by requiring co-location, where feasible;
    b. Encourage designs that integrate with the surrounding land use and public realm;
    c. Establish when local public consultation is required; and,
    d. Allow ISEDC and the telecommunications industry to identify and resolve any potential land use, siting or design concerns with the City of Vaughan at an early stage in the process.

8. To establish a consultation framework that ensures the City of Vaughan and members of the public contribute local knowledge that facilitates and influences the siting, location, development and design (including aesthetics) of Antenna Systems within the City's boundaries.

2.0 Jurisdiction and Roles

2.1 Role of Innovation, Science and Economic Development Canada (ISEDC) formerly called Industry Canada

The approval authority for Telecommunication Antenna Systems is ISEDC, which is a federal agency governed by the *Radiocommunication Act*. In its ongoing role to regulate Antenna Systems, ISEDC has released documentation in the form of a Client Procedures Circular (CPC-2-0-03) titled "Radiocommunication and Broadcasting Antenna Systems (Formerly CPC-2-0-03 Environmental Process, Radiofrequency Fields and Land-Use Consultation)", which is a procedural outline to assist Proponents and land use authorities in the processing and implementation of radiocommunication and broadcasting Antenna Systems. This document outlines requirements that must be followed when installing a new or modifying an existing Antenna System. In June 2014, ISEDC issued an update to its Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03), which outlines the process that must be followed by Proponents seeking to install or modify Antenna Systems, effective July 15, 2014.

Section 5 of the *Radiocommunication Act*, which governs the Telecommunication Industry, states that "The Minister may, taking into account all matters the Minister considers relevant for ensuring the orderly development and efficient operation of radiocommunication in Canada, issue radio authorizations and approve each site on which radio apparatus, including Antenna Systems, may be located." Furthermore, "the Minister may approve the erection of all masts, towers and other antenna-supporting structures".

ISEDC also requires that Proponents intending to install or modify an Antenna System notify and consult with the City (Land Use Authority) and the local community within a prescribed distance from the proposed structure. ISEDC also published a Guide to Assist Land-use Authorities in Developing Antenna System Siting Protocols in August, 2014, stating it "considers that the City's and local residents' questions, comments and concerns are important elements to be considered by a Proponent seeking to install, or make modifications to, an Antenna System." The Client Procedures Circular (CPC) also establishes a dispute resolution process to be used where the Proponent and Municipality have reached an impasse.

Although ISEDC has undertaken the effort to ensure involvement on the part of local municipalities, ISEDC continues to be the approval authority in matters respecting Telecommunication Towers/Antennas and associated equipment. The City can only make recommendations to ISEDC regarding Antenna System siting proposals.

The installation of any Telecommunication Antenna System or the continuing operation of a telecommunication Antenna System, which is not in accordance with the process outlined by ISEDC, may require alteration or removal and other sanctions against the operator to be determined by ISEDC, in accordance with the *Radiocommunication Act*.

Additional information regarding ISEDC's process can be referred to ISEDC's Spectrum Management and Telecommunication Sector at http://ic.gc.ca/spectrum.

2.2 Role of the City of Vaughan

The City of Vaughan has a responsibility to fully participate in ISEDC's land-use consultation process, however, has limited jurisdiction around the regulation of Telecommunication Antenna Systems. The federal government has jurisdiction over all inter-provincial and international Antenna Systems in Canada. Therefore, the decision making around approving the location and operation of telecommunications facilities can only occur through ISEDC's approval process. ISEDC's requirements, including CPC-2-0-03, Issue 5, effective July 15, 2014, provide the City of Vaughan with the ability to make recommendations on the siting of wireless telecommunication facilities.

The main role of the City of Vaughan is to issue a Statement of Concurrence or Non-Concurrence to the Proponent and to ISEDC. The statement shall consider all aspects of the consultation and review process discussed within this Protocol. The City of Vaughan guides and facilitates the siting process by:

- **Communicating to Proponents** the particular amenities, sensitivities, planning priorities and other relevant characteristics of the area;

- **Developing design guidelines** for Antenna Systems contained in Section 6 of this Protocol; and,

- **Establishing a public consultation process**, contained in Section 9 of this Protocol.

2.3 Role of the Proponent

Proponents must strategically locate Antenna Systems to satisfy technical criteria and operational requirements in response to public demand. Through the siting process, Proponents must adhere to the Antenna System siting guidelines in CPC-2-0-03, including:

1. Investigating sharing or using existing infrastructure before proposing new antenna-supporting structures (consistent with CPC-2-0-17, *Conditions of License for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements)*.

2. Contacting the City of Vaughan to determine local requirements regarding Antenna Systems, including, but not limited to:

    a. Meeting the City of Vaughan requirements regarding site selection, tower design, exemptions and public notification procedures, established in this Protocol;
    b. Engage with the City of Vaughan Development Planning Department on an annual basis in order to review future and upcoming City-wide network requirements prior to commencing site acquisition activities, as described in Sections 5.2 and 7.1 of this Protocol; and,
    c. Being an active stakeholder in the Block Plan process and providing input in determining locations for telecommunication facilities that are acceptable to all parties early in the process, as described in Section 5.2 of this Protocol.

3. Undertaking public notification and addressing relevant concerns as is required and appropriate.

2.4 Additional Federal Legislation

In addition to the Radiocommunication Act, Proponents must also comply with the following federal legislation and/or regulations, where warranted:

1. Health Canada's Safety Code 6 – Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 KHz to 300 GHz, as described in Section 2.5 of this Protocol;

2. The *Canadian Environmental Assessment Act*, 2012; and,

3. NAV Canada and Transport Canada's painting and/or lighting requirements for aeronautical safety.

2.5 Health and Safety

Health Canada has established 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". ISEDC has adopted this guideline for the purpose of protecting the general public, which concludes that there is no scientific or medical evidence that a person will experience adverse health effects from exposure to radio frequency fields, provided that the installation complies with Safety Code 6.

It is the responsibility of Proponents and operators of the 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. For all Proponents following the City of Vaughan's Public Consultation Process, the Proponent's notification package must provide a written attestation that there will be compliance with Safety Code 6 for the protection of the general public, including consideration of nearby radiocommunication systems. The notification package must also indicate any Safety Code 6 related signage and access control mechanisms that may be used on the facility.

Prior to ISEDC's approval of a telecommunication facility, the Proponent must submit a signed attestation or an acceptable analysis to ISEDC indicating compliance with Safety Code 6. The ISEDC departmental officer processing the application is expected to exercise judgment on the validity of the submission. If there is any doubt about the compliance or if the application is not accompanied by an attestation or an analysis, further testing for Safety Code 6 compliance may be required as outlined in the technical requirements of ISEDC's "Safety Code 6 Radio Frequency Exposure Compliance Evaluation Template".

