



Protocol for Establishing Telecommunication Towers and Related Facilities



**Planning, Development & Sustainability Department
Town of Halton Hills**

April 2014

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1.0 INTRODUCTION

The purpose of the **Protocol for Establishing Telecommunication Towers and Related Facilities**, herein referred to as the **Protocol**, is to provide guidelines for Town of Halton Hills Staff (staff) and all proponents (Applicant) who wish to establish telecommunication antennas, towers or similar structures (e.g. telecommunications facilities, radiocommunication and broadcasting services), or expand them within the Town (Schedule A). This Protocol however, does not have the same authority as a Zoning By-law or zoning regulations.

Town Staff shall apply the Protocol's guidelines and requirements to all new applications for telecommunications facilities to be installed or modified within the Town of Halton Hills. Applicants are expected to co-operate with the Town in order to complete the approval process as set out by Industry Canada by way of this Protocol. This Protocol is intended to address the land-use authority and public consultation process in accordance with Industry Canada's Client Procedures Circular (CPC-2-0-03) Radiocommunication and Broadcasting Antenna Systems, Issue 4 (formerly known as CPC-2-0-03 – Environmental Process, Radiofrequency Fields and Land-Use Consultation).

According to the CPC, the purpose of consultation is to ensure that land use authorities are aware of significant antenna structures proposed within their boundaries so that local land use concerns may be voiced and addressed by the Applicant.

1.1 General Requirements

While acknowledging the importance of radiocommunication and broadcasting services, the CPC recognizes that antenna systems should be deployed in a manner that takes into account local surroundings. Among other things, the CPC requires the Applicant to:

- Investigate antenna-sharing opportunities or the use of existing infrastructure prior to proposing new antenna-supporting structures.
- Contact the local land use authority (i.e. the Town) to determine local requirements for antenna systems, unless the proposal meets exception criteria identified in Section 1.2 of this Protocol. The Applicant is required to formally contact the Town in writing and attend a pre-consultation meeting to discuss the requirements of the application. The date on which the Town receives a complete application from the Applicant will mark the commencement of the 120-day Major consultation process and 90-day Minor consultation process. Consultation with the Town must occur prior to any construction.

- Follow the Town's Protocol, including its public consultation requirements.
- Provide the Town with a Letter of Intent if the broadcasting Applicant selects to commence land use consultation upon receiving Canadian Radio-Televisions and Telecommunications (CRTC) licensing. This letter must specify a commitment to undertake consultation after receiving CRTC approval.
- Contact other land-use authorities, as appropriate.
- Undertake public notification and address relevant concerns.
- Satisfy Industry Canada requirements.

Applicants must submit their proposals to the Planning, Development & Sustainability Department. Under this Protocol, the Planning, Development & Sustainability Department has been designated as the 'official' responsible for dealing with the review of antenna systems. Town Staff are expected to cooperate with the Applicant within the scope of this Protocol.

Notwithstanding the exemptions identified in Section 1.2, proposals considered "Minor" in nature shall be subject to Sections 5.0 and 7.0 of this Protocol only, and do not require a full municipal review or a Public Open House Session. All other proposals which do not meet the criteria set out in Sections 1.2 or 5.0 of this Protocol shall be considered "Major". "Major" proposals are subject to a full municipal review process and Sections 6.0 through 7.0 of this Protocol.

1.2 Exemptions

The following proposals pertaining to telecommunication antennas and structures are exempt from the requirements of this Protocol, subject to Section 1.2.1 of this Protocol:

- Maintenance of existing radio apparatus, including the antenna system, transmission line, mast, tower or other antenna-supporting structure;
- Maintenance of an antenna's painting or lighting system required to comply with Transport Canada's requirements;
- Co-location of new telecommunication antennas and related facilities on existing telecommunication towers, buildings or structures;
- Addition or modification to an existing antenna system, transmission line, antenna-supporting structure or other radio apparatus, provided that the

existing height of existing infrastructure (e.g. radio tower), building or structure is not increased by more than 25% of the originally approved height. The exemption for modifications or additions that increase the height of the existing system by 25% or less applies only once and only to towers with a height greater than 15.0 m. Subsequent modifications or additions to the same structure will be subject to the consultation process. Any replacement of an antenna system must be within the established development envelope;

- Towers less than 15.0 metres in height above ground level within Employment Areas. Proponents are to consult with Town Staff to determine exemption of all proposed towers less than 15.0 m in height when proposed within Urban, Hamlet & Rural Cluster Areas. All towers proposed a distance of 45 metres or less from a residential area or school will be required to follow the Minor Proposal Review.
- Towers temporarily established, for no longer than three (3) months, for special events and emergency purposes. These installations must be removed within three (3) months after the special event or emergency.

