



Radiocommunication and Broadcasting Antenna Systems Preferred Location Procedure and Guidelines

Township of Georgian Bluffs

Policy Statement

The Township of Georgian Bluffs requires public consultation for the installation of radiocommunication, and broadcasting antenna systems as set out in the Industry Canada Standards.

It is the objective of this procedure for Township of Georgian Bluffs to work with and support a proponent's installation of Communication Towers, to facilitate public engagement, to ensure the Federal CPC 2-0-03 Policies are followed and to collaboratively work out and find solutions that meet the public needs with the assistance of Industry Canada.

Purpose

The purpose of this Protocol is to outline the process that telecommunication application Proponents must follow to establish and or expand telecommunication facilities in the Township of Georgian Bluffs (the "Township"). This procedure is applicable to proposals for the installation or modification of an antenna system, including but not limited to: cellular, broadcasting, land-mobile, license-exempt, and amateur radio operations. The requirements of this procedure may apply to existing antenna system operators, where a change is being proposed and no previous Township review has occurred.

The establishment and expansion of communication towers and antenna facilities is under the exclusive jurisdiction of the Federal Government. Innovation, Science and Economic Development (ISED) Canada is the approval authority for telecommunication facilities and requires Proponents of new facilities to consult local planning authorities to ensure local protocols and surroundings are considered during the mandated site selection process.

All Proponents of proposed telecommunications facilities establishing in the Township must follow the process in this protocol prior to approval by ISED Canada. Should any stage of this process not be followed, the consultation requirements of ISED Canada will be viewed as not being satisfied. In such event, and the Township will register a formal objection to the application with ISED Canada. In all situations, it is expected that Proponents will work co-operatively with the Township to complete the processing of the proposal in accordance with this protocol.

Proponents are required to pre-consult with the Township of Georgian Bluffs.

Objectives

The Township of Georgian Bluffs, located along the shores of Georgian Bay within Grey County and is known for its scenic natural heritage, rural charm, and extensive recreational opportunities. As our community continues to grow, so does the need for reliable telecommunication services to support residents, businesses, and emergency services. To meet this need while preserving the scenic character of our township, Georgian Bluffs is committed to working with telecommunication providers to find the most suitable locations for antennas within the Township. This approach ensures strong service coverage while reducing visual and environmental impacts, helping us maintain the beauty and quality of life that make Georgian Bluffs home to its current 11,000 residents.

The Township of Georgian Bluffs aims to establish a clear and transparent local consultation framework that ensures collaboration among the Township, the public, and industry proponents in reviewing telecommunication tower and antenna proposals. This process ensures compliance with federal requirements by completing local land-use authority consultation and issuing a formal letter of concurrence or non-concurrence to ISED Canada. The protocol sets out evaluation criteria that select the use of existing and shared infrastructure to minimize the need for new tower sites, avoid siting near sensitive land uses, and encourage development in preferred locations identified within the protocol. It also promotes meaningful consultation by providing opportunities for public input, engagement with the Saugeen Ojibway Nation (“SON”), and coordination with relevant agencies, all within ISED’s mandated 120-day timeline. Furthermore, the intent of the policy is to streamline the application review process to ensure efficiency, alignment with municipal land-use priorities, and community involvement, while supporting the delivery of telecommunication services and preserving the Township’s scenic and rural character.

Outline of Process

The land-use consultation process consists of the following steps indicated below:

1. Recommended preliminary discussions between Township Staff and the Proponent
2. Required Pre-consultation
3. Formal Application Submission
4. Public Meeting
5. Staff Recommendation Report to Council
6. Decision of Council and Submission to ISED Canada

Exemptions

As under the provision of ISED’s CPC-2-0-03 Guidelines, the following proposals are excluded from land-use authority and public consultation requirements:

1. **New antenna systems:** where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems proposed by telecommunications carriers, broadcasting undertakings or third-party tower owners.
2. **Existing antenna systems:** where modifications are made, antennas added or the tower replaced, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation. The exclusion for the replacement of existing antenna systems applies to replacements that are similar to

the original design and location; “initial antenna system installation” refers to the system as it was first consulted on, or installed. No increase in height may occur within one year of completion of the initial construction. 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:** including antennas on buildings, water towers, lamp posts, etc. These 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%. Telecommunications carriers, operators of broadcasting undertakings and third-party tower owners may benefit from local knowledge by contacting the land-use authority when planning an antenna system that meets this exclusion criteria.
4. **Temporary antenna systems:** used for special events or emergency operations. Temporary antenna systems must be removed within three months after the start of the emergency or special event.

No consultation is required prior to performing maintenance on an existing antenna system.

Approval Process Timeline

For proposals that are in areas of limited sensitivity, the Township will work to expedite the land-use authority consultation process within ninety (90) days. For proposals that are in more sensitive locations, a period of up to 120 days may be required for the appropriate review of proposals which are supported with well documented material. Please note that the Township will consult with the Niagara Escarpment Commission (“NEC”), the County of Grey, and the Grey Sauble Conservation Authority (“GSCA”) to expedite the Townships review. Proponents are advised to consult with all agencies regarding their processing timeframe prior to submitting an application as the Township may comment adversely on applications that have not been reviewed and cleared for installation by these public agencies.

