
# Antenna System Siting Review and Consultation Protocol

## Reference Issue 6

August 15, 2021

CRINS-SINRC

# Table of Contents

# Introduction

The purpose of the *Antenna System Siting Review and Consultation Protocol, Reference Issue 5* [1]is to detail the review process for an application submitted through CRINS-SINRC to a participating Land Use Authority (LUA) for the siting and construction of an antenna system, as well as defining the participating LUA's expectations relating to the location and design of radiocommunications facilities.

This protocol applies to any proponent planning to install a new or modify an existing radiocommunications facility regardless of the type of installation or service. This includes, but not limited to:

- Personal Communications Services (PCS);
- Cellular operators;
- Fixed wireless (broadband) operators;
- Broadcasting operators;
- Land-mobile operators;
- License-exempt operators; and,
- Amateur radio operators.

**All new radiocommunications facilities are expected to follow this process to obtain either a Notice of Facility Exemption or a Notice of Completion relating to the consultation and the corresponding Land Use Authority (LUA) Recommendations Report.**

[1] [Short Title: *CRINS-SINRC Reference Protocol, Issue 5 (2020)]*

# 1 Objectives

The goal of this protocol is to provide a framework which sets out the Land Use Authority (LUA) member's expectations for appropriate design and satisfactory public consultation for proposed radiocommunications facilities. The objectives that implement this goal are:

1.1 Having regard for Innovation, Science and Economic Development Canada's ultimate authority in a protocol which also respects the context for development and land-use within the jurisdiction and expertise of the LUA;

1.2 Setting out a transparent, consistent, and predictable process for the evaluation of all radiocommunications facility proposals that:

a) Establishes objective criteria and guidelines for evaluating and processing applications seeking LUA concurrence;

b) Specifies the LUA's expectations as to how new radiocommunications facilities are to be sited and designed in a manner that compliments the surrounding landscape and public realm;

c) Defines a clear consultation process administered through CRINS-SINRC that requires proponents to engage and inform stakeholders about radiocommunications facilities; and,

d) Develops a predictable timeline for issuing of LUA recommendations that incorporates early consultation to identify potential issues with applications in order to meet Innovation, Science and Economic Development Canada's timeline requirements.

1.3 Detailing the roles and responsibilities of the various parties in the radiocommunications facility consultation process;

1.4 Ensuring that the LUA's residents and businesses are made adequately aware of radiocommunications facility proposals through education and public consultation; and,

1.5 Establishing an appropriate conclusion to the LUA consultation process, including specific outcomes and deliverables.

# 2 Jurisdiction and Interpretation

2.1 Wireless communications and broadcast operators in Canada are licensed by the Department of Innovation, Science and Economic Development (Innovation, Science and Economic Development Canada [ISEDC]) in accordance with the exclusively federal jurisdiction vested in the *Radiocommunications Act Section 5(1) (a) (i.1)*. Additionally, the broadcasting communication operator's activities are licensed separately by the *Canadian Radio-television and Telecommunications Commission (CRTC)*.

2.2 As a federal undertaking, radiocommunications sites must adhere **to all applicable federal regulations and guidelines** as if the site was being built on behalf of the Government of Canada itself, including but not limited to:

- The National Building Code of Canada and the National Fire Code of Canada;
- *Canadian Environmental Protection Act*;
- Innovation, Science and Economic Development Canada's CPC-2-0-17 - *Conditions of License for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements*;
- Health Canada's "Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz," 2013 ("Safety Code 6"); and,
- Innovation, Science and Economic Development Canada's CPC-2-0-03 - *Radiocommunication and Broadcasting Antenna Systems, Issue 5*, effective July 15, 2014.

**2.3 Radiocommunications sites are not subject to either municipal or provincial land-use legislation including the *Planning Act* or the municipal governance act(s) of a province or territory. No formal development or planning agreements can be executed and registered on title with respect to radiocommunications facilities.**

2.4 For the purposes of this protocol, the Land Use Authority (LUA) shall be the municipal government, or in the case of land administered by the Crown, the relevant provincial government or federal government agency.

2.5 For radiocommunications facilities not excluded under this protocol, proponents are expected to satisfy the public consultation requirements of the applicable LUA. The role of the LUA is to provide input and comments to Innovation, Science and Economic Development Canada as part of that process.