1.2.1 Local Circumstances

Although the installations specified in Section 1.2 will generally be excluded from this Protocol, based on individual circumstances such as an antenna's location and dimensions, and Transport Canada lighting requirements, the Town, in consultation with Industry Canada, may deem any of these installations subject to Section 5.0 of this Protocol. As such, proponents of all new antenna installations shall notify the Town prior to installation.

Of particular concern to the Town is the potential for the proliferation of visually obtrusive installations on multi-storey buildings and the water tower. This is a concern because of the Town's unique circumstance whereby only a limited number of multi-storey buildings exist within the Town. The objective of a consultation process under Section 5.0 of this Protocol would be to demonstrate that there will be no significant effect on the aesthetic character of the surrounding area, subject to confirmation by Town staff. The Town does recognize the benefits of co-location, provided that visual impacts are minimized and this Protocol's public consultation requirements are fulfilled.

1.2.2 Additional Requirements

Despite exclusions under Section 1.2 of this Protocol, all proposals are subject to the general requirements stipulated in Section 7 of the Industry Canada CPC-2-0-03 “Radiocommunication and Broadcasting Antenna Systems” procedures (effective January 1, 2008). Among other things, Section 7 requires compliance with Health Canada’s Safety Code 6 guidelines, appropriate environmental legislation (e.g. Canadian Environmental Assessment Act) and Transport Canada/NAV CANADA requirements.

2.0 PURPOSE

Industry Canada, the responsible Federal department that grants authorization for the establishment of telecommunication facilities, requires that Applicants consult with local land use authorities for telecommunication installations. This Protocol aims to provide advanced guidelines for Applicants, the public, Town Council, and Town Staff. The guidelines are intended to expedite the approval process while mitigating adverse impacts, if any, from telecommunications facilities on local residents and the natural environment. This Protocol compliments existing local policies, which aim to preserve the cultural and natural landscape, including the Niagara Escarpment Plan Area.

3.0 NIAGARA ESCARPMENT COMMISSION

Where the subject property is within the Niagara Escarpment Development Control Area (NEDCA), the primary land use authority will be the Niagara Escarpment Commission (NEC). The Town is a commenting agency to the NEC on all proposed development applications within the NEDCA inside the Town’s municipal boundary. In such circumstances, an application for a proposed telecommunication structure or facility will be submitted directly to the NEC rather than to the Town of Halton Hills. The Town will provide any comments directly to the NEC as applications within the Niagara Escarpment Development Control Area arise.

4.0 TOWN OWNED LANDS

Any request to install an antenna system on lands owned by the Town of Halton Hills shall be first made to Town Administration, and is subject to the applicable Protocol proposal review.

5.0 MINOR PROPOSAL REVIEW

Proposals deemed “Minor” in nature shall be subject to the provisions of Section 5.0 and 7.0 of this Protocol only, and are exempt from a full municipal review process. Minor proposals include:

- Towers over 15.0 metres in height located within lands designated and zoned as industrial or employment, and located a minimum of 150 metres from residential, recreational and institutional uses.
- Towers less than 15.0 metres in height above ground level and proposed a distance of 45 metres or less from a residential or school area.

5.1 Minor Proposal Submission Requirements

The following documents and reports are to be provided by the Applicant to the Town, as part of the application package requirements for Minor proposals:

- A Notification Package containing the information specified in “Appendix 2 – Industry Canada’s Default Public Consultation Process – Public Notification Package” of Industry Canada’s CPC-2-0-03 “Radiocommunication and Broadcasting Antenna Systems” (dated January 1, 2008).
- A scaled site layout plan showing all structures and distances to lot lines and adjacent structures, along with a site survey.
- If deemed necessary by Town Staff, a scaled set of elevation drawings, showing all four sides, height and size of facilities, with a grading plan.
- Colour photograph(s) with proposed structure super imposed.
- Documentation as required by the managing conservation authority or the Niagara Escarpment Commission, for any properties governed by their Regulation.
- For non-replacement towers constructed as a separate structure, four sets of drawings concerning new road entrances, if any, to be reviewed by:
 - The Ontario Ministry of Transportation
 - Region of Halton
 - Town of Halton Hills Engineering Department
- Applicable (Minor) Site Plan fees.
- Applicable Regional, Conservation Authority and/or NEC review fees.

