



Policy and Procedures	
Subject Title: Non-County Use of County-owned Communication Towers	
Corporate Policy (Approved by Council): <input checked="" type="checkbox"/>	Policy Ref. No.: ADM-04-11
Administrative Policy (Approved by CAO): <input type="checkbox"/>	By-Law No. :
Date Approved: November 1, 2011	Name of Dept.: Information Technology
Staff Report: ITR-FP-07-11	

Purpose

To set out criteria to govern non-county organizations and agencies use of county-owned communications towers.

Definitions

Communication Towers include those towers built specifically to mount communication equipment.

Subscriber: a business, or organization, other than the County of Grey and/or area municipality within Grey County, who wishes to make use of or co-locate equipment on, a communication tower owned by the County of Grey

Communication Service: includes, but not limited to, businesses and/or organizations who provide radio, broadband Internet, or other communications services to residences, or businesses located within Grey County

Equipment: may include, but not limited to;

- antennas
- radios
- cable
- etc.

Policy

1. The County of Grey may from time to time allow other communication services to locate their equipment on County-owned communication towers.
 - a) The County will determine what spare capacity (if any) is available on the tower which is the subject of the request.

- b) Subscribers accessing county-owned towers must provide insurance certificates and follow all relevant protocols required by all governing legislation and Health and Safety legislation.
 - c) The County has the right to refuse access.
2. The County of Grey will ensure that all subscribers to such a service shall adhere to all legislative provisions that may relate to such an undertaking.
 3. The County of Grey will charge each subscriber a fee, for such services.
 - a) Guidelines for setting Tower site usage fees are attached, and form part of this policy – Schedule “A”.
 - b) The County of Grey reserves the right to waive the subscriber fees under certain circumstances, subject to approval of County Council.
 4. The County will ensure that the placement of equipment of any subscriber will in no way impede the performance or accessibility of any of the County’s or existing subscriber’s equipment.
 - a) The Subscriber will at their expense provide engineered drawings of the proposed equipment.
 - b) If the equipment added to the tower requires any structural improvements to the tower, the cost of the improvements to the tower will be the responsibility of the subscriber.
 5. The County of Grey shall require the subscriber to enter into a tower use license agreement that is attached to, and forms part of this policy – Schedule “B”.

Policy ADM-04-11

Schedule "A" - Guidelines for Setting Tower Site Usage Fees

The prices quoted in this schedule are valid for the year 2011. Prices will be increased annually thereafter by the annual Consumer Price Index (CPI). Please see Grey County Policy ADM-06-07 for current rental rates.

Cost per Antenna connected to tower (monthly) \$50.00

Height Factor adjustment:

300 feet or higher	2.0
200 feet or higher	1.5
100 feet or higher	1.25

e.g. A unit installed at 250 feet would be charged $\$50 \times 1.5 = \75 .

Cost for 8U of rack space and Hydro (monthly) \$50.00
- in existing Grey County shed (shared access)

If subscriber wishes to build own shed a separate negotiation and contract will be required.

Policy ADM-04-11
Schedule "B" - Tower Use Licence Agreement
(to be finalized)