

Schedule “A” Tower Rental Discount for Broadband in Underserved Areas Policy

1 Guiding Principles

Council approved an annual budget for the Tower Rental Discount for Broadband in Underserved Areas fund (hereinafter “Tower Discount”). The General Manager of Corporate Services has been assigned the responsibility for the management and administration of the Tower Discount. The following guiding principles have been established to guide decisions in the administration of the Tower Discount:

- a. As public funds, the Tower Discount should be expended for the benefit of the general public, and consider inclusivity, affordability, accessibility and cultural appropriateness.
- b. The Tower Discount is intended for eligible telecommunication service providers to enable them to cost effectively deliver broadband internet services in underserved areas of the City and where subscriber counts are low;
- c. Once it is assessed that subscriber counts have increased to a sustainable level, the discount will end;
- d. An open, fair and unbiased approach shall be taken in considering applications for discounts;
- e. The Tower Discount is solely for the purpose of providing a discount to the rental fees on City owned telecommunication towers and has no other effect on how the City manages tower rentals;
- f. The total amount of Tower Discount shall be limited to the Council approved budget.

1.1 Fund Allocations

- a. The total annual amount of the Tower Discount is limited by the Council approved budget for this discount. The Tower Discount account shall be contained within the Information Technology Division operating budget for this purpose.
- b. The Director Information Technology, reporting to the General Manager of Corporate Services, shall manage disbursements from the Tower Discount account.
- c. For approved discounts, the City of Greater Sudbury’s Real Estate section, which is responsible for collecting tower rental fees, shall discount the fee they charge the telecommunications service provider and receive an amount equal to the discount from the Tower Discount account.

2 Application Process

2.1 Eligible Applicants

- a. Applications for a discount will only be accepted from a TSP who is prepared to or already has entered into a tower rental agreement with the City of Greater Sudbury.
- b. Applications for a discount shall require proof of a TSP’s ability to provide the broadband services proposed in their application.
- c. Applications for a discount will only be accepted from a business entity.

2.2 Eligible Project

- a. The Tower Discount is solely applied to rental fees charged by the City of Greater Sudbury for the use of City owned towers.
- b. The tower rental discount is only for fixed wireless broadband service, not cellular network services.
- c. The tower must have capacity to install the proposed wireless service. Since this is assessed after the discount is evaluated, it is possible for an application to be assessed eligible for a discount, but it be later determined that there is no capacity for the applicant's equipment, in this case the discount eligibility shall expire immediately.
- d. The total of all Tower Discounts will be limited by the Council approved budget, no applications will be taken once the budget is reached or exceeded.
- e. Once a Tower Discount is awarded to a tower, no other discount applications will be accepted for that tower until one year after the first applicant starts their service. This is done to enable an assessment of whether the area is still under-served.
- f. In the case that a Tower Discount expires a new application may be submitted for evaluation.

2.3 When to Apply

- a. A Tower Discount application may be submitted at any time of the year.

2.4 How to Apply

- a. To improve accessibility, information regarding the Tower Discount and the application process will be communicated on the City's web site and detailed in the application form.
- b. A standard application form will be made available in electronic format via the City's website.

3 Application Process

3.1 Evaluation Process

- a. All applications received within the same month will assessed together within 15 days of the end of that month.
- b. Applications will be evaluated based on the factors listed in this Policy by a committee of City of Greater Sudbury staff and facilitated by the Director of Information Technology.
- c. If more than one Eligible application is received then, qualifying applications will be scored via paragraph 4.3 Criteria for Scoring Applications. The highest scoring application will be selected.

3.2 Qualifying Applications

Applications must include:

- a. a map that clearly identifies the City tower and area to be served on the map.
- b. evidence from the connectednorth.ca Ontario Internet Access Map (OIAM) or from the Federal Government's National Broadband Internet Availability Map that the proposed area is under-served.

- c. a projected number of subscribers expected in the proposed area, at the end of year one, where that number is below 75. Evidence must include the number households and businesses in the area.
- d. broadband packages with a minimum bandwidth of 10Mbps down and 2Mbps up at latency below 80ms and unlimited data.

3.3 Criteria for Scoring Applications

The following is a summary of what will be evaluated and scored:

- a. The maximum bandwidth package stating download, upload, and latency.
- b. The proposed pricing for the first year of their broadband packages.
- c. The count of currently underserved subscribers in the planned area and a source for this information. This count will be verified in comparison to City maps of residences and business in the planned area.
- d. Evidence that there are no, or limited, broadband packages available to the underserved customers. Limited may include the identification of underserved pockets or bandwidth 50% or more below what the applicant is proposing. The City shall verify this using the maps and data at <https://connectednorth.ca/>.
- e. Provide a projected number of subscribers in the area that the TSP expects to serve within one year.
- f. A planned schedule for installing the service in a timely manner following completion of agreement with the City.
- g. Proof of ability to provide the service.

4 Award Process

4.1 Eligible Tower Discounts

- a. A Tier 1 discount of 50% off the City of Greater Sudbury's tower rental fee if the projected subscriber count at the end of year one is below 50.
- b. A Tier 2 discount of 25% off the City of Greater Sudbury's tower rental fee if the projected subscriber count at the end of year one is below 75.
- c. No discount shall be awarded for subscriber counts above 75.
- d. If this is an application for which a tower rental agreement is already in place, then the discount percentage may be reduced such that it does not decrease the tower rental fee below what the City of Greater Sudbury would charge based on current tower rental rates less the discount.

4.2 Requirement to Contract for Tower Rental

- a. The award of a discount is contingent on the TSP meeting all conditions for contracting to rent tower space with the City of Greater Sudbury.
- b. The discount commences on the same day as the associated tower rental agreement.

4.3 Term of the Tower Discounts

- a. Discount agreements will be for three (3) years; allowing time for TSP's to recoup their capital investments and time for a revaluation of whether there is still a need for the discount.
- b. Upon termination of a discount agreement, a TSP may reapply to the discount program if they feel they still qualify under the criteria above.

- c. Discount agreements shall terminate if service ends or is not started within one (1) year.

5 Reporting to Council

Staff from the Corporate Services Department shall prepare an annual report to Council to:

- a. Advise of the successful discount applications.
- b. Advise of the approved budget used for the discount.
- c. Advise of the under-served areas that are receiving service and the number of subscribers.

6 Glossary of Terms

Term	Definition
Business Entity	An organization that's formed to conduct business.
Cellular Network	An underlying technology for mobile phones, personal communication systems, wireless networking.
CGS	City of Greater Sudbury
Fixed Wireless Broadband	A broadband internet connection that uses radio signals rather than satellite signals to communicate.
Mbps	Megabits per second
Ms	Milliseconds
OECD	Organization for Economic Co-operation and Development
TSP	Telecommunication Service Provider