Upon receipt of a complete submission package, Town Staff shall notify Town Councillors of the proposal.

5.2 Notification Requirements

Applicants for “Minor” proposals, as identified in Section 5.0 of this Protocol, are required to provide mail notification of the application to all residents and property owners directly abutting the subject site or within a radius three times the tower height (measured from the tower base or the outside perimeter of the supporting structure), whichever distance is greater. This includes residents and/or owners of units located within multi-unit buildings, and commercial business owners.

The Town will provide the Applicant with a list of affected property owners. Mail notification shall be provided immediately following the completion of the prescribed submission requirements in Section 5.1 of this Protocol. The mail notice shall include the following:

- Location of the site, including a municipal address and key map.
- Proposed height of the tower.
- At minimum, a 30-day public comment period (from the date of the notice) to allow comments to be provided to the Applicant.
- Applicant’s contact information.

In order to address all reasonable and relevant concerns, the Applicant shall:

- Respond to all written correspondence within 14 days of its receipt, acknowledging the correspondence.
- Address concerns within 60 days of receiving the correspondence, and indicate that the party has 21 days (from the date of receiving the 60-day correspondence) to respond to the Applicant’s response.

All comments, correspondence or discussions received by the Applicant shall be forwarded to Town staff prior to the completion of a Letter of Municipal Comment in accordance with Section 5.3 of this Protocol.

5.3 Letter of Municipal Comment

Based on the submitted material and any comments received, the Director of Planning, Development & Sustainability will be authorized to provide recommendations through a Letter of Municipal Comment. The report will

constitute the comments provided to the Applicant and will represent the end of the local consultation process. The time frame for Staff's response is subject to Section 8.0 of this Protocol.

Should significant concerns be expressed regarding a "Minor" proposal, the Director of Planning, Development & Sustainability may direct staff to hold further discussions with concerned parties and the Applicant in order to address the issues noted. If a resolution is not achieved, the Director may, as an option, refer the matter to a Town of Halton Hills Committee or directly to Council. In addition, if required, the Director may provide Industry Canada with a written request to intervene with a formal dispute resolution process.

6.0 MAJOR PROPOSAL REVIEW

Any proposal which does not meet the criteria provided under Sections 1.2 and 5.0 of this Protocol shall be considered a "Major" proposal. "Major" proposals will be subject to Sections 6.0 through 7.0 of this Protocol.

6.1 Preliminary Consultation

Pre-consultation between Town Staff and the Applicant is required for all proposals considered "Major". The pre-consultation meeting will occur prior to the submission of any required information, and is intended to explore preferred site locations and design methods for telecommunication facilities where possible. In addition, the meeting will provide an opportunity for staff to provide background information for the subject site, including policy context and existing uses on adjacent lands. Considerations described under Section 6.3.2 of this Protocol will be consulted, in order to discuss the least impact on the surrounding landscape.

Furthermore, Town Staff will provide an information package, which will contain the guidelines of this Protocol and explain the submission requirements. Town Staff will also discuss the estimated time frame for the completion of the process and identify the potential agencies to be consulted.

6.2 Review Process

Following the selection of an appropriate site, the Applicant for "Major" proposals shall complete the ***Town of Halton Hills Telecommunication Towers and Related Facilities Application*** form, attached as Schedule B to this Protocol. A separate application form must be completed for each proposal. Upon receipt of the completed application, along with all the required information, as outlined in Section 6.2.1 of this Protocol, Town Staff will commence its review of the complete application package.

6.2.1 Required Information

The following support documents and reports are required as part of the application package.