2.6 This protocol is to be read in its entirety as a comprehensive and integrated policy framework to establish the site criteria and process leading to the issuing of a Notice of Completion or Notice of Facility Exemption, and a LUA Recommendations Report for a proposed facility.

2.7 For the purposes of this protocol, the only member of LUA staff having the authority to manage and exercise responsibilities under this protocol shall be the Director of Planning or his or her designate. No powers or privileges under this protocol shall at any time be interpreted to extend to any other member of staff.

# 3 Excluded Antenna Systems

## 3.1 Basic Exclusions

Innovation, Science and Economic Development Canada excludes a number of proposals from consultation with the public. The exclusions are as follows:

a) The maintenance of existing radio apparatus including the antenna system, transmission line, mast, power, or other antenna-supporting structure;

b) Addition or modification of an antenna system (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna-supporting structure, or other radio apparatus to existing infrastructure, building, or other structure, provided the addition or modification does not result in an overall height increase above the existing structure of no greater than 25% of the height of the original structure For greater clarity, Innovation, Science and Economic Development Canada extends this exclusion to radiocommunications facilities proposed to be attached or affixed to any building or structure, including a rooftop or support pillar;

c) Maintenance of a radiocommunications facility's painting or lighting in order to comply with the requirements of Transport Canada;

d) Installation of a radiocommunications facility used for a limited duration for a special event or to support local, provincial, or national emergency operations during that emergency, and is removed within three months after the special event or emergency; and,

e) All radiocommunications facilities less than 15 metres (50 feet) in height except when the proponent is a telecommunications company as defined under the *Telecommunications Act*. There is no exclusion from consultation for any proponent which is a telecommunications company.

## 3.2 Confirmation of Exclusion – Notice of Facility Exemption

3.2.1 Notwithstanding 3.1 above, proponents are still required to contact CRINS-SINRC, as representative of the LUA, for any site which falls under exclusion criteria as outlined in 3.1 b) or e), to confirm that the proposed facility meets the exclusion criteria by submitting proposal information in accordance with Section 4.1 of this protocol.

3.2.2 Where a proponent demonstrates that their proposal meets the exclusion criteria of Sections 3.1 b) or e), and where CRINS and the LUA determine there are no exception circumstances which would render the exclusion contrary to the public good, CRINS, shall issue confirmation of the exclusion in the form of a Notice of Facility Exemption to the proponent and Innovation, Science and Economic Development Canada. No consultation with the public, or further review shall be required.

3.2.3 In the event that a proposal for Exclusion from Consultation under Section 3.1 b) or e) is deemed to be contrary to the public good, CRINS and the LUA shall communicate that to the proponent and Innovation, Science and Economic Development Canada within 10 business days of receive of the information outlined in Section 4.1 of the protocol.

3.2.4 Proponents are asked to incorporate the design recommendations provided in Section 6.2 of this protocol (as applicable), even if a Notice of Facility Exemption has been issued.

## 3.3 Community Sensitive Locations

3.3.1 Notwithstanding the exclusions outlined in Section 3.1 and Section 3.2 of this protocol, Innovation, Science and Economic Development Canada states in Section 6 of CPC-2-0-03 that exclusion criteria should be applied with consideration for local surroundings. To that end, proponents are expected to engage in a pre-consultation review with the LUA for all proposals, even where a proposed radiocommunications facility is likely to be excluded, to allow the LUA an opportunity to determine if the proposed facility falls within a Community Sensitive Location.

3.3.2 A Community Sensitive Location shall be defined as any area, which under the relevant LUA or provincial regulations:

- is currently designated as a Heritage Property;
- is an area of designated architectural significance;
- contains a site of archeological significance; or,
- is located on or adjacent to a natural conservation area.

3.3.3 A proposed radiocommunications site shall be deemed within a Community Sensitive Location if any part of an area identified in Section 3.3.2 above falls within the notification radius for the proposed structure – such radius being the lesser of 120m, or three (3) times the height of the proposed structure from the structure center, or outermost supports (i.e. guyed wires).

3.3.4 Without exception, the LUA will request that Innovation, Science and Economic Development Canada override their policy on radiocommunications facilities excluded from consultation, where a facility is proposed within a Community Sensitive Location for the purpose of reviewing the proposal according to this Protocol.

