METROLINX

Metrolinx Network Access Planning Standard

MX-RCAC-STD-001

Revision 00

Date: August 2023

Metrolinx Network Access Planning Standard

MX-RCAC-STD-001
Publication Date: August 2023

Metrolinx,

an Agency of the Government of Ontario

Preface

This is the first edition of the Metrolinx Network Access Planning Standard.

The purpose of the Metrolinx Network Access Planning Standard (NAPS) is to articulate the Rail Corridor Access planning processes for requesting, deconflicting, and locking down all access and protection requests to support the safe execution of works within the Metrolinx Rail Corridors.

The standard is to be used by Metrolinx and all Contractors to access the Rail Corridor for their work.

Suggestions for revision or improvements, including a description of the proposed change along with information on the background of the application and any other useful rationale or justification, can be sent to the Metrolinx Rail Corridor Access Control Office, Attention: Director Rail Corridor Access Control. The Director of Rail Corridor Access Control ultimately authorizes the changes. Proposals for revisions or improvements are to include your name, company affiliation (if applicable), e-mail address, and phone number.

August 2023

TABLE OF CONTENTS

Preface ii
Table of Contents 1
1. Introduction 3
    1.1 Purpose of document 3
    1.2 Principles of NAPS 3
2. Definitions and abbreviations 4
    2.1 Definitions 4
    2.2 Abbreviations 8
3. Categories of rail corridor access 10
    3.1 Categories of Rail Corridor Access 10
    3.2 Non-Disruptive Access 10
    3.3 White Period Access 10
    3.4 Disruptive Access 10
4. Planning timeFRAMES and responsibilities for rail corridor access 13
    4.1 Overview of the Planning Process 13
    4.2 Roles & Responsibilities 15
5. Long-term access planning (3 years - T-20 Weeks) 17
    5.1 Phase 1: Rail Corridor Access Plans and the 3-Year Rail Corridor Access Strategy (RCAS) 17
    5.2 Phase 2: Track Protection Forecast and Requirements 21
    5.3 Phase 3: Integrated Corridor Access Meetings 22
6. Short-term access planning (T-20 Weeks to T-0) 25
    6.1 Phase 4: Disruptive Access Readiness Review Meetings 25
    6.2 Phase 5: T-8 Week Rolling Access Planning Process 27
    6.3 Execution of Works and the Management of Onsite Incidents 31
7. Emergency and/or Priority Access requests For Unplanned Works 32
    7.1 Definitions 32
    7.2 Emergency Access Requests 32
    7.3 Priority Access Requests 32
Appendix A – Summary of Access Planning Timescales & Deadlines 34
    Long-Term Access Planning Timescales and Disruptive Access Request 34
    Short-Term Access Planning Timescales 35

Appendix B – Category 1-4 Priority Access Categories & planning timescales 36
Appendix C – Access Planning Templates and complementary standards..... 39
Appendix D – Network Access Planning Tool (NAPT) Standard Operational Procedures and User Guide..... 40

1. INTRODUCTION

1.1 Purpose of document

(a) The purpose of the Metrolinx Network Access Planning Standard (NAPS) is to articulate the access planning processes for requesting, deconflicting, and locking down all Rail Corridor Access and Track Protection requests to support the safe execution of Works within the Metrolinx Rail Corridors.

1.2 Principles of NAPS

(a) The core principles of NAPS are as follows:

(i) **To enable safe Rail Corridor Access and Track Protection to the Metrolinx Rail Network** Safe access to the Rail Corridor will be managed through central knowledge of all works on the Rail Corridor. Ensuring that all planned works have adequate time to be integrated into an Access Plan and, ensuring that all conflicts between Work Groups are identified and managed.

(ii) **To increase productivity during Track Closures and other Work Events** Increased productivity is achieved through undertaking joined up access agreements (sharing) and reducing the amount of impact to Train Movements across the network. The coordination of activities allows all Work Groups the opportunity to work in the most efficient way possible.

(iii) **To facilitate best for industry and best for customer decisions** Justification of impact to Train Movements assures that the level of impact to Train Movements permitted is being used effectively and efficiently. Planning in advance enables train services to be rescheduled in a timely manner.