- Completed “Telecommunication Towers and Related Facilities Application Form” (Schedule B).
- A Notification Package containing the information specified in “Appendix 2 – Industry Canada’s Default Public Consultation Process – Public Notification Package” of Industry Canada’s CPC-2-0-03 “Radiocommunication and Broadcasting Antenna Systems” (dated January 1, 2008). For information, the CPC-2-0-03 Consultation Flow Chart is attached as Schedule C to this Protocol. Where the requirements of the Notification Package overlap with other requirements of Section 6.2.1 of this Protocol, the Applicant may not need to also provide this information as part of the Notification Package, provided that the full extent of the required information is provided to the Town.
- A Site Selection/Justification report preferably written by a Planner or Professional Engineer. The report should discuss alternative sites and co-location options that have been considered. It should also justify preference for the proposed site and address the following:
 - location of existing significant vegetation, mature trees, and other screening features;
 - location of nearby natural heritage and natural hazard features;
 - proximity of public roadways;
 - justification for proposed height;
 - design justification that addresses the type of tower including colour, design, and height of structure, and colouration of lighting;
 - potential impact on residential uses within the area;
 - potential effect on long and short range viewscales on the surrounding area;
 - potential impact on institutional or recreational uses within the area;
 - potential impact on prime agricultural lands and existing agricultural uses; and
 - any other potential impact.
- A scaled site layout plan showing all proposed structures, their setbacks from lot lines and setbacks from adjacent structures.
- A site survey.

- A scaled set of elevation drawings, showing all four sides, height and size of facilities, with a grading plan.
- Two sets of scaled engineering drawings indicating the construction specifications and structural integrity of the structure.
- Colour photograph(s) with the proposed structure super imposed.
- Letter of intent from the property owner to enter into a lease agreement permitting the proposed telecommunication facility, with a copy of the deed, if the proposed structure is to be located on privately owned land. Alternatively, a copy of the lease, devoid of the financial particulars, is acceptable.
- Stamped drawings demonstrating compliance with the National Building Code.
- Documentation required by the applicable conservation authority or the Niagara Escarpment Commission for properties adjacent to lands under their jurisdiction.
- Four sets of drawings concerning new road entrances to be reviewed by:
 - The Ontario Ministry of Transportation;
 - Region of Halton; and
 - Town of Halton Hills Engineering Department.
- Applicable Site Plan fees.
- Any applicable Regional, conservation authority and/or NEC review fees.

Upon receipt of a complete application package, Town Staff shall notify Town Councillors of the proposal.

6.3 Review Considerations

Town Staff recognize the need to review proposals effectively and efficiently in order for the Applicant to promptly provide the telecommunication services that are vital to the Town residents' quality of life, health, and safety. Staff will assist the Applicant through ongoing discussions during the approval process, as required.

Upon receipt of the complete application package, Town Staff will consider the following issues as part of the review process:

6.3.1 Area Sensitivity

Proposals for new telecommunication towers and related facilities will be evaluated on a site by site basis. Area sensitivity will be determined based on environmental issues, visual impacts, land use compatibility and other community planning matters of significance to the surrounding area. Town Staff will incorporate the considerations under Section 6.3.2 of this Protocol as part of the area sensitivity evaluation.

6.3.2 Proposal Considerations & General Design Guidelines

Town Staff and the Applicant are expected to consider the following guidelines in order to evaluate potential impact of the proposed structures:

- Telecommunication towers and related facilities are encouraged to locate in accordance with setbacks provided through the Town Zoning By-law, where possible.
- The proposal does not conflict with the policies of the Town of Halton Hills Official Plan, the Region of Halton Official Plan, the Niagara Escarpment Plan, and any other applicable provincial and municipal policies.
- Development within lands considered environmentally significant as set out in the Town's Official Plan, including lands within the Greenlands and Natural Heritage System with natural features and significant vegetation, hazard lands, and areas of topographical prominence, shall demonstrate there to be no negative impact on the natural features or their related ecological functions.
- Ample landscaping is encouraged to mitigate potential visual impact.
- Sites within non-residential areas, such as those within Employment Areas, Major Commercial Areas, Agricultural Areas and Protected Countryside Areas are favoured, with locations chosen that maximize setbacks from residential areas to the extent possible, given other locational considerations.
- Locations outside prime agricultural areas are encouraged, where possible. Alternatively, locations on lower priority agricultural lands, in prime agricultural areas, are encouraged. Impacts on Settlement Areas and clusters of rural residential developments outside of Settlement Areas should be considered.