# 4 Application Requirements

## 4.1 Pre-consultation Review

Proponents shall request a pre-consultation review through the CRINS-SINRC system. Requests for pre-consultation will be accepted once the proponent has submitted the following information to the CRINS-SINRC online system:

- The location of the proposed radiocommunications facility, including its address and location on the lot or structure (CRINS-SINRC Site Information Abstract);
- A short summary of the proposed radiocommunications facility and, if applicable, how it meets one of the exclusion criteria under Section 3 of this protocol (CRINS-SINRC Facility Type Abstract);
- Set of drawings illustrating the proposal, including a conceptual site plan, elevation drawings, and context plan showing the development within the existing neighborhood (which can be supplied using an aerial photograph base) according to the drawing guidelines outlined in Section 4.2 (c) and (d).

**Such a request shall not be deemed by the LUA as the official commencement of the 120-day consultation process, in accordance with Section 4.3 of this protocol.**

## 4.2 Non-Excluded Radiocommunications Facilities

Any proposals for non-excluded radiocommunications facilities will require the submission of a complete application through the CRINS-SINRC online system. This includes completing the online application information, payment of fees, and uploading electronic versions of supporting documentation as follows:

a) CRINS-SINRC online data entry of the following information:

- The location of the proposed radiocommunications facility, including its geographic coordinates, its address and location on the lot or structure (CRINS-SINRC Site Information Abstract);
- A description of the proposed structure type, shelter type, height, access, and utility sources (CRINS-SINRC Facility Type Abstract);

b) Upload a written justification on the CRINS-SINRC Facility Type Abstract containing:

- the rationale for the selection of the proposed site (indication of whether the site provides coverage and/or capacity, what communities / areas will benefit from the new facility);
- A statement indicating the justification for the height of the proposed radiocommunications facility (towers only);
- A statement on how the radiocommunications facility, if located in an area designated for future urban development, shall complement and become a part of the future community without unduly limiting the potential for future urban development; and,
- A statement indicating the justification for not complying with any of the LUA's preferred design criteria in Section 7.3 of this protocol, as applicable.

c) Under the CRINS-SINRC Site Information Abstract Declarations:

- Identification of co-location alternatives considered within a 3 km radius of the proposed site using the National Antenna Information Database to identify candidates;
- A statement on future co-location possibilities for the support structure, if applicable (CPC-2-0-17);

d) Upload to the CRINS-SINRC Site Information Abstract, Visual/Drawings section - a set of color photographs of the subject lot, oriented toward the proposed radiocommunications facility from at least two landmarks or important locations in the vicinity of the proposed site:

- One set showing the current site conditions (minimum 2 photos); and,
- One set including superimposed images of the proposed radiocommunications facility (minimum 2 photos).
- A topographical map or satellite image showing the location from which the pictures were taken (1 image).

e) Upload to the CRINS-SINRC Site Information Abstract, Visual/Drawings section - a site plan or survey drawings prepared to appropriate metric scale showing:

- The subject lot and lease area (a key plan can be used for properties having an area of 2.0 hectares or greater);
- General site grading;
- The location of existing lot lines, and setbacks from those for the proposed radiocommunications facility;
- Setbacks from existing and proposed buildings and structures for the proposed radiocommunications facility;

- Setbacks from the nearest building not on the subject property, measured from the nearest point of the building, structure, or feature;
- Existing and proposed landscaping, including an inventory of existing vegetation and any plantings proposed to screen the base of the tower and any structures on the ground where applicable;
- Access proposed to the radiocommunications facility, including any motor vehicle parking spaces including dimensions; and,
- The structure type and height of the proposed radiocommunications facility.

f) Upload to the CRINS-SINRC system mapping prepared to appropriate metric scale showing:
   - The location of the proposed radiocommunications facility within the community; and,
   - Network coverage mapping showing the applicant's current coverage (if applicable) and anticipated coverage with the installation of the proposed radiocommunications facility including the nearest existing antenna systems belonging to the proponent.

g) Upload approvals from Transport Canada and NAV Canada outlining aeronautical obstruction marking requirements (whether painting, lighting, or both) if available. If unavailable, the proponents can provide their applications to Transport Canada and NAV Canada together with an undertaking to provide those requirements once they become available;

h) Upload a written attestation that the proposed radiocommunications facility will comply with Safety Code 6, including combined effects within the local radio environment at all times, signed by the Professional Engineer taking responsibility for the site's compliance;

i) Upload a written attestation that the proposed radiocommunications facility will comply with the National Building Code and National Fire Code in accordance with the proponent's responsibilities under enabling federal legislation, signed by the Professional Engineer taking responsibility for the site's compliance; or

j) In lieu of providing attestations as outlined in h) or i) above, upload a Declaration of Insurance and Liability Statement; and,

k) Upload a statement on the potential effects that the proposal may have on nearby electronic equipment (both existing and proposed) in accordance with CPC-2-0-03 and EMCAB-2, as well as measures proposed to mitigate those effects.