Telecommunication common carriers and operators of broadcasting undertakings are to carry out an exposure evaluation on all new installations and following any increases in radiated power. Either measurement surveys or mathematical or numerical computations can be used for this evaluation. Where the radio frequency emission of any installation, whether telecommunication carrier or broadcasting operator, is greater than or is equal to 50% of the Safety Code 6 limits for uncontrolled environments at locations accessible to the general public (i.e. not solely available for access by workers), the operator(s) of radio frequency emitters must notify ISEDC and demonstrate compliance with Safety Code 6. This determination of 50% of Safety Code 6 must be in consideration of the local radio environment.

Compliance with Safety Code 6 is an ongoing obligation. At any time, Antenna System operators may be required, as directed by ISEDC, to demonstrate compliance with Safety Code 6 by (i) providing detailed calculations, and/or (ii) conducting site surveys and, where necessary, by implementing corrective measures. Proponents and operators of existing Antenna Systems must retain copies of all information related to Safety Code 6 compliance such as analyses and measurements.

The Proponent must provide written attestation confirming compliance with Safety Code 6 for the protection of the general public for all telecommunication facility siting applications submitted to the City, as contained in Section 8 of this Protocol.

3.0 Definitions

Antenna System: Means an exterior transmitting device – or group of devices - used to receive and/or to transmit radio-frequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received, by other antennas. Antenna Systems include the antenna, and may include a supporter tower, mast or other supporting structure, and an equipment shelter. This protocol most commonly refers to the following two types of Antenna Systems:

1. **Freestanding Antenna System**: Means a structure (ie. tower or mast) built from the ground for the expressed purpose of hosting an Antenna System or Antenna Systems;

2. **Building/Structure-Mounted Antenna System**: Means an Antenna System mounted on an existing structure, which could include a building wall or rooftop, a light standard, water tower, utility pole or other.

*For clarification purposes an Antenna System is also referred to as a Radiocommunications/ Telecommunications Facility.

Broadcasting: Means any transmission of programs, whether or not encrypted, by radio waves or other means of telecommunication for reception by the public by means of broadcasting receiving apparatus, but does not include any such transmission of programs that is made solely for performance or display in a public place.

Broadcasting Undertaking: Includes a Distribution Undertaking, a Programming Undertaking and a Network.

City: Means the City of Vaughan.

Co-location: Means the placement of Antenna Systems on an existing building or structure, or the placement of additional Antenna Systems on an existing support structure, by one or more Proponents, thereby creating a shared facility.

Community Sensitive Locations: Means land on which the siting of new Antenna Systems is discouraged, or requested to be subject to greater consultation than otherwise dictated by the standard protocol.

CPC-2-0-03: Means ISEDC's Client Procedures Circular, "Radiocommunication and Broadcasting Antenna Systems", Issue 5, effective July 15, 2014.

Distribution Undertaking: Means an undertaking for the reception of broadcasting and the retransmission thereof by radio waves or other means of telecommunication to more than one permanent or temporary residence or dwelling unit or to another such undertaking.

Expanded Notification: Means notification beyond that which would be required in Part C Section 3 of CPC-2-V-03, as mutually agreed upon by the City and the Proponent, which may include for example: a more detailed information package and/or offer of an information meeting with the Proponent that may be sent to the school principal when the impacted land use is a school. Other examples include in the event a community centre is impacted, community newsletters, bulletins, and/or postings within the building.

Height: Means the vertical distance measured from the lowest ground level at the base, including the foundation, to the tallest point of the Antenna System. For greater clarity, height of a Building/Structure-Mounted Antenna System shall be measured from the ground level of the non-tower building/structure to the tallest point of the Antenna System. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the Antenna System.

Innovation, Science and Economic Development Canada: Means the Federal Department that is responsible for radio frequency spectrum management. This Department was previously referred to as "Industry Canada".

Programming Undertaking: Means an undertaking for the transmission of programs, either directly by radio waves or other means of telecommunication or indirectly through a distribution undertaking, for reception by the public by means of broadcasting receiving apparatus.

Proponent: Means a company, organization or individual that offers, provides, or operates a telecommunication facility for personal use or the general public.

Radiocommunications/Telecommunications Facility: Refer to Antenna Systems definition.

Safety Code 6: Means Health Canada's Safety Code 6, "Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz," 2009.

Sensitive Lands (Community, Environmental and Visually Sensitive Lands): Means lands on which tower siting is to be discouraged or requires enhanced design or expanded notification. (***Includes***: elementary and secondary schools, local/neighbourhood parks, community centres, low rise residential zones, environmentally *sensitive* areas (ANSI, ESA's, Woodlot, Wetlands, Interior Forest). *If a proposed Radiocommunication/Telecommunication Facility is located in a Community, Environmental and Visually sensitive area, then the Proponent should consult with the City to determine whether the proposed site is discouraged or will require an enhanced consultation process*.

Third Party Tower Owner: Proponents who install towers or Antenna Systems on behalf of others or for leasing purposes.

Telecommunications Carrier: Means a person or business that owns or operates a transmission facility used by that person or another person to provide telecommunications services to the public for compensation.

4.0 Exemptions from the Consultation Process

This section outlines the criteria for identifying Antenna Systems excluded from the consultation process by ISEDC, the need to consider local circumstances for all exempt structures, and the process for Proponents to notify and discuss proposed exempt structures with the City. Depending on the type of Antenna System proposed and the proposed system's proximity to discouraged locations (i.e. within the Prescribed Distance from the nearest Residential Area), structures typically excluded by ISEDC may be required to follow all or part of the pre-consultation, proposal submission and public consultation identified in this protocol.

4.1 ISEDC Exemptions from the Requirement to Consult with the City

For the following types of installations, Proponents are generally excluded by ISEDC from the requirement to consult with the Municipality and the public, but must still fulfill the General Requirements outlined in Section 7 of CPC-2-0-03:

1. The maintenance of existing telecommunications apparatus including the Antenna System, transmission line, mast, or other antenna-supporting structure or maintenance of an Antenna System's painting or lighting in order to comply with Transport Canada's requirements;

2. Addition, modification or replacement of an Antenna System (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line or an antenna-supporting structure, provided the addition or modification does not result in an overall height increase of 25% of the initial antenna system installation. No increase in height may occur within one year of completion of the initial construction. Any addition above 25% will require concurrence and may require public consultation, if applicable. No consultation is required prior to performing maintenance on an existing antenna system. The exclusion for the replacement of existing antenna systems applies to replacements that are similar to the original design and location;

   This exclusion does not apply to Antenna Systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third party tower owners;

3. Non-tower structures: antennas on buildings, rooftops, water towers, lamp posts, etc. may be excluded from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%. **Telecommunication carriers, operators of broadcasting undertakings and third party tower owners are encouraged to contact the City to confirm if the proposed Antenna System meets this exclusion;**

4. Temporary antenna systems, 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; and,

5. New Antenna Systems, including masts, towers or other antenna-supporting structure, with a height less than 15 m above ground level. **This exclusion does not apply to Antenna Systems proposed by telecommunications carriers (e.g. Bell, Telus, Rogers), broadcasting undertakings or third party tower owners.**

6. Replacement of an existing antenna system provided that the replacement is similar to the original in design and location.