(iv) **To routinize the process for planning Rail Corridor Access** Improving the consistency for planning different types of categories of Rail Corridor Access to ensure sufficient review, approval and execution of Work Events will assist in reducing productivity losses that result from uncertain processes or inconsistent communication.

2. DEFINITIONS AND ABBREVIATIONS

2.1 Definitions

(a) Capitalized terms used in this standard shall have the meanings prescribed in Table 1.

Table 1 - Definitions

Term	Definition
Access Pack	The information issued to all stakeholders' weekly which dictates the means and methods of those Rail Corridor Accesses which have been confirmed by Metrolinx
Blanket Request	Requests that are found to not be reflective of actual works carried out with each approved access event as a result of access requests not being prescriptive.
Business Justification	Template in **Appendix C.**
Construction	Is defined in the OHSA as being: The "erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or equipment, and any work or undertaking in connection with a project but does not include any work or undertaking underground in a mine". The terms "Construction" and "Project" need to be read together. Where an activity within the definition of "Construction" is being performed on an object within a "Project" the matter is a construction project.
Constructor	Is defined in the OHSA as a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer. The constructor is generally the person who has overall control of a project.
Contractor	Is an individual, person or entity, engaged under contract by Metrolinx, or a third party, to provide Construction or Maintenance services within Metrolinx property. A Contractor can include a general contractor or project company.

Disruptive Access	Rail Corridor Access that requires adjusted train routing, modified train schedules, reduced Train Movements, and/or cancelled Train Movements including but not restricted to GO revenue services and other Rail Operations.
Disruptive Access Calendar	A part of the Engineering Access Statement that outlines the time where Disruptive Access is available.
Emergency Access Request	A Rail Corridor Access Request in respect of an Emergency Rail Situation.
Emergency Rail Situation	Any situation that, in the opinion of Metrolinx or another Rail Operator, causes an immediate and serious threat or danger to the public, Metrolinx, another Rail Operator or a Contractor or that causes an immediate and serious threat to Railway Operations.
Engineering Access Statement (EAS)	A document issued annually by Metrolinx detailing the Disruptive Access Calendar and the Rules of the Route.
Engineering Access Statement Standard (EASS)	The document governing the process to create and distribute the Engineering Access Statement.
Foreman	A person in charge of the Track Protection and track units.
Metrolinx	Is an agency of the Government of Ontario and includes GO Transit, Presto, and UP Express.
Operational Restrictions and Impairments	Means any impact to Metrolinx infrastructure that modifies the current operating practices, procedures, or processes. This includes but is not limited to, Permanent Slow Orders, Temporary Slow Orders, track diversions, platform restrictions, door restrictions.
Positive Protection	Means the track(s) is protected in accordance with Canadian Rail Operating Rules (CROR) - Protection of Track Work (Rules 41, 42, 841, 842) or Track Occupancy Permit (TOP Rules 849 to 864 inclusive).
Priority Situation	Any situation where a railway asset has failed, partially failed, or is highly likely to fail that has the potential to cause threat to life and/or a threat to Railway Operations.
Priority Access Request	A request to resolve a Priority Situation.
Project	Any private or public construction project including: • the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit,

	sewer, watermain, service connection, telegraph, telephone or electrical cable, pipeline, duct or well, or any combination thereof • the moving of a building or structure; or • any work or undertaking, or any lands or appurtenances used in connection with construction.
Rail Corridor or Railway Corridor or Right of Way	Refers to the Metrolinx-owned (Lakeshore West, Milton, Kitchener, Barrie, Richmond Hill, Stouffville, Lakeshore East and, USRC) and operated on subdivisions of railway infrastructure, rail/maintenance/layover yards, and all property between property fences, or if no fences, everywhere within 30 feet from the outermost rails.
Rail Corridor Access	Access to a Rail Corridor.
Rail Corridor Access Plan or RCAP	The plan prepared by a Contractor in connection with the Rail Corridor Accesses it requests in connection with its Project, which plan includes the information listed in Section 5.1(c), is subject to approval by Metrolinx and as same may be updated from time to time.
Rail Operator	Metrolinx, Canadian National Railway (CN), Canadian Pacific Railway (CP), VIA Rail Canada, and any 3rd party operator.
Railway Maintenance	Maintenance activities being carried out on or adjacent to the Rail Corridor.
Railway Operations	The operation of one or more active railways by Metrolinx or other Rail Operators, including, for clarity, the passage of freight, equipment, and passenger trains, both in revenue service and non-revenue service.
Regulatory Maintenance (L1)	Any inspections required by Transport Canada to any part of the Rail Infrastructure.
Routing Strategy	A set of train routing instructions designed to maximize the White Period in a specific area.
Rules of the Route	A part of the Engineering Access Statement that outlines the time where White Period Access is available.
Rail Traffic Controller (RTC)	A person in charge of the supervision and direction of Train Movements and for the provision of protection for Track Work and Track Units on a specified territory.
T-	'T' denotes the date associated with the execution of the Works on the Rail Corridor. The number relates to the number of weeks unless stated otherwise.