## 4.3 Complete Application

To clarify Innovation, Science and Economic Development Canada's requirements of Section 4 of CPC-2-0-03, the LUA shall consider the date a Complete Application was received as the official commencement of the 120-day consultation process. Such a process is consistent with and required for other development applications in the LUA. A determination on the completeness of an application or request for additional information will be provided within five days of receipt of the application by the LUA.

### 4.4 Additional Information

If a request is made to the proponent for additional information prior to the LUA deeming the application to be complete and no additional information is supplied within 90 days, the LUA shall advise Innovation, Science and Economic Development Canada of the incomplete nature of the application and will deem the application abandoned.

## 5 Siting on LUA-owned Properties

Any request to install a radiocommunications facility on lands owned by the LUA shall be made to the Manager of Realty Services, or such other representative as may be designated in accordance with LUA policy. Independently, an application through CRINS-SINRC shall be required by the proponent in accordance with Section 4.2 of this protocol.

## 6 LUA Recommendations Report

The LUA acknowledges that proponents can install radiocommunications facilities in almost any location. It is CRINS-SINRC and the LUA's position to work with proponents to achieve the best possible design of a radiocommunications facility for constituents. Such design strikes an appropriate balance between technological and network coverage requirements, and unobtrusive development that compliments or improves the surrounding landscape and public realm.

As part of the input provided to proponents and Innovation, Science and Economic Development Canada, a LUA Recommendations Report will be provided for all proposed installations and shall be a required deliverable for non-excluded applications prior to a Notice of Completion being issued. The LUA Recommendation report shall consist minimally of the following elements:

### 6.1 Statement on Land Use

The LUA shall provide a statement on the Proponent's choice of site relative to the following criteria:

- Community Sensitive Locations
- Fire routing and access.
- Zoning and compatibility with existing Strategic Plans.
- Environmental Concerns

### 6.2 Antenna Siting Design Framework Criteria

6.2.1 CRINS-SINRC and the LUA shall provide Antenna Siting Design Framework (ASDF) criteria for the proposed site to the proponent through the CRINS-SINRC system. The ASDF criteria shall outline design goals for the proposed site based on the location chosen by the proponent. The LUA shall inform its recommendations based on how well the proponent's design meets the ASDF design criteria.

6.2.2 The ASDF provides an overall classification of the proposed design through a concept known as "Degree of Visual Change" which is characterized as "Low", "Medium" or "High".

6.2.3 The level of public consultation required for a proposed site shall be dictated by the ASDF "Degree of Visual Change" classification as follows:

- **"Low"** – the proposed facility requires that land owners within a minimum of 120 metres or 3 times the structure height, whichever is greater, be notified by mail/courier directing them to information about the proposal and requesting comments or questions over a 30-day period. No public meeting is required. Adjacent landowners may consent to an expedited concurrence by unanimous agreement, subject to approval by CRINS and LUA staff. CRINS-SINRC shall issue a LUA Recommendation report within 30 days after the completion of the comment period and the resolution of any outstanding issues resulting therefrom, or in the case of expedited approval, within 30 days of receipt of unanimous consent, for the review of LUA staff. A Notice of Completion shall be issued by CRINS-SINRC upon receipt of the approved LUA Recommendation Report or, in the case of non-concurrence or impasse, the Notice of Completion will be issued accompanied by a report to ISEDC outlining the nature of the reasons for non-concurrence/impasse.

- **"Medium"** – the proposed facility requires that land owners within a minimum of 120 metres or 3 times the structure height, whichever is greater, be notified by mail/courier requesting comments or questions over a 30-day period. A Public Notice shall be placed in media outlets requesting comments or questions over a 30-day period. For the purpose of public notice, the notice may be delivered by a combination of social media including the CRINS website, and/or the website of the LUA. Print media notices have been deprecated in favor of online media unless specifically requested by the LUA. No public meeting is required. CRINS-SINRC shall issue a LUA Recommendation report within 30 days after the completion of the comment period, and the resolution of any outstanding issues resulting therefrom. Such report shall be accompanied by a summary of public comments received from adjacent landowners and members of the public. A Notice of Completion shall be issued by CRINS-SINRC upon receipt of the approved LUA Recommendation Report or, in the case of non-concurrence or impasse, the Notice of Completion will be issued accompanied by a report to ISEDC outlining the nature of the reasons for non-concurrence/impasse.