- Where and antenna location is proposed on a property within proximity to residential areas or schools, setbacks are to be maximized to the extent possible, given other locational considerations.
- Tower designs which mimic other features such as light standards and trees, or that can be incorporated into the design of buildings or structures are encouraged, particularly within and in close proximity to a Settlement Area as defined in Section 9.0 of this Protocol, Hamlet Community Cores, Downtown Areas and clusters of rural residential development outside of Settlement Areas.
- A monopole or stealth design will be given preference in areas in close proximity to residential and institutional uses. Structures with co-location capacity will be preferred for lands within Employment Areas, Agricultural Areas and Protected Countryside Areas.
- Fencing of the facility shall use materials that are compatible and appropriate to the surrounding land uses.
- New equipment shelters shall require architectural and design treatments that are compatible with the surrounding community.
- Only signage as required by Industry Canada related to the telecommunication facility is to be posted on the facility.
- Proposals for new telecommunications facilities within designated urban expansion lands as shown on Schedule 'A' will not be supported by the Town until Secondary Plans are finalized.
- Sites which contain buildings of heritage significance as set out in the Town's Heritage Register are discouraged as locations for telecommunications towers and facilities.

6.4 Public Open House Session

As part of the full municipal review process for "Major" proposals, Applicants are required to organize and conduct a Public Open House Session. The Public Open House Session shall occur no sooner than 30 days from the date notices are mailed. The Town does not consider Public Open Houses held during the months of July, August or December to provide sufficient opportunities for public input. Mail notification regarding the Public Open House shall be provided in accordance with Section 6.4.2 of this Protocol.

6.4.1 Applicant Presentation

As part of the Public Open House Session, the Applicant is expected to provide information on the following through a presentation:

- The proposed structure's location;
- The proposed structure's height;
- Basis for proposed location;
- Potential health and safety issues;
- Potential visual impact;
- Potential impact on the natural environment;
- Estimated area serviced; and
- Potential benefits of the proposed structure and its services.

The Applicant is expected to maintain a record of the attendants' names, addresses, phone numbers and any verbal or written comments made at the information session and provide a copy to Town Staff prior to the Town providing a Letter of Municipal Comment.

6.4.2 Notification

Notification consists of:

- Mail notification;
- Sign posting; and
- Newspaper notice.

Notification lists will be provided by Town Staff. However, the Applicant is responsible for providing the notices and ensuring their proper delivery.

A 120 metre radius from the tower site, or 3 times the height of the tower, whichever is greater, including all abutting property owners, will apply for mail notification to affected residents and property owners within any of the Town's designated Settlement Areas, as defined in Section 8.0 of this Protocol. A 350 metre radius from the tower site, or 3 times the height of the tower, whichever is greater, including all abutting property owners, will apply for mail notification to residents and property owners outside the designated Settlement Areas. For clarity, the notification requirements also apply to residents and/or owners of units located within a multi-unit building on which an antenna system is proposed, and commercial business owners. Notice shall also be sent to Town Councillors, the Mayor, and the Director of Planning.

A sign posted on the property, adjacent to the closest public roadway, will also be required with the following information:

OPEN HOUSE INFORMATION MEETING

AN APPLICATION HAS BEEN MADE BY (Wireless Carrier) TO LOCATE A (X) METRE TELECOMMUNICATIONS TOWER (Location eg. At the rear of the property), (X) METRES (X FEET) FROM (street the property fronts).

PUBLIC COMMENT IS INVITED AT AN OPEN HOUSE INFORMATION MEETING SCHEDULED ON (date) FROM 7:00 PM TO 9:00 PM AT THE (location).

THE TOWN OF HALTON HILLS HAS NO JURISDICTION IN THIS MATTER OTHER THAN AS A COMMENTING BODY TO INDUSTRY CANADA AND THE PROPONENT.

ADDITIONAL INFORMATION REGARDING THE SITE PLAN FOR THIS PROPOSAL MAY BE VIEWED AT THE TOWN OF HALTON HILLS PLANNING OFFICE, 1 HALTON HILLS DRIVE, HALTON HILLS BETWEEN THE HOURS OF 8:30 AM AND 4:30 PM, MONDAY THROUGH FRIDAY OR BY CALLING 905-873-2601 EXT 2298 OR (Proponent) AT (phone contact).

