



POLICIES AND PROCEDURES

RADIOCOMMUNICATION ANTENNA SYSTEM SITING POLICY

EFFECTIVE: March 17, 2008

AMENDED: September 29, 2008 and December 18, 2023

Purpose: This policy will establish a standard protocol for responding to radiocommunication antenna system siting proposals within the Township of Scugog.

- Objectives:**
1. To provide a general process to be followed by Proponents and the Township when reviewing and commenting on telecommunication facility proposals not exempted by this policy or Federal regulation.
 2. To provide consistent procedures reflective of relevant local considerations.
 3. To provide an opportunity for meaningful public consultation.
 4. To assist Proponents and manage the process of identifying local concerns of residents and the Township in the siting of antenna system installations.
 5. To ensure local land use documents and environmentally sensitive areas are considered in the siting process.
 6. To facilitate co-operation between the Proponent and the Township in the development of new wireless services for the community.

- Scope: This policy applies to all proposals for telecommunication antenna, tower and related structure, with the exception of applications for:
1. Maintenance of existing radio apparatus including antenna system, transmission line, mast, tower or other antenna-supporting structures, which may include painting or lighting.
 2. An addition or modification of an existing antenna system, provided the addition or modification does not result in an overall height increase of 25% of the original height.
 3. Installation for a limited duration of an antenna system that is used for a special event, or one used for emergency operations.
 4. New antenna systems, including masts, towers or other antenna structures less than 15m in height.

These applications will be excluded from the public consultation requirements of this policy.

- Location and Siting: The Township shall request the Proponent to:
1. Co-locate towers and antennas.
 2. Use existing towers and infrastructure, such as rooftops, water towers, utility poles, etc.
 3. Blend the placement, style and colour of the antenna and equipment shelters into the surrounding environment.
 4. Maintain appropriate setbacks from road allowances.
 5. Maximize distances from residential areas.

6. Maximum distances from public and institutional facilities such as schools, hospitals, community centers, day care and seniors residences.
7. Avoid natural features, vegetation, hazard lands (floodplains, steep slopes).
8. Avoid areas of topographical prominence, where possible, to minimize long/short range viewscape?
9. Compatibility with adjacent uses.
10. Provide safe vehicular access locations.

Preliminary Consultation:

The Proponent will arrange for preliminary consultation with the Township prior to presenting its proposal. At the preliminary consultation meeting, Township staff shall provide the Proponent with information on:

1. This policy, including the process to be followed and requirements for public consultation.
2. Documents, drawings and fees required.
3. List of agencies to be consulted.

Public Consultation Process:

The following public consultation process will be followed:

1. Following preliminary consultation, the Proponent/telecommunications company must submit written communication to the Township indicating their interest in locating a tower in the municipality. The submission must include a site plan of the tower location, details of the proposed tower installation, information about the property to be leased and any other items identified through pre-consultation.

2. Upon receipt, the Township will issue a response to:
 - a) Inform the Proponent of established and documented location requirements and consultation procedures;
 - b) Advise the Proponent of historic and environmental land use sensitivities;
 - c) Provide guidance and preferences to the Proponent on the various possible areas and sites to be considered;
 - d) Indicate any preferences; and
 - e) Provide information concerning aesthetic, landscaping preferences, access control, fencing and road access to minimize the visual impact on the local surroundings.
3. The Proponent will place an advertisement in the local newspaper for two consecutive weeks advertising the public open house and public meeting to be held. The Township may place this advertisement in the Township Bulletin Board section on the Proponent's behalf.
4. The Township will send a circulation notice via regular mail to all municipal addresses within 300 metres of the proposed tower and any adjacent property owner who abuts the subject site where the proposed tower will be located.
5. The Proponent will host an open house at a time, date and location acceptable to the Township to present the proposed tower siting. Following the meeting, the Proponent will forward a written submission to Staff summarizing any concerns raised at the open house and the Proponent's response.
6. Upon receipt of the Proponent's written submission, Township Council will host a public

meeting to afford the general public an opportunity to comment to Council on the siting proposal.

7. Township staff will prepare a report for the public meeting to provide background information on the siting of the tower and a recommendation.
8. Township Council will establish a position on the proposal by resolution.

If issues of concern are raised through the consultation process, they will be discussed in a forum that allows for the Proponent, members of the public and representatives of the Township to mutually seek resolution. If necessary, representatives from Industry Canada may be consulted to assist in the resolution and move the discussions forward.

Actions Following Public Meeting:

Following the Council public meeting, the following actions will be taken to document the commitments made through the consultation process and provide formal municipal comments on the proposal:

1. The Township will provide a letter to the Proponent confirming whether this policy and procedures have been fulfilled. The letter will include the resolution of Council and advise the Proponent of the requirement to enter into a Letter of Undertaking with the Township, if required, to address matters such as siting, grading, drainage, architecture and landscaping.
2. The Proponent will draft the Letter of Undertaking, confirming its intention to address the matters raised by the Township in its review of the proposal, and provide it to the Township for final review.

3. Once any Township comments are addressed, the Proponent will return the final executed copy of the Letter of Undertaking for the Township's records.
4. Once all the approvals are received, the Proponent may proceed to construction. Prior to commencing, the Proponent must obtain a building permit.

Fees:

The Proponent shall pay the applicable application fee to the Township for administering the consultation process. Other fees may apply if additional applications from other approval authorities are required (i.e. Region of Durham, Conservation Authority, Ministry of Transportation, etc.).

At the time of construction, the Proponent shall pay the applicable building permit fee.

Municipal Actions:

Through the consultation process, the Township will:

1. Provide guidance to the Proponent regarding the public consultation process.
2. Provide direction to the Proponent regarding the format to be used for notices for the open house and a mailing list of parties to be notified. The Township may assist with the notification process.
3. Provide direction respecting an appropriate location for the open house.
4. Make recommendations based on the public consultation process and discussions with the Proponent.

5. Endeavor to complete its circulation and make its view known to the Proponent within 60 days and complete the review and approval process within 120 days.

Acknowledgement: The Township has no formal authority over the approval of telecommunication antenna, tower and related structure siting. However, the municipality must be consulted in the process of seeking approval from Industry Canada for the installation.