- **"High**" – the proposed facility requires that land owners within a minimum of 120 metres or 3 times the structure height, whichever is greater, be notified by mail/courier requesting comments or questions over a 30-day period. A Public Information Meeting shall be held no later than 14 days after the closing date for submissions from adjacent landowners. Media notices shall be issued advertising the Public Information Meeting. CRINS-SINRC shall prepare an LUA Recommendations Report within 60 days after the completion of the comment period and public meeting, and the resolution of any outstanding issues resulting therefrom, including a summary of public comments received during the public information meeting, and shall present the report to the LUA's Planning Committee and/or Council for review. A Notice of Completion shall be issued by CRINS-SINRC on the date the LUA Recommendation Report is presented to Council. However, a statement of concurrence from the LUA will only occur with the approval of Council. In the case of non-concurrence or impasse, the Notice of Completion will be issued accompanied by a report to ISEDC outlining the nature of the reasons for non-concurrence/impasse.

## 6.3 Statement on Compliance with General Design Recommendations

The following general design guidelines shall apply for all radiocommunications facilities in the LUA and proponents are asked to follow these guidelines, as applicable, for all proposed facilities:

6.3.1 Colors used for all components of the radiocommunications facility shall be compatible with the surrounding landscape and public realm:

a) Color matching shall be the first preference for the LUA, with the exact color(s) determined on a case-by-case basis to enhance the surrounding landscape and public realm;

b) Neutral colors shall be the second preference; and,

c) Non-reflective surfaces and paints shall be used.

6.3.2 Designs requiring no illumination are expected except where Transport Canada and NAV Canada requirements for illumination of the radiocommunications facility are identified.

6.3.3 Where a proposed radiocommunications facility requires an equipment shelter:

a) The first preference is to locate such structures within a main or accessory building used for other uses on the same lot;

b) A new, above-ground equipment shelter at the base of the structure or abutting the penthouse of a building is the next preference of the LUA; and,

c) Any new equipment shelter shall require architectural treatments sensitive to the surrounding landscape and public realm and in the case of a building, consistent with the architectural style of the building.

6.3.4 Where a proposed radiocommunications facility requires screening and access restriction:

a) Existing vegetation shall be preserved wherever possible, with new plantings provided to enhance the surrounding landscape and public realm;

b) Where fencing is proposed, design details including the materials proposed and elevation drawings showing details and gate locations shall be provided in the drawings uploaded with the application;

c) Fencing shall use materials sensitive to the surrounding landscape and public realm; and,

d) The use of razor wire requires analysis in the justification report, including how its use will not compromise the surrounding landscape and public realm.

6.3.5 Vehicular access to the proposed radiocommunications facility should be provided as follows:

a) Access needs to be suitably provided to a public street or across a private right-of-way; and,

b) Any parking space provided shall not be within a road allowance.

6.3.6 Where a proposed radiocommunications facility is located on the roof of a building or structure:

a) Support structures and equipment shelters should be color-matched or designed with architectural treatments and/or shrouding to compliment or blend in with the existing building; and,

b) Antennas should be flush-mounted wherever possible.

6.3.7 New radiocommunications facilities shall avoid obscuring significant views and vistas.

6.3.8 Where a proposed radiocommunications facility is located on the roof of a building or structure:

a) Any signage required by Innovation, Science and Economic Development Canada shall be permitted to be posted on the radiocommunications facility;

b) The LUA shall require the posting of a small plaque at the base of the radiocommunications facility, identifying its owner/operator and contact information for that party; and,

c) No third-party signage, flags, or graphics are permitted on a telecommunication facility except where such signage is part of the shrouding scheme for the site and the signage is compliant with the LUAs existing signage requirements.