Section 6 of CPC-2-0-03 states that individual circumstances vary with each Antenna System installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the Proponents to consult the City and the public even though the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, Proponents should consider such things as:

- the Antenna System's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;
- the location of the proposed Antenna System on the property and its proximity to neighbouring residents;
- the likelihood of an area being a Community-Sensitive Location; and,
- Transport Canada marking and lighting requirements for the proposed structure.

4.2 Vaughan Specific Exemptions from the requirements to consult with the City and Public

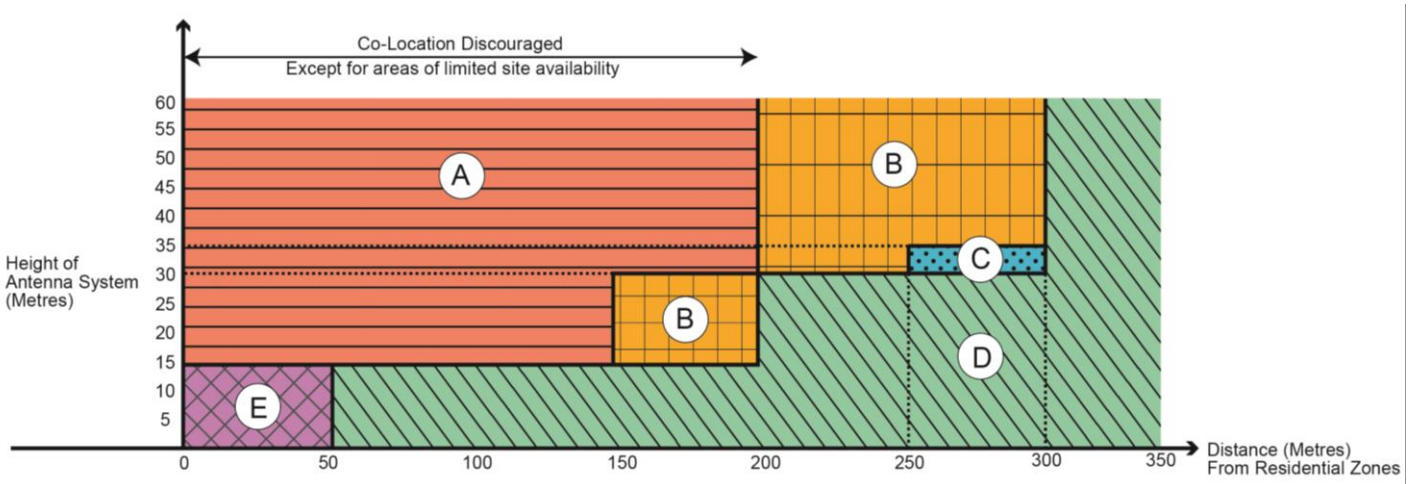
In addition to the exclusions identified by ISEDC in Section 4.1, the following telecommunication installations are exempt from the requirements to consult with the City and Public within the City boundaries:

1. New telecommunication facilities located a minimum of 200 m away from residential zones, within lands zoned for employment and/or industrial uses; and,

2. Amateur radio telecommunication towers provided they are for personal use only and less than 15 m in height.

4.3 Specific Exemptions from the Requirements to Consult with the City and/or the Public

FIGURE 1: Antenna System siting application review process; modified review procedures to encourage Proponents to voluntarily select sites away from residential zones



Legend:

Area "A": Full Review Process, Public Consultation, and Council Approval Required
Area "B": Staff Review and Council Approval Required (No Public Consultation Required)
Area "C": If Co-Located,Council Approval Not Required; If Single Carrier,Council Approval Required
Area "D": Staff Review and Approval Required (No Council Approval Required)
Area "E": Staff Review and Approval Required (No Council Approval Required) Public Notification Required

Explanatory Notes for Figure 1:

a) Antenna Systems that meet the requirements of Area "A" as per Figure 1 require full public consultation, City review and approval by Vaughan Council. Antenna Systems that meet the requirements of "Area A" are as follows:

   i. Antenna Systems that are higher than 15 m in height that are located within 0 and 150 m from any residential zone; or

   ii. Antenna Systems that are higher than 30 m in height and are located at a distance between 150 m and 200 m from any residential zone.

b) Antenna Systems that meet the requirements of Area "B" as per Figure 1 require City review and approval by Vaughan Council, but do not require Public Consultation. Antenna Systems that meet the requirements of "Area B" are as follows:

i. Antenna Systems that are between 15 m and 30 m in height, and are located at a distance between 150 m and 200 m from any residential zone; or

ii. Antenna Systems that are higher than 30 m in height, and are located at a distance between 200 m and 250 m from any residential zone; or

iii. Antenna Systems that are higher than 35 m in height, and are located at a distance between 250 m and 300 m from any residential zone.

c) Antenna Systems that meet the requirements of Area ”C” as per Figure 1 may require approval by Vaughan Council dependent on the tower being co-located by multiple carriers, or occupied by a single carrier. Antenna Systems that meet the requirements of Area “C” are as follows:

i. Antenna Systems that are between 30 m and 35 m in height, located at a distance between 250 m and 300 m from any residential zone, and are occupied by a single carrier, the review process for Area “B” applies; or

ii. Antenna Systems that are between 30 m and 35 m in height, located at a distance between 250 m and 300 m from any residential zone, and are co-located on an existing tower, the review process for Area “D” applies.

d) Antenna Systems that meet the requirements of Area “D” as per Figure 1 are exempt from Vaughan Council approval and public notification. Applications would be reviewed and granted concurrence/non-concurrence by the City. Antenna Systems that meet the requirements of Area “D” are as follows:

i. Antenna Systems equal to or lower than 15 m in height, and located at a distance between 50 m and 200 m from any residential zone; or

ii. Antenna Systems equal to or lower than 30 m in height, and located at a distance between 200 m and 300 m from any residential zone; or

iii. Antenna Systems, regardless of height, farther than 300 m from any residential zone.

e) Antenna Systems that meet the requirements of Area “E” as per Figure 1 are exempt from Vaughan Council approval. Applications would be reviewed and granted concurrence/non-concurrence by the City. Public Notification is required as per the “Prescribed” Distance for Notification” in Section 9.2 and the “Notice Requirements” in Section 9.4. Proposals may be “bumped up” to Vaughan Council for a decision when a minimum of two (2) members of Council request in writing to the Development Planning Department through the City’s application circulation process. Antenna Systems that meet the requirements of Area “E” are as follows:

i. Antenna Systems equal to or lower than 15 m in height, and located at a distance 50 m or less from any residential zone.

f) This section does not apply if an Antenna System is proposed within a Heritage Conservation District. New Antenna Systems located within a Heritage Conservation District are subject to the full public consultation and review process, including approval by Vaughan Council.

g) Figure 1 shall be reviewed by the City every two years to reflect the industry's new information, technology and standards.

