



## Administrative Report

**To:** Warden MacDonald and Members of Essex County Council

**From:** Jayne Brooks-Keller  
Administrator, Sun Parlor Home

**Date:** Wednesday, June 19, 2024

**Subject:** Shared Tower Lease

**Report #:** 2024-0619-SPH-R04-JBK

---

### Purpose

The purpose of this Administrative Report (the "**Report**") is to provide Council, in both its role as Council and as Committee of Management for the Sun Parlor Long Term Care Home (the "**Sun Parlor Home**"), which is a Committee comprised of all members of County Council, with the necessary information to provide direction on entering into a Lease Agreement with Shared Tower Inc. ("**Shared Tower**").

### Background

In or about November of 2023, Shared Tower approached the County and the Municipality of Leamington ("**Leamington**") regarding potential sites for the installation of towers for cellular telephone signals, to address areas where there is limited cellular telephone signal coverage in the County. The Leamington area has been identified by Shared Tower as an area with limited cellular telephone signal coverage, with poor connections and numerous dropped calls.

The Sun Parlor Home's property at 175 Talbot Street East in Leamington was identified by Shared Tower as being an ideal location for a tower (the "**Tower**") to deal with the lack of cellular telephone signal coverage. The Tower may look something along the lines of what is depicted in **Figure 1** below. Similar to what is depicted in **Figure 1**, Shared Tower has suggested a location at the rear of the Sun Parlor Home's property, so it is largely out of sight, and not an eyesore for the residents of the Sun Parlor Home or neighbouring residences.



**Figure 1**

Further, the Sun Parlor Home has land that cannot otherwise be developed due to drainage restrictions identified by ERCA. Given that Shared Tower only requires approximately 80 square metres of land for its installation, ERCA has agreed that construction of the Tower can proceed in the area identified in **Figure 2** (zoomed out depiction) and **Figure 3** (zoomed in depiction) below.



Figure 2



Figure 3

## Discussion

The Tower will be used by Shared Tower to offer space for rent to telecommunications providers to increase cellular telephone signal coverage in the Leamington area. More information regarding Shared Tower and how it operates can be found at the following site:

<https://www.sharedtower.ca/>

The Lease Agreement with Shared Tower is proposed to provide for an initial term of five (5) years, with up to three (3) additional renewals of five (5) years each. During the first five (5) year term, the base rent will be the sum of \$10,000.00 per annum, but with increases of 7.5% for each subsequent renewal. Further, for the second and each subsequent installation on the Tower, there will be additional rent of \$200.00 per month in rent. As an illustration, if 3 telecommunications providers decide to put an installation on the Tower, the monthly additional rent to the County will be the sum of \$400.00 (\$0.00 for the first installation + \$200.00 for the second installation + \$200.00 for the third installation = \$400.00 per month).

## Financial Implications

The proposed Lease Agreement with Shared Tower for the use of the Tower by telecommunications providers is expected to generate revenue for the County. Shared Tower will bear all costs related to the construction and maintenance of the Tower.

The financial terms of the agreement are as follows:

### Revenue Projections

---

#### Initial Five-Year Term

- Annual Base Rent: \$10,000.00
- Total Base Rent for 5 Years: \$50,000.00

#### Subsequent Renewal Terms: *(each with a 7.5% increase)*

- First Renewal (Years 6-10): \$10,750.00 per annum
- Second Renewal (Years 11-15): \$11,556.25 per annum
- Third Renewal (Years 16-20): \$12,430.47 per annum

#### Additional Rent Projections

Based on Demand. For the second and each subsequent installation on the Tower, additional rent of \$200.00 per month will be charged.

Given that the Tower will be situated on the rear of the Sun Parlor Home's property, an otherwise unusable area, it should not impact the residents' view or the neighboring properties significantly. However, to address any potential concerns regarding the impact on the Sun Parlor Home residents' enjoyment of their property, and recognizing there will be additional unexpected revenue it is recommended that all rental income from this Lease Agreement be allocated to a special fund dedicated to the Sun Parlor Home. This fund will support social events and other needs for the residents. This approach ensures that the residents directly benefit from the presence of the Tower on their property.

**Consultations**

In preparing this report and in negotiating the terms of the Lease Agreement, I have consulted with David Sundin, Interim Director, Legislative and Community Services/County Solicitor.

**Strategic Plan Alignment**

<b>Working as Team Essex County</b>	<b>Growing as Leaders in Public Service Excellence</b>	<b>Building a Regional Powerhouse</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Scaling Sustainable Services through Innovation</li> <li><input type="checkbox"/> Focusing "Team Essex County" for Results</li> <li><input type="checkbox"/> Advocating for Essex County's Fair Share</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Being an Employer with Impact</li> <li><input type="checkbox"/> A Government Working for the People</li> <li><input type="checkbox"/> Promoting Transparency and Awareness</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Providing Reliable Infrastructure for Partners</li> <li><input type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County</li> <li><input type="checkbox"/> Harmonizing Action for Growth</li> <li><input type="checkbox"/> Advancing Truth and Reconciliation</li> </ul>

## Recommendation

That Essex County Council receive report number 2024-0619-SPH-R04-JBK as information and authorize the Warden and Clerk to execute a Lease Agreement with Shared Tower for the lease of approximately 80 square metres of land for the installation of a cellular signal tower.

## Approvals

Respectfully Submitted,

*Jayne Brooks-Keller*

Jayne Brooks-Keller, Administrator, Sun Parlor Home

Concurred With,

*Sandra Zwiers*

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
N/A	N/A