

## Overhead System – Pole Attachments General Information

### 1) General

Toronto Hydro leases space to on its poles to various other parties, for several types of attachments. Toronto Hydro may lease space on the electricity distribution poles owned by THESL. Toronto Hydro may lease space on the streetlight poles owned by THESI. Leasing space on one type of pole for one type of attachment does not imply that all attachments on all poles are allowed. There are many specific considerations and restrictions on the leasing of space on poles.

Some common types of attachments are:

- Temporary decorative attachments such as banners, flower baskets, seasonal or festive lighted decorations, and pole wraps;
- Telecommunications cables and associated equipment;
- City of Toronto Traffic signs and signals;
- Toronto Transit Commission (TTC) equipment;
- Enbridge Gas Distribution rectifier power supplies.

Pole attachments must meet the requirements of several standards and legislations such as:

- Toronto Hydro Distribution Construction Standards;
- Ontario Regulation 22/04;
- Canadian Standards Association C22.3 No. 1;
- Occupational Health and Safety Act and Regulations.

### 2) Agreement for Licensed Occupancy

Toronto Hydro requires that any company or agency who wishes to put attachments on Toronto Hydro poles must enter into a legal agreement for licensed occupancy. The agreement must be specific for the poles owned by Toronto Hydro or the poles owned by THESI. The agreement must also be specific for the type of attachment being attached. Toronto Hydro may decide against entering into an agreement or decide not to host specific types of attachments.

The Asset Attachment and Leases group within Asset Management executes and maintains the agreements between THESL and THESI and its Licensed Occupants.

There are many legacy attachments where no agreement has existed. It is the intent of Toronto Hydro that over time, agreements will or agency seeking permission for new attachments.

<b>DISTRIBUTION CONSTRUCTION STANDARD Foreign Attachments</b>		<b>OVERHEAD SYSTEM – POLE ATTACHMENTS GENERAL INFORMATION</b>					
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### 3) Process for Granting Permit to Attach

The general process for permission to attach is as follows:

- a) The licensee will submit an application to Toronto Hydro that includes all information that is required under the agreement. This typically includes:
  - a cover letter and/or permit application;
  - permit application fee;
  - drawings that have been approved by a Professional Engineer licensed in Ontario, confirming that the proposed attachment is in accordance with the requirements of Ontario Regulation 22/04;
  - details of the proposed attachment;
  - a list of all poles affected by the requested attachment.
- b) The permit application and data will be entered into the database.
- c) The validity of the agreement for licensed occupancy will be confirmed. If there is no valid agreement, the prospective licensee must be notified that they are required to enter into an agreement. The process of signing that agreement may happen concurrently with permitting attachments, at the discretion of Management.
- d) The permit application and all drawings and documentation will be reviewed to ensure that it is administratively complete.
- e) The permit application and all drawings and documents will be reviewed to ensure that it is technically correct. This includes confirming that the proposed attachment corresponds to existing Toronto Hydro Standards. Pole ownership must also be checked.
- f) Toronto Hydro will conduct a site visit to:
  - confirm the condition and characteristics of the pole that is proposed to host the attachment;
  - confirm if space is available;
  - confirm that the proposed attachment will not interfere with any existing attachments or with any Toronto Hydro equipment;
  - confirm that there are no other safety or operational reasons to reject the proposed attachment.
- g) Toronto Hydro will then either reject the application with reasons, or grant a permit for the proposed attachments.
- h) If any 'Make-Ready' work is required, those details will be determined and the licensee will be required to pay for the costs of the 'Make-Ready' work.
- i) The licensee will install or construct its attachments.
- j) The licensee will submit 'As-Constructed' drawings to Toronto Hydro; signed to certify that the installation is in compliance with the requirements of Ontario Regulation 22/04.

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- k) Toronto Hydro will conduct sample audits of the completed installations or construction.
- l) If deficiencies are found, the licensee will be notified and may be given a time period by which to comply with the corrective actions requested.

### 4) Management of Attachments

The ongoing management of attachments by the Asset Attachment & Leases group includes several functions such as:

- a) Maintaining agreements;
- b) Maintaining records of attachments;
- c) Arranging for the invoicing of Licensed Occupants for the lease payments for attachments;
- d) Notifying licensees if the rearranging of attachments is required. This may be necessary to make room for additional Toronto Hydro equipment or additional licensed attachments. This requires Distribution Services or Distribution Grid Management to first notify Asset Attachment & Leases of the details;
- e) Notifying licensees if the removal of attachments is required, either as a pole transfer or as a permanent removal. This is necessary for planned work, unplanned work, and emergency work. This requires Distribution Services or Distribution Grid Management to first notify Asset Attachment & Leases of the details;
- f) Notifying the licensee if any concerns have arisen with respect to the existing installations, such as attachments in poor condition, that must be maintained;
- g) Assessing penalties for non-compliance;
- h) Collaborating with other Toronto Hydro groups for the development of policy, standards or practices related to pole attachments.

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