Sign wording is to be verified by Town Staff, and sign posting and location is to be confirmed with a photograph. The sign is to be removed within 30 days following the submission of a Letter of Municipal Comment by Town Staff as identified in Section 6.5 of this Protocol.

Applicants for antenna-supporting structures shall place a notice in a local community newspaper. The wording of the newspaper notice shall be verified by Town staff prior to publishing, and be synchronized with the issue of the mail notice. The notice shall include the following:

- Location of the site, including a municipal address and key map.
- Description of the proposed installation.
- Applicant's contact information.
- An invitation for the public to provide comments to the Applicant within a 30-day public comment period (from the date of the notice).

In order to address all reasonable and relevant concerns, the Applicant shall:

- Respond to all written correspondence within 14 days of its receipt, acknowledging the correspondence.
- Address concerns within 60 days of receiving the correspondence, and indicate that the party has 21 days (from the date of receiving the 60-day correspondence) to respond to the Applicant's response.

6.4.3 Addressing Concerns

The Applicant is expected to document concerns raised as a result of the Public Open House Session and Notification, through a letter of response to Town Staff and include a copy of the contact information of all the attendees and correspondence received prior to, during and after the meeting . During this time, the Applicant may refine the application to mitigate land use concerns identified during the review process and the information session. The letter will identify methods proposed to address public concerns, or alternatively explain why it may not be possible to do so. The letter of response shall be provided to Town Staff prior to the Town providing a Letter of Municipal Comment.

6.5 Letter of Municipal Comment

Following the evaluation of the submitted material, staff will prepare a Letter of Municipal Comment, which will take into consideration all previous consultations and discussions with the Applicant, the public and affected agencies. Should the Applicant satisfy Town requirements as set out within this Protocol, Staff will proceed to provide a formal notice of concurrence as part of the report. Otherwise, if the Applicant fails in addressing the Town's concerns, Staff will note non-concurrence within the report.

Should significant concerns be expressed regarding a proposed telecommunication tower or facility, the Director of Planning, Development & Sustainability may refer the application to a Town of Halton Hills Committee or directly to Council. In addition, if required, the Director of Planning, Development & Sustainability may provide Industry Canada with a written request to intervene with a formal dispute resolution process. Otherwise the Director of Planning, Development & Sustainability will be authorized to provide a copy of the Letter of Municipal Comment to the Applicant, Industry Canada if requested, the Region of Halton, and other interested parties as requested.

7.0 PUBLIC INFORMATION

Once the guidelines set out within this Protocol have been satisfied, the Town will inform adjacent property owners and any other interested agencies and residents that the land-use authority and public consultation process, as suggested by Industry Canada, has been completed. Staff will forward the Town's Letter of Municipal Comment to those requesting a copy.

8.0 TIME FRAME

For "Minor" proposals, the Town will make its best effort to provide the Letter of Municipal Comment within 90 days upon the receipt of a complete application package, and copies of all comments, correspondence and discussions received as part of the consultation process.

For "Major" proposals, Town staff will attempt to complete the review process within 120 days. However, the process may be prolonged for proposed developments within sensitive areas, or where the public has demonstrated significant concerns.