## 6.4 Siting of Facility Relative to Existing Use

The LUA acknowledges that radiocommunications facilities themselves are not subject to the requirements of any Zoning By-law. Notwithstanding this, the following requirements apply to radiocommunications facilities:

6.4.1 The placement of any parking space or any component of a radiocommunications facility shall not create or cause a situation of non-compliance with any LUA Zoning By-law for any other use, building, or structure on the same lot.

## 6.5 Statement of Concurrence

The LUA shall approve the LUA Recommendations report for the proposed facility, signed by one of: the Manager/Director of Planning, a Designated Planning Contact, or the Chief Administrative Officer.

6.5.1 If the LUA concurs with the proposed facility subject to conditions, the Statement of Concurrence shall state any conditions to be satisfied by the proponent, and the Proponent shall be asked to provide a Letter of Undertaking on their letterhead agreeing to satisfy the conditions.

6.5.2 If the LUA does not concur with proposed facility, then a report shall be issued to ISEDC and the Proponent which details the reasons that the proposed facility is deemed unacceptable, and any remedies available to the Proponent to satisfy the LUA and bring their proposal into an acceptable state.

6.5.3 In the case that non-concurrence is due to the Proponent not being prepared to satisfy the conditions provided under a conditional Statement of Concurrence, then the LUA shall inform Innovation, Science and Economic Development Canada of its non-concurrence and report on what efforts were made to overcome

the impasse and any outstanding issues.

# 7 Public Consultation

In completing a public consultation process for a new, non-excluded radiocommunications facility, it is expected that CRINS-SINRC and LUA staff shall facilitate the process with support from the proponent as required. A Public Consultation shall be required only for facilities that do not meet the exclusion criteria of Section 3 of this protocol, and shall be conducted according to the following process:

## 7.1 Notification Package

a) The LUA will provide CRINS-SINRC staff with a list of landowners and tenants, where applicable, within a radius of the greater of 120 metres or three times the height of the proposed radiocommunications facility. This distance shall be measured outward from the furthest point of the radiocommunications facility's supporting mechanism (i.e. outermost guy line, building edge, or tower face). All properties within this distance shall be included on the mailing list.

b) CRINS-SINRC will prepare a Notice and provide access to the information regarding the proposal to the following recipients:

- To the landowners within a radius the greater of 3 times the tower height or 120 metres from the proposed radiocommunications facility, addressed to the name on the list and "or the occupant";
- The Director of Planning or his or her designate;
- Such LUA staff contacts as may be requested by the Member; and,
- If an adjacent municipality is located within 120 metres or three times the tower height of the proposed radiocommunications facility, the CAO of that municipality.
- Any First Nation identified as having an interest in the proposal.

c) The package shall include the following items submitted under Section 4.2 of this protocol:

- Description of and rationale for the proposed structure including structure type and design, dimensions, height, color, lighting, and site access (including measures to control public access);
- Superimposed images of the proposed radiocommunications facility;
- Attestation that the general public will be protected in compliance with Safety Code 6, including combined effects within the local radio environment at all times;
- A description of Transport Canada's and NAV Canada's aeronautical obstruction marking requirements (whether painting, lighting, or both) if available. If unavailable, the proponents can provide their expectation of Transport Canada's requirements together with an undertaking to provide those requirements once they become available;
- A statement on the potential interference effects that the proposal may have on nearby electronic equipment (both existing and proposed) in accordance with EMCAB-2, as well as describe any measures proposed to mitigate those effects;
- Attestation that the proposed facility shall comply with the National Building Code and the National Fire Code and related regulations;
- Notice that general information relating to antenna systems is available on the CRINS-SINRC website;

- Contact information for CRINS-SINRC, a representative of the proponent, and the regional office for Innovation, Science and Economic Development Canada; and,
- Information on how to submit comments and the closing date for submission of written public comments.

## 7.2 Public Information Meeting

a) The Public Information Meeting shall be required for all non-excluded facilities classified as "High" under ASDF criteria, and shall be open and accessible to all members of the public and local stakeholders.

b) The convener shall make it clear at the beginning of the public meeting that the LUA is a commenting agency only, and that final authority relating to the proposal are to be made by the Minister of Innovation, Science and Economic Development Canada at a later date.

c) The public information meeting will be convened and facilitated by the LUA or CRINS-SINRC at the LUA's request. A representative from the Proponent shall attend to assist in answering questions.

d) The proponent shall provide, at a minimum, two sets of display panels containing a site plan drawing and color photographs of the subject lot, oriented toward the proposed radiocommunications facility from at least three landmarks or important locations in the vicinity of the proposed site:

   - One set showing the current site conditions; and,
   - One set including superimposed images of the proposed radiocommunications facility.
   - The convener shall record all names, addresses, and contact information for attendees.

e) All Public Information Meetings convened by CRINS-SINRC shall be video recorded and made available on the CRINS-SINRC website for viewing.