4.4 Notification of Exempt Antenna Systems

Notwithstanding the exemption criteria for siting certain Antenna Systems outlined in Sections 4.1, 4.2 and 4.3, Proponents are advised to courteously inform the City of Vaughan of all new Antenna System installations within their boundaries so the City can:

- Be prepared to respond to public inquiries once construction/installation has begun;
- Be aware of site Co-location within the City;
- Maintain records to refer to in the event of future modifications and additions; and
- Engage in meaningful dialogue with the Proponent with respect to the appearance of the Antenna System and structure prior to the Proponent investing in full design.

Therefore, Proponents are required to undertake the following steps **for all exempt Antenna System installations before commencing construction**:

1. Building/Structure-Mounted Antenna Systems:

In all cases, the proponent will provide the following information for all new Antenna Systems or modifications to existing Antenna Systems that are mounted to an existing structure (ie. building/rooftop, water tower, utility pole or light standard):

- The location of the Antenna System (address, name of building, rooftop or wall mounted, etc.)
- Description of proposed screening or stealth design measures with respect to the measures used by existing systems on that site and/or the preferences expressed in Sections 5 and 6
- The height of the Antenna System
- The height of any modification to existing systems

The City may notify the Proponent of any inconsistency with the preferences and sensitivities expressed in Sections 5 and 6 and the parties will work towards a mutually agreeable solution.

2. Freestanding Antenna Systems and additions to Freestanding Antenna Systems:

The Proponent will confirm to the City that the Freestanding Antenna System to be erected, or an addition to an existing Freestanding Antenna System meets the exclusion criteria in Section 4 by providing the following:

- The proposed location, including the address and location on the lot or structure
- A short summary of the proposed Antenna System including a preliminary set of drawings or visual rendering of the proposed system

- A description of how the proposal meets one of the Section 4 exclusion criteria of this protocol

The City may notify the Proponent of any inconsistency with the preferences and sensitivities expressed in Sections 5 and 6. In such cases the City will work with the Proponent toward reaching a mutually agreeable solution, which may include the City requesting the proposal to be subject to all or part of the pre-consultation, proposal submission and public consultation process as outlined in this Protocol, as applicable, concluding with a letter of concurrence or non-concurrence.

5.0 Site Selection

5.1 Co-locating on Existing Antenna Systems

Proponents of Antenna Systems are strongly encouraged to utilize existing tower facilities in all instances, except on or near visually sensitive lands (ie. residential zones), in order to reduce further visual intrusions in these areas. In areas of limited site availability where towers will be located in proximity to each other, co-location may be encouraged at the time of Pre-Application Consultation.

5.2 Preferred Site Selection Criteria

The City encourages Proponents to voluntarily select sites in the following order:

1. Sites co-located on existing telecommunication towers at least 200 m away from any residential zone.

2. Where co-location is not possible, a new tower located 200 m away from any residential zone in:

    a) Employment areas and rail facilities;
    b) Other non-residential zones;
    c) Natural areas and open space, subject to certain criteria;
    d) Other publicly-owned properties;
    e) Regional and District parks; and,
    f) Antenna Systems should not be located at prominent vistas, wherever possible.

    In each instance, the Proponent is encouraged to seek City-owned properties and facilities.

3. Where it is not possible to locate outside 200 m from any residential Zone, and there is limited site availability, co-location may be encouraged at the time of Pre-Application Consultation.

5.3 Pre-identification of Potential Future Sites through the Block Plan Process

As stated in Section 2.3 of the Protocol, the City requires that the Proponent engage with the City of Vaughan Development Planning Department on an annual basis at a minimum, to review future and upcoming City-wide network requirements prior to commencing site acquisition activities. These meetings will ensure that potential sites within New Community Areas are identified early on in the planning process as to not compromise the future community plan and Block Plan process. As an active

stakeholder in the Block Plan process, the Proponent will be asked to provide input in determining locations that are acceptable to all parties early in the process. The goal is to identify and protect existing and future wireless telecommunication sites within the Block Plans to avoid land use conflict.

In the interim, should an Antenna System be proposed in a New Community Area identified on Schedule 1 to the Vaughan Official Plan 2010, at a location without an approved Block Plan, then the Proponent of said tower shall take steps to ensure that the location of its Antenna System does not physically interfere with the build out of the relevant Block Plan by:

1. Agreeing to conditions of Concurrence that require that the Antenna System be relocated should a development be approved which would permit construction on its landlord's property at a location where it would be physically affected by the location of the Antenna System. Notwithstanding the foregoing, relocation shall not be required until:

    a) Municipal Concurrence has been granted, a lease/license secured for the replacement Antenna System, and the new replacement Antenna System is built and in service; and,

    b) The owner of the Antenna System has determined that the replacement site is technically acceptable. Or,

2. In the alternative and at the discretion of the proponent, the proponent of the Antenna System may advise the City that it has made all reasonable commercial efforts to ensure its lease/license contains provisions that enable the Antenna System to be relocated to a technically acceptable site, under the control of the landlord, should a development be approved on its landlord's property provided Municipal Concurrence has been granted, and a lease/license secured for the replacement Antenna System.

Concurrence shall be considered for the replacement site as if it were located in Area "D" on Figure 1, provided that the relocation is within a 150 m radius of the existing Antenna System. If relocation is outside of the 150 m radius, public notification/consultation may be required, at the discretion of the City. At the time of relocation, the Proponent shall work with the City to establish a location suitable with respect to the location of land uses, roads, infrastructure and naturally significant areas that are identified through the Block Plan process.

5.4 Development Guidelines

1. Where the Proponent is unable to comply with the City's siting preferences, the application must include a justification explaining the rationale for the Proponent's siting decision.

2. The Proponent is required, where feasible and appropriate, to size leased areas to accommodate future expansion and co-location when leasing Antenna System facilities. In areas such as industrial/ employment areas where deemed appropriate by the City, the Proponent shall plan for the future accommodation of co-locating service providers by licensing sufficient compound space and by building Antenna Systems of sufficient height to permit such accommodations.

5. Proponents are encouraged to meet with Hydro One to determine if co-utilization of infrastructure is feasible in certain locations where determined appropriate.

6. The co-utilization of facilities and infrastructure such as utility poles, street lights and other vertical real estate is encouraged in place of a new structure.

7. Proponents are encouraged to design Antenna Systems in accordance with the urban design guidelines referenced in Section 6 of this Protocol.

5.5 Criteria for Siting Antenna Systems on City-owned Land

1. Antenna System proposals for City-owned lands should avoid the use of local parks in residential areas. However, when no other suitable option can be found, proposing the use of local parks in residential areas for telecommunication facilities will be considered by the City. As part of the evaluation process, Proponents shall demonstrate other potential locations are not suitable as detailed in Section 5.2 of this Protocol. These evaluations shall be provided to the Vaughan Development Planning Department for review.