Required Pre-Consultation with the Land-Use Authority (Township of Georgian Bluffs)

For location and design proposals not exempted from the Township of Georgian Bluffs land-use and public consultation process under this protocol, it is required that the proponent undertake a Pre-consultation meeting with the Townships Planning and Building Departments. This meeting would occur before a formal application is submitted to the Township of Georgian Bluffs. The Township agrees to keep the details of the preliminary consultation confidential pursuant to the exemptions under Part 1 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, in order to ensure the process does not affect the proponent’s ability to finalize a lease/license agreement, and until such time as a formal application has been made.

The preliminary consultation meeting can be conducted in-person, or via virtual conference call. The purpose of this meeting is to:

1. Explore preferred site locations and siting, design and co-location considerations in accordance with this protocol
2. Determine if land use conflicts exist in accordance with this protocol

3. Identify requirements for consultation;
4. Determine if a site plan control agreement is required; and

To expedite the review of the application, the proponent will review this information package before an application submission is made so that the interests of the Township, Indigenous Communities, and commenting agencies are considered. The proponent is encouraged to consult with affected agencies before submitting the application.

Telecommunication Facility Pre-consultation Submission Requirements

When a telecommunication company finalizes the site selection process for any antenna structure, including structures less than 15 metres in height, the proponent shall submit a site plan application to the Municipality. Municipal staff acknowledges however that the site plan application will not be subject to the regulations of the Planning Act, but rather, Industry Canada policies are to apply to structures dedicated to wireless telecommunication antennas. Submission The application shall include detailed plans showing the location, design, grading/drainage, and landscaping buffer of the telecommunication facilities. Upon receiving a completed application, it is considered that the land-use consultation, as referred to by Industry Canada regulations, has been initiated

Public Consultation

Public consultation will take place in the form of a Public Meeting. Notice of this meeting will be given by the Township to all property owners within three hundred (300) metres or six times the towers height, whichever is greater, of the proposed facility location by mail.

Proponents of an antenna system with a proposed height of 30 metres or greater are required to publish a notice in a local newspaper circulating within the Township of Georgian Bluffs. The notice must include details of the scheduled Public Meeting and be published no later than thirty (30) days prior to the meeting date. The timing of this notice should be coordinated to ensure consistency with other public notification requirements. Notice must be provided in both official languages, in accordance with section 4.4 Communicating in both official languages, within ISED Canada policy. The Township will be responsible for creating and mailing the notice, which will include, at a minimum, the following details:

1. A Site Plan illustrating the proposed location of the facility;
2. A description of the proposed installation and its location and street address;
3. An invitation to provide public comments to the proponent within 30 days of the notice;
4. The Public Meeting date, time and location;
5. Township Staff contact information and mailing address;
6. Proponents contact information and mailing address;
7. Industry Canada contact information and mailing address.

A Public Notice sign shall also be erected along each street frontage of the property, notifying the public of the proposal to establish a telecommunication facility on the site at least 30 days prior to the scheduled public meeting. Township Staff will also ensure that the Public Notice is posted on the Township of Georgian Bluffs website at least 30 days prior to the scheduled public meeting. The Township will be responsible for printing and installing the sign on site. Once the application has satisfied the requirements of this Protocol, the signs on the property

must be removed by the Proponent within 30 days of the establishment of the telecommunication facility.

In accordance with Section 7 of ISED's Default Public Consultation Process, the proponent must ensure that a complete public notification package is made available to the public upon request. This package shall include, but need not be limited to the following information:

1. the proposed antenna system's purpose, the reasons why existing antenna systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal
2. the proposed location within the community, the geographic coordinates and the specific property or rooftop
3. an attestation that the general public will be protected in compliance with Health Canada's Safety Code 6, including combined effects within the local radio environment at all times; for example:
"I, (name of individual or representative of company) attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public, including any combined effects of nearby installations within the local radio environment."
4. identification of areas accessible to the general public and the access/demarcation measures to control public access
5. information on the environmental status of the project, including any requirements under the Impact Assessment Act
6. a description of the proposed antenna system including its height and dimensions, a description of any antenna that may be mounted on the supporting structure and simulated images of the proposal
7. Transport Canada's aeronautical obstruction marking/lighting requirements (whether painting, lighting or both) if available; if not available, the proponent's expectation of Transport Canada's requirements together with an undertaking to provide Transport Canada's requirements once they become available
8. an attestation that the installation will respect good engineering practices including structural adequacy
9. reference to any applicable local land-use requirements such as local processes, protocols, etc.
10. notice that general information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website
11. contact information for the proponent, land-use authorities and the local ISED office
12. closing date for submission of written public comments (not less than 30 days from receipt of notification)

All comments received by the Township of Georgian Bluffs prior to or during the Public Meeting will be provided to the Proponent. Following the Public Meeting, the Township will provide the Proponent with a matrix of comments received. Within this matrix, the Proponent shall address each comment in writing or explain why the question, comment, or concern is not reasonable or relevant. Reasonable or relevant concerns will vary but should generally be considered if they relate to the requirements of this document and to the amenities or important characteristics of the area surrounding the proposed antenna system. The matrix will serve as a record of communication with the public, will be included in reports associated with the application, and will be provided to the local ISED office. In addition to the matrix, the

Proponent and Township staff are expected to engage directly with the public to address and resolve reasonable or relevant concerns prior to a report being brought to Council.

Authority

The authority for the Telecommunication Facility Policy shall be by the approval of the Council of the Township of Georgian Bluffs.