Teams	Project Delivery, Maintenance Delivery and Third Party Project.
Temporary Slow Order (TSO)	A temporary speed restriction on a track that is set below the track's normal speed limit.
Third-Party Projects	Work Events facilitated by any person other than Metrolinx that requires access to a Rail Corridor.
Third-Party Territory	Rail Corridor owned by Canadian National Railway, Canadian Pacific Railway or any other person other than Metrolinx.
Track Closure	Track(s) are not open to any Train Movement and the track(s) are under a form of Positive Protection.
Track Availability	The time from which Positive Protection on a track can be requested to the time the Positive Protection must be cancelled, within which a Work Event can occur.
Train Movements	The operation of trains by Metrolinx or other Rail Operators, including but not limited to: the passage of freight, equipment, and passenger trains both in revenue and non-revenue service.
Track Protection Forecast	Has meaning given in Section 4.1(a)(i)(B).
Track Protection	The type of protection that will be implemented with each Rail Corridor Access, which includes Positive Protection.
Track Units	A vehicle or machine capable of on-track operation and utilized for track inspection, track work and other railway activities when on the track.
Union Station Rail Corridor (USRC)	The rail corridor located approximately between Strachan Avenue and the Don River.
White Period Access	Rail Corridor Access that does not impact customers or require modified train schedules, reduced Train Movements, and/or cancelled Train Movements as outlined n the Rules of the Route.
Work	Any activities that take place for the purpose of design, construction, maintenance, installation, testing and commissioning of the scope of a Project.
Work Events	Any Rail Corridor Access that requires a time and space to perform any Works within a Rail Corridor.
Work Plan	A method statement on how Work is to be carried out.
Worksite	One of multiple Work areas within a Project Zone under the control of a Contractor for that Project Zone. A

	Worksite can be further defined by the presence of the Contractor's personnel carrying out Work.
Work Groups	Any group that is dedicated to performing a specific task within the Rail Corridor related to a Work Event, which task requires a separate flagging resource.
Working Days	Mondays through Fridays, excluding legal holidays. Also means Business Days.
Working Limits	Means the limits that the work will be, including travelling equipment.
Y-	Year.
Y- number	Year minus weeks.

2.2 Abbreviations

(a) The abbreviations used in this standard shall have the meaning prescribed in Table 2.

Table 2 Abbreviations

Abbreviation	Definition
CROR	Canadian Rail Operating Rules
CMO	Construction Management Office
EAS	Engineering Access Statement
GEI	General Engineering Instructions
NAPS	Network Access Planning Standard
NAPT	Network Access Planning Tool
NOC	Network Operations Control
OHSA	Occupation Health and Safety Act
PDT	Project Delivery Team
POC	Point of Contact
RCAC	Rail Corridor Access and Control
RCAP	Rail Corridor Access Plan
RCAS	Rail Corridor Access Strategy
ROTR	Rules of the Route
RTC (Operations)	Rail Traffic Controller

SPOC	Single Point of Contact
USRC	Union Station Rail Corridor

3. CATEGORIES OF RAIL CORRIDOR ACCESS

3.1 Categories of Rail Corridor Access

(a) All Rail Corridor Access is categorized into three main types of access based on the level of disruption they cause to Train Movements. These are:

(i) **Non-Disruptive Access**

(ii) **White Period Access**

(iii) **Disruptive Access**

(b) The category of Rail Corridor Access determines the level of access planning required. Please refer to **Appendix A** for a summary of the Rail Corridor Access planning timeframes associated with each Rail Corridor Access category. All Access requests are to be submitted via the Network Access Planning Tool (NAPT). Please see **Appendix D** for a link to the NAPT.