2. Telecommunication providers shall consult with the City to provide the most suitable location on the identified City-owned site that takes into account planned development or redevelopment on the site, and so as to cause the least visual disturbance. The Proponent should contact the Vaughan Real Estate Department, who will report to Council seeking Council's interest in pursuing a lease arrangement or not. If so, the Proponent would pursue the Antenna System through the regular telecommunication siting process outlined in this Protocol with the Vaughan Development Planning Department. Should Council decide to give concurrence to allowing an Antenna System on City lands, the Proponent would enter into a lease agreement with the City through the Vaughan Real Estate Department.

3. Telecommunication providers shall enter into a lease agreement with the City that specifies the terms and conditions of the Proponent's occupancy of City property, including but not limited to length of term, rent payable, insurance requirements, indemnity, co-locates, site location and access, design of facility, and Letter of Credit.

4. Occupancy agreements with providers should facilitate the removal or relocation of a free standing Antenna System or a building/structure-mounted Antenna System, at no cost to the City, in light of decommissioning of the antenna system or redevelopment of the City site.

5. Antenna Systems shall not be installed in locations that would interfere with the City's wireless communication/security systems. Telecommunication providers are to conduct preliminary radio frequency study report(s) confirming that the intended wireless services will not interfere with any of the City's wireless services. The City should provide technical information regarding the City's wireless systems when required.

6. Proponents are required to provide technical specifications of all radio equipment to be used on each site. Proponents are required to supply updated technical information when installing

additional antennas/wireless services on an existing Antenna System. Proponents are also required to work with the City to mitigate any interference caused by their systems, including the removal of devices causing interference to the City's wireless services if required.

6.0 Design Guidelines for Antenna Systems

6.1 General Guidelines

The City of Vaughan strongly encourages a Proponent to explore opportunities to locate and design an Antenna System on the roof of existing or proposed high-rise structures in an area to reduce the adverse physical and visual impact of the infrastructure on the neighbouring properties.

The use of design features, colour, and landscaping can be used to screen Antenna Systems from view and should be encouraged whenever possible. The following design guidelines should be taken into consideration when designing a new Antenna System:

6.2 Freestanding Antenna System (ie. telecommunication tower)

1. Location Design and Landscape

- As per City of Vaughan Official Plan 2010 (VOP 2010) Policy 8.4.4.3, Proponents to locate a telecommunication tower to the rear of lots and away from streets to minimize the visual impact of the tower from the streetscape.

- All efforts will be made to decrease the size and visibility of all Antenna Systems (and associated infrastructure) to lessen negative visual impacts, complement surroundings, and to respect natural and human heritage features to the greatest extent possible. To ameliorate the scale and visual impact of Antenna Systems, mitigation measures shall include consideration of: design features, structure type, design, colour, materials and at grade features such as landscaping, screening and decorative fencing.

- The architectural style of the telecommunication tower will be chosen based upon what is most compatible with the surrounding physical context. Monopole design with antennas shrouded or flush mounted are preferred architectural styles.

- Where appropriate, the planting of trees and shrubs at the tower site and around the equipment shelter is encouraged to enhance the landscape character of the surroundings.

- One parking space will be provided at each new telecommunication tower site with access from a public right-of-way at a location acceptable to the City. Where parking is provided for another use on the site and this parking is within 20 metres of the telecommunication tower, the parking space for the tower is not required (parking spaces need not be exclusively devoted to Antenna System usage). The parking space should be thoughtfully integrated into the site design in order to minimize visual impact. Vehicle-grade permeable or unit paving may be considered for the parking space surface.

2. Colour, Lighting, Signage and Other Graphics

- Freestanding Antenna systems (towers and equipment) to have a non-reflective surface and be of a neutral colour (e.g. light grey) which is compatible with the sky and the surroundings. It is recognized that new towers must comply with the requirements of Transport Canada and NAV Canada.

- Lighting of Antenna Systems is prohibited unless required by NAV Canada. Proof of this requirement shall be provided to the City by the Proponent.

- Telecommunication towers will accommodate only telecommunication antennas. Only identification or information signs or other material directly related to the identification or safe operation of this equipment will be permitted on the tower. A small plaque must be placed at the base of the structure (or at the main entrance to the site where the site is not accessible under normal circumstances), identifying the owner/operator of the structure and a contact telephone number. No third party advertising, or advertising or promotion of the Proponent or the Proponent's services shall be permitted. In certain circumstances, third party advertising as a form of stealth design may be permitted by the City, dependent on the location of the proposed telecommunication tower and the context of the site and surrounding area (e.g. stealth tripole design with Canada's Wonderland logo and colours that match surrounding area, as shown below).

3. Design Guidelines for Freestanding Antenna Systems within Residential Zones or other Sensitive Lands

A new freestanding Antenna System which must be located within 200 metres of a Residential Zone or elementary or secondary school or other sensitive lands for reasons of engineering or network objectives, to consider a monopole or tripole design with stealth design techniques, as described below.

- A new Antenna System, which must be located within prominent vistas in regional and district parks or natural open spaces and is highly visible from the public realm to consider stealth design techniques, as described below.

- If stealth design techniques are employed in the design of a new Antenna System, co-location capacity will not be required.

4. Stealth Design

- Where appropriate, a telecommunication tower can be designed using stealth design techniques such as camouflaging towers as a landmark feature to punctuate the urban landscape to resemble features found in the area, including but not limited to a flagpole, clock tower, church steeples, chimneys, etc.

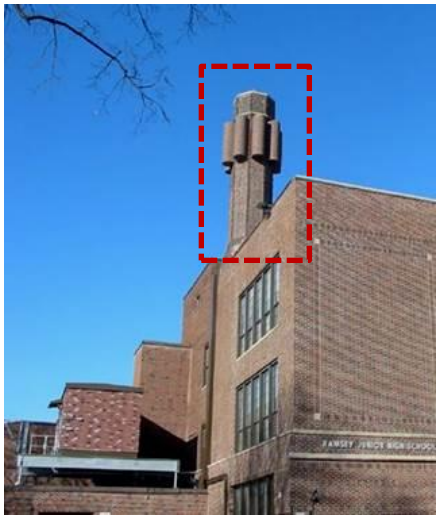
- Within prominent vistas in regional and district parks or natural open spaces with high visibility from the public realm, a freestanding Antenna System can be designed to resemble open space features such as the tree concealment technique.

6.3 Design Guidelines for Building/Structure-Mounted Antenna Systems (ie. roof-top)

- Antenna Systems that are attached to existing buildings, including rooftop installations, should be screened and/or designed to complement the architecture of the building with respect to form, materials and colour.

- Where equipment shelters are on roofs of buildings, they are encouraged to maintain a setback of a minimum of 3.0 metres to the roof edge and to a maximum height of 4.0 metres.

- Where telecommunication towers are proposed to be located on roofs of buildings they will be encouraged to be a maximum of 5 metres in height from roof level and set-back a minimum of 5.0 metres from the roof edge.



