

## Subgrade Fibre Internet Installation Policy

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| Approved by: Council           | Policy Number: 2025-01          |
| Date Approved: August 12, 2025 | Effective Date: August 12, 2025 |
| Reviewed By: CAO/Clerk         | Revision Date:                  |

### Purpose

The purpose of this policy is to establish and communicate the Township of Howick's commitment to supporting and promoting the installation of subgrade fibre internet services within the Township. This policy aims to ensure that all new internet infrastructure installations meet the Township's standards for quality, safety and long-term sustainability.

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### Policy Statement

The Township of Howick recognizes the importance of high-speed internet access for residents and businesses. To enhance service quality and minimize service disruption, the Township will permit only the installation of subgrade fibre internet services. This approach ensures that fibre optic cables are installed below ground level, reducing the risk of damage, enhancing reliability and preserving environmental aesthetics and access to surrounding farmland.

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### Definitions

**"Installation"** means the process of deploying fibre optic infrastructure, including the excavation, placement and connection of fibre optic cables and associated equipment.

**"Internet Service Provider"** means a company that provides individuals and organizations with access to the internet.

**"Subgrade Fibre Internet Service"** means fibre optic cables installed below the surface of the ground, typically using trenching and horizontal directional drilling methods, to provide high-speed internet connectivity.

**"Township"** shall mean the Township of Howick.

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### Policy Details

#### 1.0 Installation Requirements

1.1 All fiber optic installations must be completed using subgrade methods.

- 1.2 All fiber optic installations must be located at least 1.0m from any property line at least 1.4m deep (subgrade). Alternate installation may be permitted with written permission from the Township of Howick CAO/Clerk.
- 1.3 Contractors must adhere to best practices for trenching, backfilling and restoration to minimize disruption to the environment and existing infrastructure.
- 1.4 Installation plans must be submitted to and approved by the Township of Howick Manager of Public Works prior to commencement of the work.

## **2.0 Permits and Approvals**

- 2.1 Entities wishing to install fibre optic infrastructure must obtain a permit from the Township of Howick.
- 2.2 Permit applications must include detailed plans for the proposed installation, including route, depth and construction methods.
- 2.3 All installations must comply with Township regulations, provincial standards and any applicable environmental guidelines.
- 2.4 Once a permit has been issued, the installation method must follow the detailed plans that were submitted and approved with the permit application.

## **3.0 Maintenance and Repairs**

- 3.1 Service providers are responsible for maintaining and repairing installed fibre optic infrastructure to ensure continuous and reliable service.
- 3.2 Any maintenance or repair work must be conducted in accordance with Township guidelines and with prior notification to any affected parties.

## **4.0 Public Communication**

- 4.1 The Township will inform residents and businesses about the implementation of this policy and any potential impacts on their property.
- 4.2 Internet Service Providers must notify residents of planned installation activities and provide information on the expected timeline and potential disruptions.

## **5.0 Compliance and Enforcement**

- 5.1 The Township will monitor compliance with this policy and address any violations in accordance with the Township's requirements.
- 5.2 Non-compliance with policy requirements may result in revocation of installation permits.

## **6.0 Responsibilities**

- 6.1 The Township of Howick Public Works Department shall oversee and approve plans, issue necessary permits and ensure compliance with policy requirements.

- 6.2 Internet Service Providers (ISPs) shall submit detailed installation plans, adhere to subgrade installation method and maintain infrastructure and the environment as specified in this policy.

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### **Policy Review**

This policy will be reviewed periodically, at a minimum of once every five years, and may be amended to reflect changes in technology, regulations or Township needs.

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### **Contact Information**

For further information or to submit permit applications, please contact:

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