3.2 Non-Disruptive Access

(a) Non-Disruptive Access is primarily for the purposes of Works occurring on or adjacent to the Rail Corridor or track that do not require Positive Protection. These activities do not impact customers or Train Movements and could include tasks such as site visits, audits, and locates.

3.3 White Period Access

(a) White Period Access occurs outside of normal Train Movements where tracks can be temporarily closed without impacting Train Movements. To apply for White Period Access please refer to the timelines in **Appendix A.**

(b) For each Rail Corridor, the Engineering Access Statement sets out the specific days, times, and tracks where White Period Accesses for the subject year are available to be booked at each location on the Rail Corridor. Locations are divided into:

(i) Controlled Locations; or

(ii) Signal-to-signal sections of track.

(c) White Period Access for purposes of Regulatory Maintenance (L1) is entitled to request/book such Rail Corridor Access in priority to White Period Access requested by other Contractors. Such access must be booked on an annual basis and reflected in the EAS.

3.4 Disruptive Access

(a) Disruptive Access typically involves one or more tracks being restricted.

(b) Disruptive Access requires a greater time to plan and co-ordinate as it requires modifications to Train Operations. See **Appendix A** for timelines to book Disruptive Access. Furthermore, as they often result in fare revenue losses or costs associated with replacement GO Bus services, Disruptive Access undergoes a greater level of scrutiny before they are approved by Metrolinx.

(c) If a Disruptive Access requires a Temporary Slow Order (TSO), impact to Customers and / or Train Movements, such impact is required to be identified in a Disruptive Access Request, providing mileage limits, speed restriction and duration of the impairment.

(d) Disruptive Accesses are governed by the Engineering Access Statement (EAS) which outlines the dates and types of Disruptive Access that can be booked in the subject year. See **Appendix D** for a link to the EAS.

(e) Following the expiry of the booking periods, any Rail Corridor Access in the EAS which has not been booked by a Contractor reverts to the regular train schedule.

(f) Subcategories of Disruptive Access include:

(i) **Special Routings –** Rail Corridor Access that requires a modification to the Rules of the Route and may require modifications to Train Movements without impacting service levels.

(ii) **Minor Track Closure**:

(A) **Minor Track Closure – Hourly Service** – Removal of one or more tracks from service while allowing all scheduled freight train movements, VIA Rail train movements, UP Express Train Movements, Niagara Falls Rail Services and reduction in off-peak period GO revenue services to hourly frequencies. Minor Track Closure – Hourly Service is only available where regular service is greater than hourly frequencies.

(B) **Minor Track Closure – Cancelled Trip** – Temporary removal of one or more tracks from service which may require the cancellation of some of or all off-peak period GO revenue services while still allowing all scheduled freight, VIA Rail and UP Express train movement to proceed as scheduled. This sub-category of Rail Corridor Access includes "Weekday".

(iii) **Major Track Closure** - Closure of all tracks and cancellation of all train movements, including GO revenue services, VIA Rail train movements, UP Express Train Movements and freight train movements.

(iv) **Special Disruption** – A type of Disruptive Access involving an impact to Railway Operations and does not fit into one of the above Sub-Categories, however a Business Justification was put forward to be approved by Metrolinx, and

thereafter approved by Metrolinx. Such access could include, but is not limited to, platform closures long-term track closures, and track diversions.

4. PLANNING TIMEFRAMES AND RESPONSIBILITIES FOR RAIL CORRIDOR ACCESS

4.1 Overview of the Planning Process

(a) Planning for Rail Corridor Access occurs over five main planning horizons which is split as follows:

(i) **Long-Term Access Planning**.

(A) ***Phase 1: Rail Corridor Access Plans and the 3-Year Rail Corridor Access Strategy*** – a long-term 3-year strategy document is prepared by Metrolinx that integrates the Rail Corridor Access Plans and/or the construction schedules from Contractors for Rail Corridor Access anticipated over the next 3-years. The output of this process is the publication of the 3-year Rail Corridor Access Strategy (RCAS). In preparing its Rail Corridor Access Plan, a Contractor must prepare such plan based on the Rail Corridor Access available in the then-existing EAS.