9.0 DEFINITIONS

Applicant

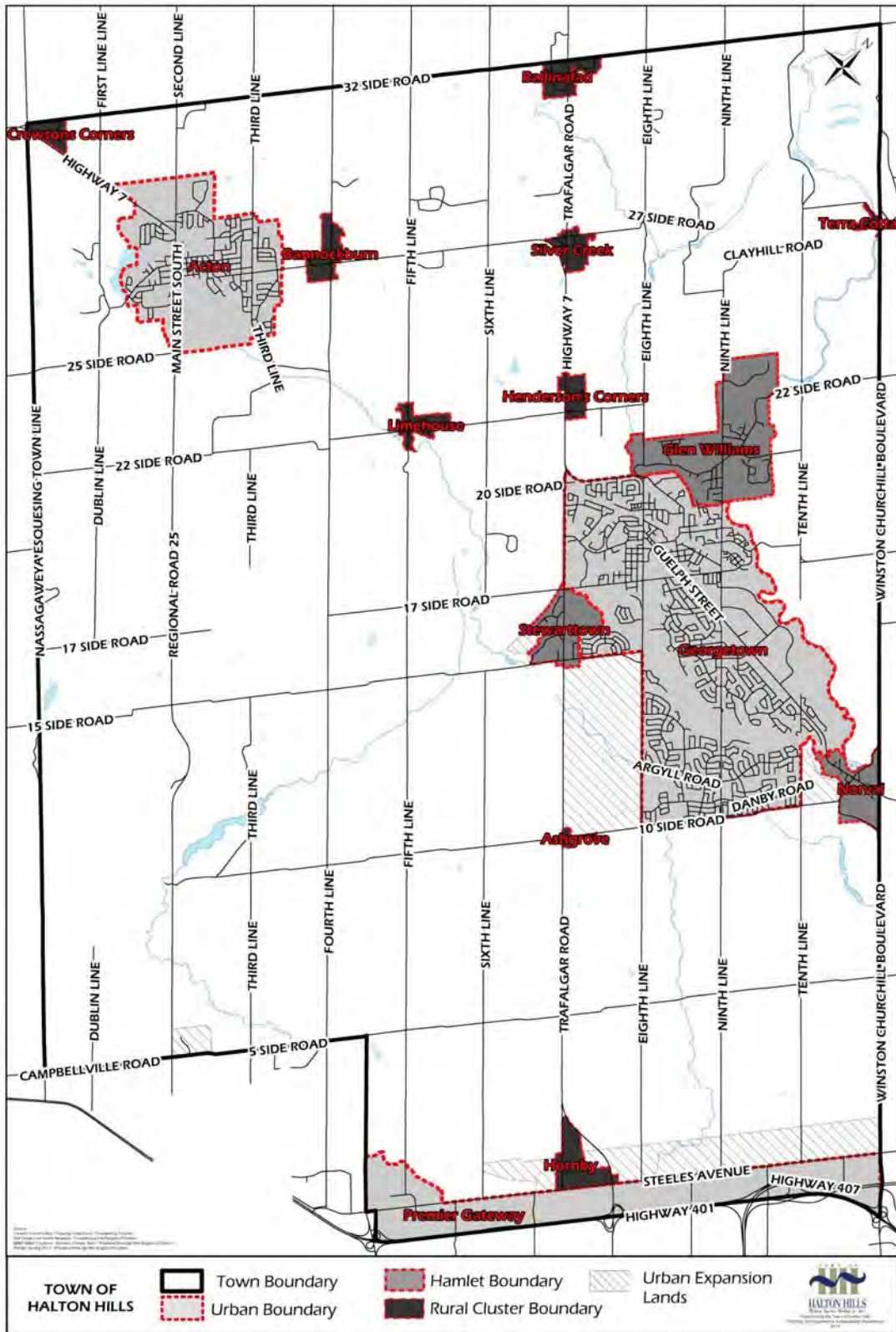
A company, government agency, organization or person which offers, provides or operates wireless communication service to the general public, including radio communication carriers and broadcast undertakings which have a radio authorization from Industry Canada.

Client Procedures Circular (CPC)

Describes the various procedures or processes to be followed by the public when dealing with Industry Canada. The *Client Procedure Circular "CPC-2-0-03"*, entitled: "Radiocommunication and Broadcasting Antenna Systems (dated June 2007)" is an example of one such Industry Canada document and is available on Industry Canada's website at: <http://strategis.ic.gc.ca/antenna>

Co-location	The placement by two or more carriers of antenna systems or platforms on a building, structure or tower.
Industry Canada	Industry Canada is the federal department directly responsible for radio spectrum, management. Industry Canada assigns specific portions of the radiofrequency spectrum to wireless service providers, allowing them to operate communication networks.
Safety Code 6	<p>Industry Canada requires that all operators of telecommunication towers ensure that the public's exposure is set well within the limits of Health Canada's Safety Code 6 (SC6) guidelines entitled: "Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz".</p> <p>The current SC6 guidelines were published by Health Canada in 2009 and can be found on Health Canada's website at: http://www.hc-sc.gc.ca</p>
Settlement Areas	For the purposes of this Protocol a designated Settlement Area includes all lands within the urban boundaries for Georgetown, Acton, and the 401 Corridor, within the boundaries for the Hamlets of Glen Williams, Norval, and Stewarttown, and within the boundaries of the designated Rural Clusters as defined within the Town of Halton Hills Official Plan, as shown on Schedule A.
Telecommunication Facility	The components, either individually or in combination, needed to operate wireless transmitters, receivers, antennas, control equipment, and possible equipment shelter which is not normally staffed on a permanent basis and only requires periodic maintenance.

