

The Regional Municipality of York

Housing York Inc.
January 8, 2015

Report of the
General Manager

Telecommunications Structure License Agreements Annual Status Report 2014

1. Recommendation

It is recommended that this report be received for information.

2. Purpose

This report provides an update to the Board of Directors as to the number of telecommunications licenses granted and renewed, and related license revenue realized in 2014. It is submitted in accordance with the requirements of the Communications Installations on Housing York Inc. Property Policy.

3. Background

Five licensees maintained antennas at three Housing York Inc. owned sites

Housing York Inc. (Housing York) realizes revenue for its operations by granting telecommunications companies licenses to install telecommunications equipment (primarily antennae and related equipment) at Housing York owned sites. Each telecommunications license is granted subject to the terms and conditions set out in the Housing York policy entitled "Communications Installations on Housing York Inc. Property" (the Policy), approved by the Board on March 10, 2010.

The Policy mirrors the Region's policy, adopts a similar fee structure, and requires the General Manager to report each year on the status of license agreements for the previous calendar year.

Regional telecommunication program ensures consistent standards and streamlines administration

In 2011, the Region presented a plan to centralize the telecommunication functions and administration through the Property Services Department. The purpose of this centralized approach is to ensure the development of consistent standards that follow the Industry Canada Client Procedures Circular – Radio Communication and Broadcasting Antenna Systems requirements, and serves to create administrative efficiencies.

Property Services is the primary contact for all telecom related inquiries, including on Housing York’s behalf. Housing York continues to have an opportunity to approve, reject or suggest revisions throughout the process.

4. Analysis and Options

Five licenses exist covering three Housing York properties, generating \$97,697 in 2014

Housing York maintained five license agreements with four different licensees for most of 2014. One licensee terminated their agreement late 2014 due to a recent merger. This led to the removal of their equipment and the building being fully restored back to its original condition at no cost to Housing York.

Each licensee pays Housing York annual fees for the privilege of operating its telecommunications equipment on Housing York properties.

Table 1 provides a summary of the 2014 Housing York telecommunications structure license agreements.

Table 1
Summary of 2014
Telecommunications Structure License Agreements

Municipality	Address	Licensee	Agreement Expiry	Total Antennae	Total Revenue
Aurora	57 Orchard Heights Blvd.	Bell	November 30, 2015	19	\$28,401
Aurora	57 Orchard Heights Blvd.	Globalive	July 31, 2015	5	\$17,195
Newmarket	468 Eagle Street	Telus	November 18, 2016	10	\$21,019
Newmarket	468 Eagle Street	Public Mobile	Terminated (September 30, 2014)	4	\$12,545

Telecommunications Structure License Agreements

Municipality	Address	Licensee	Agreement Expiry	Total Antennae	Total Revenue
Georgina	190 Church Street	Globalive	December 31, 2017	6	\$18,537
Total				44	\$97,697

2014 fee structure

The Policy states that annual license fees set out in the Housing York fee structure are subject to a 5% annual increase. Application fees remain fixed at \$2,000.

Any license granted or renewed in 2015 shall be subject to the following fee structure.

Table 2
Fee Structure

Fee Description	2015 Fee
Annual license fee per telecommunications site	\$14,071
Annual license fee per antenna	\$778
Application fee for new installations and for modifications to existing installations	\$2,000

Agreements and applications pending

Housing York is currently finalizing one new agreement with antennae installation scheduled for early 2015. As well, Housing York is reviewing one new application received.

Link to key Council-approved plans

Housing York Strategic Plan 2012 to 2016 identifies five key goals and objectives. Managing finances proactively is identified as one of the key goals:

- By reviewing and granting licenses will continue to support revenue maximization.

5. Financial Implications

The granting of licenses for the operation of telecommunication structures is a revenue source for Housing York. Licensees are responsible for all operating and maintenance costs.

6. Local Municipal Impact

There are no local municipal implications associated with this report. The Policy exempts local municipalities from the payment of license fees.

7. Conclusion

The granting of licenses for the operation of telecommunication structures continues to contribute modest revenue toward Housing York's operational costs.

For more information on this report, please contact Rick Farrell, General Manager, at ext. 72091.

The Senior Management Group has reviewed this report.

Recommended by:

Approved for Submission:

Rick Farrell
General Manager

Adelina Urbanski
President

December 17, 2014

#5747878

Accessible formats or communication supports are available upon request