7.0 Consultation Processes with the City of Vaughan

Consultation is one of the most important elements in the Antenna System siting process and shall occur at a point before the Proponent is committed to a site or a design. Consultation allows for dialogue towards a confirmation of the antenna system location and design, thereby allowing the Proponent to commit to a site and finalize the detailed engineering. While a discussion of submission requirements is appropriate, the proposal will benefit most from early direction on matters of siting and design.

Proponents are strongly encouraged to initiate consultation as early as possible in the Antenna System siting process for exempt and non-exempt structures.

Prior to submitting an Antenna System proposal, including for Freestanding Antenna Systems or additions to Freestanding Antenna Systems as may be required under Section 4, the Proponent will undertake the following preliminary consultations with the City of Vaughan:

7.1 General Consultation with the Vaughan Development Planning Department prior to securing a Site (Pre-lease)

The City will consult with Antenna System Proponents on opportunities to promote unobtrusive siting using the Official Plan policies, Secondary Plans for new communities, the site plan process including for new mid-rise and high-rise developments, and the Block Plan process.

Wireless carriers are required to engage with the City of Vaughan's Development Planning Department annually, at a minimum, in order to review upcoming City-wide network site requirements before commencing site acquisition activities.

7.2 Specific Consultation with the Vaughan Real Estate Department for the use of City-Owned Lands (Pre-lease review)

In accordance with Section 5 of this Protocol, Proponents are encouraged to consider the use of City-owned lands and/or facilities where feasible for the siting of Antenna Systems. For Proponents who wish to locate Antenna Systems on City-owned lands, the following process applies:

1. The Proponent makes a request to the Office of the City Solicitor (Real Estate Department). The Proponent is to provide details of their selected location(s). Note: The Vaughan Real Estate Department does not maintain an inventory of potential City owned sites. Each site is reviewed on a case-by-case basis.

2. The Proponent is asked if any other co-location sites are available.

3. An Application and Administration Fee (as per By-law 200-2015, or the by-law in effect at the time of payment) is required from the Proponent, as per Section 8.3.1 of this Protocol.

4. The request is circulated to internal City Departments for comments based on the location of the proposed Antenna System and the City Departments affected. However, at a minimum, the Real Estate Department shall circulate the request to the Vaughan Development Planning,

Environmental Services, and Development Engineering and Infrastructure Planning Departments. Typically, additional circulated departments include Parks Development and Parks Operations.

5. Comments received from the circulated City Departments are reviewed and discussed with the Proponent.

6. If the Proponent can demonstrate that the concerns or comments can be addressed, a report is prepared for consideration by Vaughan Council for the proposed location only.

7. If Vaughan Council approves the request, the Proponent is required to enter into the standard Site Development application process as per Sections 7 and 8 of this Protocol (i.e. conduct a Pre-Application Consultation meeting with the Vaughan Development Planning Department and submit a Site Development Application) to demonstrate the appropriateness of the Antenna System through the siting process to confirm concurrence of the proposed project on the City lands, which may include a public consultation process. The Site Development application process is to demonstrate concurrence of the proposal only from Council, and if supported, will trigger the Proponent to enter into a formal lease agreement with the City.

7.3 Pre-Application Consultation (PAC) Requirements

As discussed in Section 7.1, the Vaughan Development Planning Department will host consultation meetings with Proponents at the time a Telecommunication Facility Proponent begins its site search for a site. Once the Proponent has found a site, a subsequent meeting is held, known as Pre-Application Consultation (PAC). Requests for a formal consultation must be made by the Proponent at least 7 working days prior to the Pre-Application Consultation meeting by submitting the following:

1. The Pre-Application Consultation (PAC) fee payable in accordance with By-law 202-2015 (or the by-law in effect at the time of payment);

2. The location of the proposed Antenna System, including the address and location on the lot or structure;

3. Setbacks from the nearest residential zone; and,

4. A description of the proposed Antenna System, its objective, applicable planning policies, search area and candidate sites if available, and, if applicable, how the facility meets any of the exclusion criteria under Section 4 of this Protocol.

Any Application for a non-exempted Antenna System will require the submission of a complete application to be determined by the Vaughan Development Planning Department through the Pre-Application Consultation process. City staff shall identify the final submission requirements through the Pre-Application Consultation process, including any additional items that may be required.

8.0 Application Submission and Process

For a proposed Antenna System, except for cases in which City consultation is not required or requested as per Section 4, the Proponent will submit to the Vaughan Development Planning Department a complete application for an Antenna System siting proposal and the applicable fee.

8.1 Proposal Submission Requirements

The following, at a minimum, are part of the Complete Application Requirements:

1. At the time of submission of the site development application, the Proponent shall append a justification report, which will chronicle the network requirements in the context of the Protocol for the proposed new Antenna System. The report shall include the following information to support the application:

    a) Written description of the engineering rationale for the proposed Antenna System installation;
    b) Technical coverage and/or capacity plots (mapping) showing the current compromised network state, and desired end state;
    c) Written description of the geographical area to be serviced by the proposed Antenna System installation;
    d) Address the written description of the Antenna System site being proposed;
    e) Survey plan showing the layout of the proposed Antenna System and ancillary equipment;
    f) Brief description of type of Antenna System being proposed;
    g) Identification of any and all existing infrastructure(s) within the required coverage/capacity area. Its' assessed suitability for co-location and reason(s) for disqualification;
    h) Notes from pre-application consultation meetings;
    i) Where the proposal does not meet a preference expressed in the protocol and explanation;
    j) A coloured photo simulation of the proposed Antenna System within the context of the surrounding area, from a minimum of two angles as determined by the Vaughan Development Planning Department.

2. The justification report shall be appended to the staff report to be considered by Vaughan Council, which shall accompany the application for final decision.

3. Survey plans shall be prepared to appropriate metric scale showing:

    a) The location of existing lot lines, buildings and structures, and setbacks from those from the proposed facility;
    b) Setbacks from the nearest building used for low rise residential land use, measured from the nearest point of the building, structure, or feature, if applicable;
    c) Measurement of the subject lot to sensitive lands, if applicable;
    d) Existing and proposed landscaping;
    e) Key Plan showing the structure type, colours, height, and materials proposed to be used for all structural elements;
    f) Proposed access to the facility, including any motor vehicle parking spaces, if applicable.

4. The Proponent is required to provide a written attestation that the proposed Antenna System will comply with Health Canada's Safety Code 6 on a cumulative and ongoing basis.

5. Where the Proponent is unable to comply with the City's siting preferences as discussed in Section 5 of this Protocol, the application must include a justification explaining the rationale for the Proponent's siting decision.

6. Where co-location is appropriate, Proponents are required to submit a Co-location Invitation Form, or similar evidence that the telecommunication industry has been consulted with respect to co-location opportunities.

8.2 Complete Application

1. An application will not be accepted if it does not completely meet the submission requirements identified in the Pre-Application Consultation meeting.