SCHEDULE A



SCHEDULE B

**THE CORPORATION OF THE TOWN OF HALTON HILLS
Planning, Development & Sustainability Department ~ Telecommunication
Towers and Related Facilities Application Form**

Office Use Only

Date Received	Date Complete	File No(s)	Fee(s)	Paid

APPLICATION FORM

Complete the information below and indicate one contact as the Primary Contact. (All communications will be directed to this person(s).) *If a numbered company, please give name and phone number(s) of principal owner / president.

<u>REGISTERED OWNER/APPLICANT INFORMATION</u>			
PROPERTY OWNER INFORMATION: check one	Person(s)	Company	
Registered Land Owner:	Name:		
Name:	(if company)	Company Officer:	
Address:			
Telephone No: ()	Fax No: ()	Email:	
<u>AGENT</u>			
Name:			
Address:			
Telephone No: ()	Fax No: ()	Email:	
<u>SOLICITOR</u>			
Firm Name:			
Name:		Title:	
Address:			
Telephone No: ()	Fax No: ()	Email:	
Legal Name for use with Agreement:			
<u>PLANNING CONSULTANT</u>			
Firm Name:			
Name:		Title:	
Address:			
Telephone No: ()	Fax No: ()	Email:	
<u>ENGINEER</u>			
Firm Name:			
Name:		Title:	
Address:			
Telephone No: ()	Fax No: ()	Email:	

LOCATION OF PROPERTY (check an area and complete applicable boxes)				
Georgetown	Acton	401 Corridor	Rural Area	Niagara Escarp Plan Area
Assessment Roll Number 2415-	Concession Number(s)	Lot Number(s)	Former Township	
Registered Plan Number	Lot(s)/ Block(s)	Part(s)	Parcel Number	
Street Number & Name of Street/Road				

List any easements or right-of-ways on the property

Particulars of the Subject Land (in metric units):

Frontage:

Depth:

Area:

What is the current Halton Hills Official Plan land use designation on the subject land?

What is the current Regional Official Plan land use designation on the subject land?

What is the current Niagara Escarpment Plan land use designation on the subject land (if applicable)?

What is the current Zoning on the subject land (list By-law reference)?

Are the lands currently subject to The Greenbelt Plan?

What is the existing use of the subject lands?

Are there any natural heritage or natural hazard areas on the subject property or nearby? (consultation should take place with applicable Conservation Authority and Region)

List any existing Buildings or Structures on the Property

Buildings or Structures*	All Yard Setbacks				Height in excess of existing building	Total Height from ground level	Ground Floor Area
	Front	Rear	Side	Side			
					Centre line setback from road(s)		

*Indicate any buildings or structures which are proposed to be removed / demolished

4.3 Is the Subject Land (or Buildings) subject to a Demolition Control By-law or is it either Designated or Identified for possible Designation under the Ontario Heritage Act? Yes _____ No _____

Proposed Structure's Particulars

Footprint Area (in square metres)
Front (in metres)
Rear (in metres)
Side (in metres)
Side (in metres)
Ground Floor Area (in square metres)
Height (in metres)
Accessory Buildings Total Area (in metres)
Structure's Building Material
Lighting Type and Colour

Indicate Land Uses, Zoning, and existing structures on abutting properties:

North

East

South

West

ACKNOWLEDGEMENT OF APPLICANT

Personal information collected on this form will be used by the municipality in the processing of Telecommunication Towers and Related Facilities applications. The information may be used by other departments and agencies for the purpose of assessing the proposal and preparing comments to the municipality and approval authority only. Questions about the collection of this information should be directed to the Planning Department.

Signature of Applicant/Authorized Agent _____

Print Name _____

Dated at the _____ this _____ day of _____ .

DECLARATION

I/we _____ of the _____ of _____ in the _____ of _____ , solemnly declare that all the statements contained in this application are true and I/we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED BEFORE ME AT THE

_____ of _____ in the _____ this _____ day _____ of _____ .

Signature of Applicant/Authorized Agent

Commissioner of Oaths

1 COPY REQUIRED (WITH ORIGINAL SIGNATURE)

SCHEDULE C

Appendix 1 - Consultation Flow Chart

