

1. Applicants will be engaged in a 3 Stage process:
 - a. **Stage 1** – will include a preliminary site review following which proponents will make an initial submission that includes:
 - plans with all proposed connection and equipment locations and dimensions
 - a digital image illustrating the proposed installation in the desired location, in a Photoshop format imposing the installation on a digital photograph of the site taken from ground level;
 - demonstration of proof of concept;
 - an undertaking to conform to all applicable regulatory standards including Federal Safety Code 6.

All drawings provided by York University will be at the cost of the applicant.

- b. **Stage 2** – a License document will be entered into;
 - c. **Stage 3** – copies of all approvals, permits, environment impact reports, radio frequency (RF) reports and records of inspection will be submitted to York University as verification of compliance.
2. Permanent ground installations will be denied.
3. Where there is an issue of impaired sight lines, or an identified aesthetic issue represented by the installation, or where there may be a negative impact on current or future development, or where the installation will negatively impact existing research or equipment that may be radio frequency sensitive, the application will be denied.
4. Applicants must provide a full technical analysis of the structure's capability to support the installation, given the infrastructure differences and variables in technology. Consideration will be given, but not limited to, equipment functionality on the roof, whether roof mounted or face mounted is more appropriate, and adequate set back from the edge of roof. Compliance to all applicable standards and regulations, including Ministry of Labour safety regulations with respect to work at the edge of a roof, is required.
5. Applicants' analysis should include consideration of aggregate emissions, particularly having regard for the installations already in place and the cumulative impact, if any; consideration shall be given to the extent of combined emissions of RF and micro waves and their impact on health and safety, should there be one. Analysis is to be submitted with the installation request, or prior to the request being considered.

6. Licensees will be permitted access to buildings upon proper notice, where required for service of the installation, and shall be accompanied by York University Security. The License shall make provisions for emergency access.
7. Licensees must be required to monitor and report on emission levels at no cost to the University and be prepared to post results.
8. License agreements will carry the obligation for the Licensee to assume all costs associated with the installation and maintenance of all component parts, and be responsible for all damage, of any kind, as a result of the installation, including to the roof.
9. Licensees must be prepared to move the installation, either temporarily or permanently, subject to the provision of notice that work on the roof or adjacent areas, including roof replacement, is required; any costs associated with the move and re installation will be borne by the Licensee.
10. Licensees must be prepared to move or remove the installation should it be demonstrated that the installation interferes with a previously installed RF device or installation, or existing research equipment.
11. The Licensee agrees to obtain and maintain in force throughout the duration of this Licence, at its own cost and expense including the payment of all deductibles, Commercial General Liability Insurance, with a limit of not less than Two Million Dollars (\$2,000,000) per occurrence. Each such policy is to name York University as an additional insured. The Licensee shall obtain, from the insurers under such policies, undertakings to notify York University in writing thirty (30) days prior to any cancellation thereof. Proof of coverage, in the form of an original insurance certificate must be remitted to York University prior to Licensee's occupation of the Premises and must be acceptable to York University and its Insurance and Risk Management Services section.
12. The Licensee shall indemnify and save harmless York University from and against all claims, including costs related thereto, for all damages or injuries arising out the negligence or wrongful act or omission of the Licensee or its Personnel, while installing the Equipment, accessing the Premises and operating and maintaining the Equipment on the Premises.
13. Licensees must be prepared to certify that any work carried out by the Licensee will be in accordance with Ministry of Labour standards, provide WSIB certification, and will conform to applicable regulatory standards.
14. Fees must provide a net benefit to York University.
15. Reports generated containing information regarding health and safety will be disclosed to relevant University stakeholders, as per the procedure for commissioning and communication of all reports as set out in Appendix 1, attached.

Appendix 1- Procedure for Commissioning and Communicating Reports Respecting Occupational Health and Safety

1. Purpose

This Procedure outlines the process for the University, as an employer, to commission and communicate the results or portions of a report respecting occupational health and safety to the Joint Health and Safety Committee (“JHSC”) and Health and Safety Representatives pursuant to the *Occupational Health and Safety Act*.

2. Definitions

For the purposes of this Procedure, a report is a formal statement or account generated from an analysis of an occupational health and safety matter. The following are examples of a report respecting occupational health and safety:

- (a) indoor air quality investigation report (conducted or commissioned by the Department of Occupational Health and Safety (“DOHS”));
- (b) Ontario Ministry of Labour Inspection Report or Order;
- (c) Ontario Ministry of Environment report that concerns workers’ health and safety (e.g., pollution affecting workers entering a building);
- (d) report from health organizations, such as Toronto Public Health in which the report pertains to occupational health and safety of the University employees (e.g., an outbreak of a communicable disease);
- (e) report of designated substances as prescribed in the OHSA that affects a worker’s safety (e.g., asbestos, mercury etc.); and
- (f) report received from an organization that is commissioned by the University to conduct an occupational health and safety assessment.

Solicitor-client privileged documents, transitory records, and documents described below, are not covered by this Procedure:

- (a) emails;
- (b) notes;
- (c) WSIB Form 7 or related health or medical document of health privacy concerns;
- (d) report in the possession of an external contractor;
- (e) report from JHSC(s) of an external organization; and

- (f) report that relates to personal and medical or health information of specific employees or individuals (e.g., medical surveillance tests results, medical tests etc.).

3. Procedure

- (a) **Commissioning a Report**

DOHS or a Faculty/Department may commission a report respecting occupational health and safety.

A Faculty/Department must seek permission from DOHS prior to commissioning a report that may concern occupational health and safety.

- (b) **Report Commissioned by DOHS**

If a report respecting occupational health and safety is commissioned by DOHS, the University shall provide the results of the report that is in the University's possession to the relevant JHSC and Health and Safety Representatives. If that report is in writing, the University shall provide portions of the report to the relevant JHSC and Health and Safety Representatives.

- (c) **Report Commissioned by a Faculty/Department**

If a Faculty/Department commissions a report that concerns occupational health and safety, the Faculty/Department shall contact DOHS to determine whether the report falls within the scope of this Procedure. If the report or portions of it concerns occupational health and safety, DOHS shall communicate results of the report or provide portions of it to the relevant JHSC(s) and Health and Safety Representatives.

- (d) **Communicating a Report**

DOHS shall advise employees of the results of a report respecting occupational health and safety through the relevant JHSC, Health and Safety Representatives or the Faculty/Department. If the report is in writing, DOHS shall make available to them on request copies of the portions of the report that concern occupational health and safety.

Department of Occupational Health and Safety