2. The City of Vaughan shall consider the date a complete application was received as the official commencement of the Site Development application review process. The City shall have 60 days to provide comments to the Proponent on the first, original submission, and 120 days to complete the consultation process from the date the complete Site Development application is submitted.

3. If the City of Vaughan submits a request to the Proponent for additional information prior to the City deeming the application complete and no additional information is supplied within 60 days, the City shall advise ISEDC of the incomplete status of the application and request that ISEDC not issue any decision prior to the City issuing the Statement of Concurrence/Non-Concurrence.

8.3 Fees

1. When a Proponent submits a request to lease City-owned lands, the Office of the City Solicitor, Real Estate Department, charges an Administration Fee (as per By-law 200-2015 or the by-law in effect at the time of payment). The fee is used towards the commencement of the circulation process, as described in Section 7 of this Protocol.

2. The Proponent must pay the applicable base fee for a Site Development Application in accordance with the Tariff of Fees By-law for Vaughan Planning Applications (By-law 202-2015 or the by-law in effect at the time the application is submitted to the City). This fee is in addition to any other fees that may be required from other approval authorities. The Proponent also incurs any costs associated with public consultation.

3. Through City review, if the application merits the installation of additional landscaping to screen a proposed Antenna System (ie. equipment cabinet or roof-top antenna) this is done at the Proponent's cost, and the Vaughan Development Planning Department secures these costs to ensure the installation of the said landscaping or screening is implemented through a standard Letter of Credit submitted by the Proponent, through the process identified in City of Vaughan's Site Plan Control By-law 123-2013 (as may be amended from time to time).

4. Further, the Property Tax and Assessment Division has advised that there is an increase in property taxes for lands maintaining Antenna Systems due to the increase of the assessment value to the lands where the Antenna Systems are installed. The impact to the taxes varies depending on the size of the tower. Finally, the classification/tax rate of the Antenna System will fall into the Commercial tax class, even if the tower is installed on Residential or Agricultural lands.

8.4 Application Processing (Site Development Application)

1. The timeline (120 days) and process for the disposition of written correspondence shall be as per the ISEDC process outlined in Section 4 of CPC-2-0-03.

2. The City shall have 60 days to provide comments to the Proponent on the first, original submission, and 120 days to complete the consultation process from the date the complete Site Development application is submitted.

3. Any proposals for a non-exempted Antenna System will require the submission of a complete application to be determined by the Vaughan Development Planning Department through the Pre-Application Consultation process.

The City or Proponent may request an extension to the consultation process timeline. This extension must be mutually agreed upon by both parties.

8.5 Dispute Resolution

The City of Vaughan's Dispute Resolution is as follows:

ISEDC generally favours a process whereby the Proponent, the local public and the Land Use Authority work toward a solution which takes into consideration each other's interests.

1. In the normal course, the Director of Development Planning or his/her designate would be given authority to concur with applications which meet the requirements of this Protocol.

2. Where it appears to the Director that concurrence will not be granted, the Proponent will be invited to meet with the Director of Development Planning to discuss reasonable alternatives, and to amend its application to address the issues identified. Where these discussions do not lead to concurrence with the proposal, the Director of Development Planning will forward a report to the next available Committee of the Whole detailing the reasons for the pending non-concurrence decision. The Proponent will be permitted to make oral or written submissions as may be appropriate. Committee/Council will ultimately decide concurrence or non-concurrence with the proposal.

3. At the option of the Proponent, once a notice of non-concurrence has been received, ISEDC may be asked to intervene and grant authority to approve the proposed Antenna System in accordance with ISEDC's impasse process set out in CPC-2-0-03.

8.6 Concurrence or Non-Concurrence

1. In the event of concurrence (by Council or the Director of Development Planning as identified in Section 4), the City shall prepare a Letter of Concurrence that includes a 3-year requirement for a re-consultation.

2. That if an Antenna System is not installed within 3 years after the municipal concurrence and the Proponent wishes to proceed with installation, the Proponent is required to recommence the municipal consultation process. Notwithstanding the above, the Proponent may request in writing to the Director of Development Planning an extension not exceeding one year in length provided that it is demonstrated to the satisfaction of the Director of Development Planning that no substantial

change in land use planning circumstances within the vicinity of the proposal has occurred since concurrence was initially given. One additional one year extension may be given by the Director of Development Planning after the original one year extension, for a maximum of 5 years after municipal concurrence.

3. Copies of the Letter of Concurrence, with or without conditions, or Letter of Non-Concurrence (with reasons), shall be sent by the Vaughan Development Planning Department directly to ISEDC with copies sent to the following individuals:

    - The Proponent;
    - Office of the City Clerk, City of Vaughan;
    - The Mayor and Members of Council; and,
    - Any individual requesting a copy from the City.

    The Letter of Concurrence or Letter of Non-Concurrence shall include a statement that consultation has been completed as per the Protocol.

4. The City (through the Director of Development Planning) shall issue the Letter of Concurrence or Non-Concurrence within the timeframe established in Section 8. Please refer to Appendices for examples.

5. The City (through the Director of Development Planning) may rescind its concurrence if, following the issuance of the Letter of Concurrence, it is determined by the City that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the application, proposal, or the plans and conditions upon which the Letter of Concurrence was issued in writing have not been complied with and a resolution cannot be reached to correct the issue.

    In such cases, the City (through the Director of Development Planning) will provide notification in writing to the Proponent and to ISEDC and will include the reason(s) for the rescinding of its Letter of Concurrence.

6. Once a Letter of Concurrence has been issued, that concurrence may be transferred from the original Proponent to another Proponent (the current Proponent) without the need for further consultation provided that:

    a) All information gathered by the original Proponent in support of obtaining the concurrence from the City is transferred to the current Proponent;

    b) The Antenna System for which the Letter of Concurrence was issued to the original Proponent is what the current Proponent builds; and,

    c) Construction of the Antenna System is commenced within the 3 year period of the date of Council approval.

9.0 Public Consultation

If the proposed Antenna System is not exempt from the public consultation process as per the requirements in Section 4, the Proponent will initiate the following public consultation process, including issuing notice, undertaking written consultation, hosting a public information session (where required) and reviewing the consultation results with the City.

9.1 Issuing Notice

After the Proponent has submitted an application, the Proponent will give notice to the following:

a) All affected residential properties within the prescribed distance, as discussed in Section 9.2;

b) All affected Ratepayer Groups within the prescribed distance;

c) The Mayor, Regional Councillors and Local Councillor for the area; and,

d) ISEDC regional office.

9.2 Prescribed Distance for Notification

The City will assist the Proponent in compiling a mailing list of addresses (subject to a fee in accordance with Fee By-law in effect at the time of payment and as determined by the Office of the City Clerk) of the affected landowners within the following prescribed distance from the proposed Antenna System:

a) 150 metres within urban areas, or three times the height of the Antenna System (ie. tower), whichever is greater; or

b) 250 metres within rural areas, or three times the height of the Antenna System, whichever is greater.