## 7.3 Local Media Notice

Where a Notice in the local print media is required under this protocol, CRINS-SINRC shall additionally place a notice in the outlets identified by the LUA. Publication of this notice shall be synchronized with the distribution of the public notification package. The notice shall be consistent with the following format:

CRINS-SINRC

# Public Notice

In accordance with the *Radiocommunications Act* and Innovation, Science and Economic Development Canada procedure CPC-2-0-03, Issue 5 (2014), be advised that

**Signum Wireless Corporation**

has submitted an application and notified the **Municipality of Meaford** of its intentions to develop a Radiocommunications Site located at

**430410 Lakeshore Drive, Sydenham, ON**

For further information on the above proposal visit the CRINS-SINRC website:

**http://www.crins-sinrc.ca/**

or call

**1-855-502-7467**

Please reference the following Case Number:

**1810-1801-4552**

**ANY PERSON** may make a written submission by **August 15, 2020** with respect to this matter addressed to:

**Canadian Radiocommunications Information and Notification Service**

501-2647 Alta Vista Drive,
Ottawa, Ontario
K1V 7T5

Email: submissions@crins-sinrc.ca

## 7.4 Timelines and Concluding Consultation

a) All written submissions received from the public by a means other than direct entry into the CRINS-SINRC online system by a registered user shall be entered into the online system by CRINS-SINRC staff with 24 hours of receipt. Once entered into the online system an acknowledgement by the proponent shall be made within 14 days.

b) A dialogue between a party who has provided a written submission and a proponent shall continue until all Relevant Concerns are answered, or a further response or inquiry is not received from either party within 21 days, whichever occurs first. A proponent must respond to all reasonable and relevant inquiries within 60 days or provide a reason why the question or concern is not relevant.

c) CRINS-SINRC will maintain the official records of public consultation for the LUA containing, at a minimum, the following:

- Copies of all letters and other written communications received on or before the last day for comments associated with the application;
- Copies of responses outlining how the concerns and issues raised were or will be addressed or, alternatively, clearly setting out the reasons why such concerns are not reasonable or relevant; and,
- Copies of any follow-up responses received from residents.
- Summary of the public information meeting including attendee list and contact information (if applicable);

# 8 Deliverables

Copies of the Notice of Facility Exemption or Notice of Completion, and LUA Recommendations Report shall be sent directly to Innovation, Science and Economic Development Canada with copies sent to the following parties:

- The proponent;
- If an adjacent municipality is located within 120 metres of the proposed radiocommunications facility, the CAO of that municipality;
- The relevant Conservation Authority, where applicable; and,
- Members of LUA staff as directed by the LUA Designated Representative.

Copies of the above notices and reports shall be maintained by CRINS-SINRC online for 7 years following the completion of the consultation.

## 8.1 LUA Recommendations Report and Concurrence

The end result of a successful land use authority consultation process consists of two parts:

8.1.1 The first component is a LUA Recommendation Report. This report shall outline the recommendations of the LUA with respect to the design of the proposed facility. This part of the Concurrence shall be signed by the Planning Representative, or their delegate as may be determined by the LUA from time-to-time. If a Letter of Undertaking signed by the proponent is required as a condition of approving the site, this Letter of Undertaking shall form a Schedule(s) to

the final LUA Recommendations Report and shall include the following requirements, if applicable:

a) Attestation that the proponent shall construct and operate the radiocommunications facility in accordance with the drawings and justification report submitted; and

b) Any noted design requirements or considerations and other conditions to meet LUA expectations.

8.1.2 The second component is a Notice of Completion of the Public Consultation, or a Notice of Facility Exemption. This part of the Concurrence shall only be signed by the Executive Director of CRINS-SINRC or their delegate, once the proponent has completed the consultation as set out in this protocol.

8.1.3 A proposal which has received a Notice of Facility Exemption, or a Notice of Completion with a LUA Recommendations Report where the LUA has approved the site and the proponent have agreed to be bound by the conditions of the approval (if applicable) shall be deemed to have received Municipal Concurrence.

