Accelerating Access to Local Distribution Company Poles

Process for Aerial Route on Local Distribution Company-Owned Poles

- Guideline 4.0 sets out recommended processes and timelines for delivery partners to support **faster deployment of broadband infrastructure, including the use of third-party pole attachments.**
- Guideline 4.0 also provides sample templates and forms and alternative approaches to reduce complex make-ready work. See Appendix 1: 'Application Requirements, Templates, and Forms' on page 53 and Appendix 2: 'Further Reducing Complex Make-Ready Work' on page 110 for details.
- Where an Internet Service Provider (ISP) makes requests through Broadband One Window (BOW) for permitting and constructing a designated broadband project**,** the ISP can hold Local Distribution Companies (LDCs) accountable for the performance timelines specified in Guideline 4.0. When an ISP uses BOW, the steps to acquire authorization to access LDC-owned poles are as follows:

	Activity	Summary of Process
1	**Determination of possible route**	• The ISP determines route options, submits planned route in BOW, requests further data from LDCs and existing attachers, and circulates plans to implicated parties. • If requested, TAT circulates planned route to implicated parties.
2	**Field inspection/survey**	• The ISP and LDC first coordinate to determine who will be developing engineered designs (i.e. LDC, ISP, or subcontractor). • LDCs and existing attachers provide requested information.
3	**Professional Engineer-approved design drawings**	• The ISP or LDC conducts pole loading structural analysis, draws Professional Engineer (P. Eng.) approved designs and determines what, if any, make-ready work is required. • For ISP-led designs, ISPs provide the LDC materials to review.
4	**Determination of make-ready work sequence**	• The ISP or LDC determines whether any power make-ready work can be completed safely after or in parallel with any attachment. • Alternatively, make-ready work may be completed before attachment.
5	**Authorization application approval**	• The ISP submits an application form to BOW with P. Eng. approved design drawings and full pole loading structural analysis. • IO reviews the application for completeness and the LDC reviews for approval.
6	**LDC issues quote for make-ready work**	• LDC advises if it or the ISP will conduct the make-ready work; the LDC provides a layout for make-ready and a quote for the portion of the make-ready work the LDC/ contractor will provide.
7	**Advising timing of construction (with ROP)**	• Municipalities may require a Road Occupancy Permit (ROP) and have timelines and processes that must be adhered to per the *Building Broadband Faster Act* (BBFA).
8	**Advising timing of construction (without ROP)**	• Where a ROP is not required, the ISP notifies the municipality directly before the commencement of work.
9	**Completion of make-ready work**	• Guideline 4.0 adopts a One-Touch Make-Ready process as an option where the ISP and LDCs coordinate and have only one crew of resources undertake the work required to prepare for new attachments to the LDC pole.
10	**LDC issues authorization**	• LDC issues authorization via BOW or other agreed-upon means.
11	**Wireline attachments**	• The ISP coordinates with other ISPs for any other make-ready work and the ISP installs attachments with the same crews.
12	**As-built drawings submitted to LDC**	• The ISP submits "As Built" drawings to an LDC. • Connection of any bonding of the communication strand should be requested at this time and the LDC may separately quote this work.
13	**LDC conducts post-build inspection**	• The LDC conducts any post-build inspection. The LDC may recover the actual costs of post-build inspection from the ISP.
14	**Authorization closed**	• LDC invoices the ISP based on actual costs once any outstanding issues discovered in the inspections are resolved.

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Performance Timelines for Aerial Route on LDC-Owned Poles

- O. Reg. 410/22 sets out performance timelines that an LDC must adhere to in the absence of another agreement between an LDC and the ISP. When an ISP makes a request through BOW, performance timelines begin once the LDC has received notice through BOW that use of the LDC's distribution system is required for a designated broadband project. Below are the timeframe requirements and suggested performance timelines for each step unless otherwise agreed to by the ISP and LDC:

	Activity[1]	Performance Timelines (Business Days)				
		Up to 29 poles	**30-59 poles**	**60-200 poles**	**500 poles**	**500 poles (Starting in 2025)**
1	**Determination of possible route[2]**	N/A				
2	**Field inspection/survey**	5	10	20	35	
3	**P. Eng. approved design drawings**	35	40	60	100	
4	**Determination of make-ready work sequence**					
5	**Authorization application approval**	15	20	40	70	65
6	**LDC issues quote for make-ready work**					
7	**Advising timing of construction (with ROP)**	5 (in advance of start date)				
8	**Advising timing of construction (without ROP)**	5				
9	**Completion of make-ready work**	25 (Simple) 40 (Complex)	30 (Simple) 60 (Complex)	35 (Simple) 80 (Complex)	60 (Simple) 145 (Complex)	55 (Simple) 130 (Complex)
10	**LDC issues authorization**	5				
11	**Wireline attachments**	Subject to permit validity timelines as stipulated by the LDC				
12	**As-built drawings submitted to LDC**					
13	**LDC conducts post-build inspection**	Within 120 of receipt of completion notification				
14	**Authorization closed**	20				
	O. Reg. 410/22 maximum timeframe requirements (calendar days)	110	145	215	240	180
		July 1, 2025, if the permit is submitted prior to January 1, 2025, whichever is earlier				

[1] Timelines for the first four activities are only intended to apply to LDCs (e.g., accompanying the ISP for the field survey).

[2] LDCs should document if they will opt in or out of participating in the field survey within five business days.

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To learn more about Guideline 4.0, visit onewindow.ca.