This distance shall be measured outward from the furthest point of the Antenna Systems' supporting mechanism (ie. outermost structure edge). All properties within this distance shall be included on the mailing list.

9.3 Notice Requirements

The Proponent will be required to prepare and distribute the notification package a minimum of 30 days prior to the public information session. The notification package shall include the following items:

a) Date, time and location (including a key map) of the public information session;

b) Description of and rationale for the proposed Antenna System. This will include information on the location, height, type, design and colour of the proposed Antenna System, including a letter size (8"x11") copy of the site plan submitted with the application;

c) The rationale, including height and location requirements, of the proposed Antenna System;

d) The name and contact information of a contact person for the Proponent;

e) Reference the City of Vaughan's Telecommunication Facilities Siting Protocol, and the contact information of the City Planner handling the File;

f) The project's status under the Canadian Environmental Assessment Act;

g) An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for devices;

h) Information (name, email address, phone number) on how to submit comments to the Proponent and the closing date for submission or written public comments (which shall be not less than 30 days from the receipt of notification);

i) The notification package shall be sent out in an envelope addressed to the "Occupant" and shall clearly show in bold type on the face of the envelope the following statement:

> **"NOTICE FOR RESIDENTS WITHIN (INSERT PRESCRIBED DISTANCE) OF A NEW PROPOSED CELL TOWER/STRUCTURE-MOUNTED ANTENNA SYSTEM, INFORMATION IS ENCLOSED."**

j) The Proponent shall erect one notice sign along each lot line abutting a public street for any telecommunication facility. All notice signs shall be designed and erected on the lot so that they are clearly visible and legible from all public streets abutting the subject lot; and,

k) Newspaper Notice: Additionally, the Proponent shall place a Public Notice in the local print media. Publication of this Public Notice shall be synchronized with the distribution of the public notification package.

9.4 Notice Requirements for Antenna Systems 50 m or less from a Residential Area and 15 m or less in height

The Proponent will be required to prepare and distribute the notification package no later than 30 days after the Vaughan Development Planning Department has received a complete application for an Antenna System siting proposal. Discretion will be given for the need of a Public Information Session as described in Section 9.5 based on the comments received through the public notification process. The notification package shall include the following items:

a) Description of and rationale for the proposed Antenna System. This will include information on the location, height, type, design and colour of the proposed Antenna System, including a letter size (8"x11") copy of the site plan submitted with the application;

b) The rationale, including height and location requirements, of the proposed Antenna System;

c) The name and contact information of a contact person for the Proponent;

d) Reference the City of Vaughan's Telecommunication Facilities Siting Protocol, and the contact information of the City Planner handling the File;

e) The project's status under the Canadian Environmental Assessment Act;

f) An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for devices;

g) Information (name, email address, phone number) on how to submit comments to the Proponent and the closing date for submission or written public comments (which shall be not less than 30 days from the receipt of notification); and,

h) The notification package shall be sent out in an envelope addressed to the "Occupant" and shall clearly show in bold type on the face of the envelope the following statement:

"NOTICE FOR RESIDENTS WITHIN (INSERT PRESCRIBED DISTANCE) OF A NEW PROPOSED CELL TOWER/STRUCTURE-MOUNTED ANTENNA SYSTEM, INFORMATION IS ENCLOSED."

9.5 Hosting a Public Information Session (or Public Open House)

A Public Information Session shall be required for all non-exempted facilities and shall be open and accessible to all members of the public and local stakeholders.

The Proponent shall choose a location for the Public Information Session that is as close to the proposed Antenna System as possible. If the Proponent is not able to secure a location for the Public Information Session within a maximum distance of 5 km from the location of the proposed Antenna System, the Proponent shall confirm the location of the Public Information Session with the Vaughan Development Planning Department.

The Public Information Session will be convened and facilitated by the Proponent. The format of the event is at the discretion of the Proponent.

The Proponent is responsible to inform all attendees on the applicant's process and the City's responsibilities within the application process.

9.6 Post Public Consultation Package

The Proponent will provide a package summarizing the results of the public consultation to the Vaughan Development Planning Department (City Planner) containing, at minimum, the following information:

a) A summary of the public information session including the list of attendees, and contact information;

b) An affidavit that the Notification Package was distributed to all required recipients;

c) Copies of all letters and other written communications received on or before the last day for comments associated with the application;

d) Copies of any follow-up responses received from the public; and,

e) A letter of response from the Proponent outlining how all the concerns and issues raised by the public were addressed.

9.7 Post Consultation Review

The City Planner and the Proponent will communicate following completion of the public consultation process and arrange a meeting at the City's request, to discuss the results and next steps in the process.

10.0 Appendices

10.1 Template - Letter of Concurrence/(Non-Concurrence) to Proponent and ISEDC

File No: DA.XX.XXX

DATE

Proponent
Proponent Address

Dear Proponent's Agent

RE: Letter of Concurrence (or Non-Concurrence)
Proposed Telecommunication Facility
ADDRESS (Proponent)

The City of Vaughan has completed its review of Proponent's proposed Antenna System to be located at Address, as submitted by Agent.

1. The City wishes to advise Agent, Proponent, and ISEDC that the City objects to the proposed Antenna System as it does not comply with the City's Protocol for Siting Radiocommunication Facilities. In reviewing the application, staff note that the proposed Antenna System does not comply with the following sections of the City's review protocol:

   x.x.x *Insert text of relevant protocol sections here*

- **OR** -

2. The City has reviewed the proposed Antenna System and granted concurrence by Council or Director of Development Planning on Date, and confirms the following:

   a) Proponent has satisfactorily completed its consultation with the City of Vaughan;
   b) The City of Vaughan is satisfied with Proponent's public consultation process and does not require any further consultation with the public; and
   c) That the City of Vaughan concurs with Proponent's proposal to construct an Antenna System provided it is constructed substantially in accordance with the plans submitted to it and described as Tower Description.

You can review the staff report (Item # and Council Date if applicable) for further explanations and details. If you have any questions, please contact me directly, or the City Planner (Name) at Extension #.

Sincerely,

GRANT UYEYAMA,
DIRECTOR OF DEVELOPMENT PLANNING

Copy to: Office of the City Clerk, City of Vaughan
Vaughan Mayor & Members of Council
Deputy City Manager, Planning and Growth Management'
Any Affected Deputy City Managers
Any individual requesting copy from the City

10.2 Template - Telecommunication Tower Co-location Invitation Form

_____ (Proponent) has contacted the below listed Telecommunication Companies with invitations to co-locate on the proposed telecommunication tower located at _____. The companies, dates contacted, contact methods, and responses are listed below:

Company contacted	Contact date	Contact method	Response

If any companies expressed an interest in co-location, please attach information on what is required to accommodate additional antennas on the tower, or include in the telecommunication facility justification report.

I, _____ (Proponent Agent), attest that the listed companies received invitations for co-location on the proposed telecommunication facility, and that the responses are captured here.

_____ _____

Print Name & Signature Date