8.1.4 The only valid Municipal Concurrence statement the LUA shall issue is one attached to the LUA Recommendations Report and signed by the Director of Planning or his or her designate and sent directly to CRINS-SINRC for inclusion in CRINS-SINRC's report to the Minister of Innovation, Science and Economic Development Canada, whereby it shall be published on the CRINS-SINRC website and archived.

## 8.2 Circumstances of Municipal Non-concurrence

8.2.1 Where the LUA is not in concurrence with a proposal, CRINS will advise the proponent and Innovation, Science and Economic Development Canada within the Innovation, Science and Economic Development Canada stipulated 120-day period of its non-concurrence with the proposal.

8.2.2 CRINS shall issue a report to the Minister of Innovation, Science and Economic Development Canada which outlines the results of the consultation, and identify any outstanding issues.

8.2.3 Where a radiocommunications facility is constructed, in whole or in part, without having undergone examination under this Protocol, and without a Concurrence issued by the LUA, the LUA shall inform ISEDC and request that the site be decommissioned, or if under construction, that all work is stopped until such time as the proponent fulfills their obligations under this Protocol.

## 8.3 Time Frames

8.3.1 If, in the mutual opinion of the Director of Planning Services and the proponent, outstanding issues are close to being resolved approaching the end of the 120-day period but more time is required to finalize, the LUA shall advise Innovation, Science and Economic Development Canada of the situation and provide an estimated date for delivery of a Municipal Concurrence. The LUA will also request Innovation, Science and Economic Development Canada not issue a radio license prior to the LUA issuing a Municipal Concurrence.

# 10 Definitions

**Co-location (and co-located)**
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.

**Complete application**
Means an application for Letter of Municipal Concurrence where all of the items listed in Section 4.1 of this protocol have been provided to the LUA.

**CPC 2-0-03**
Means Innovation, Science and Economic Development Canada's Client Procedures Circular, "Radiocommunication and Broadcasting Antenna Systems," Issue 5, effective July 15, 2014.

**EMCAB-2**
Means "Criteria for Resolution of Immunity Complaints Involving Fundamental Emissions of Radiocommunications Transmitters," Issue 1, June 1994.

**Equipment shelter**
Means a structure containing equipment such as radios, electronic, and other apparatus necessary to support the operation of the radiocommunications facility to receive or transmit signals, and which is not staffed on a permanent basis.

**Height**
Means the vertical distance measured from the established grade of a building or structure to the highest point of the building or structure, including any components attached to the building or structure.

**Land Use Authority (LUA)**
Means the municipal government, provincial government (Crown land), or federal agency (i.e. Indian and Northern Affairs Canada) responsible for land use and planning and development within a jurisdiction.

**LUA**
*Same as "Land Use Authority" above.*

**Landlord**
Means the owner of a lot, building, or structure who permits occupancy of that lot, building, or structure by a radiocommunications facility.

**Municipal Concurrence**
Means satisfaction by the LUA that the proponent has given adequate regard to this protocol in the siting and design of a proposed radiocommunications facility, and satisfaction with the completeness of the public consultation process undertaken by the proponent. Such satisfaction shall only be expressed through a statement issued by the Director of Planning Services or his or her designate as part of the LUA Recommendations Report.

**Proponent**
Means a company, organization, or person which offers, provides, or operates a radiocommunications facility for personal

use or the general public.

**Public Authority**
Means the LUA, Government of Canada, Provincial Government, or a Conservation Authority.

**Public Realm**
Means, in an area of suburban or urban development, the appearance, form, and function of buildings, structures, landscape, linkages, places, and activities occurring or planned on the subject lot and within the immediate vicinity, regardless of ownership.

**Radio License**
Means the approval of sites to be used for radiocommunications facilities, issued only by Innovation, Science and Economic Development Canada.

**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," 2013.

**Surrounding Landscape**
Means, in a rural or undeveloped area, the geography of and appearance of the land and associated features including buildings and vegetation.

**Support Structure**
Means a structure permanently affixed to the ground or onto an existing building or other existing structure used to support one or more antenna systems or other platforms for the primary purpose of radiocommunications.

**Radiocommunications Facility**
Means the components, either individually or in combination, required to operate a wireless communications network including cell sites, transmitters, receivers, antennae, and signaling and control equipment, and may include an accessory equipment shelter and support structure.