(B) ***Phase 2: Track Protection Forecast and requirements***; a forecast for Track Protection that is provided by the Contractor outlining the required Track Protection resources for a given time period to allow for Metrolinx to work with their Track Protection contractors to ensure that staffing resources will meet future requirements.

(C) ***Phase 3: Integrated Corridor Access Meetings (ICAM) -*** meeting that will occur on a rolling basis, to lock down the Rail Corridor Access arrangements that have been submitted via the Network Access Planning Tool for upcoming Disruptive Access; and start the deconfliction process for future Disruptive Access arrangements submitted via the Network Access Planning Tool.

(ii) **Short-Term Access Planning**.

(A) ***Phase 4: Readiness Review Meetings for Disruptive Access -*** Disruptive Accesses will be required to go through a readiness review process leading up to at T-12 week GO/NO-GO Decision.

(B) ***Phase 5: T-8 Week Access Implementation Process*** – the rolling T -8 Week process for all parties seeking to access the Rail Corridor to submit information and receive approvals required to access the Rail Corridor within White Periods and Non-Disruptive Access.

(iii) **Unplanned Emergency & Priority Access Planning**. Under exceptional circumstances there may be the need for unplanned urgent Rail Corridor

Access outside of the normal planning timeframes. This falls into two categories: Emergency Rail Situations and Priority Situations.

(b) Each of the planning timeframes shown above will be covered in detail in the forthcoming sections. A consolidated timeline for all Rail Corridor Access planning timeframes and the associated approvals can be found in **Appendix A**. This includes timeframes associated with the different categories of Rail Corridor Access as well as an end-to-end process map.

4.2 Roles & Responsibilities

(a) The table below provides a summary of the key stakeholders involved in the Rail Corridor Access planning process and their key roles and responsibilities associated with Rail Corridor Access planning.

Table 3 – Roles & Responsibilities of Key Stakeholders

Item	Role	Access planning responsibilities
1	**Metrolinx**	• To represent all key stakeholders and make best for industry decisions • To review/sign off the 3-Year Rail Corridor Access Strategy confirming it meets the requirements of all key industry stakeholders • To review the annual Engineering Access Statement confirming it meets the requirements of all key industry stakeholders
2	**RCAC**	• To manage and integrate all Rail Corridor Access requests across the operating network • To develop and manage the publication of the 3-Year Rail Corridor Access Strategy and the annual Engineering Access Statement • To manage and control the information contained in the Network Access Planning Tool • To plan onsite track protection • To hold and facilitate the Go/No Go Decision as to whether a Work Event is to be delivered within a specific Rail Corridor Access
3	**GO Service Design Team**	• To develop the optimal train schedules based on the 3-year Rail Corridor Access Strategy (RCAS) and the annual Engineering Access Statement To provide subject matter expertise as it relates to operational impacts at all stages of Rail Corridor Access planning
4	**NOC Operations Delivery Team**	• To work with RCAC to determine specific Work limits and train routing instructions prior to Works commencing on the Rail Corridor • To provide subject matter expertise as it relates to operational impacts at all stages of Rail Corridor Access planning
5	**Project Delivery Team**	• To provide the Contractor with the relevant access to Rail Corridor Access planning information (EAS & RCAS) as part of the pre-construction phase to

		support the Contractor in the development of its Rail Corridor Access Plan • To validate the Rail Corridor Access Plan submitted by the Contractor to ensure it aligns with the requirements of the Project
6	**The Contractor/ Constructor**	• To adhere to the planning timeframes and requirements set out in this NAPS • To develop the Rail Corridor Access Plan for its Project and to get this endorsed/approved from RCAC • To support RCAC in meetings to develop and deconflict Rail Corridor Access requests • To submit Rail Corridor Access requests, including all required information and attachments, within the Network Access Planning Tool

5. LONG-TERM ACCESS PLANNING (3 YEARS - T-20 WEEKS)

5.1 Phase 1: Rail Corridor Access Plans and the 3-Year Rail Corridor Access Strategy (RCAS)

(a) No later than the deadline set out in **Appendix A** to this Standard, the Contractor shall submit its first Rail Corridor Access Plan setting forth, among other things, the information described in Section5.1(c) for review and approval by Metrolinx. The Contractor shall not submit a Rail Corridor Access request until its first Rail Corridor Access Plan (RCAP) has been review and approved by Metrolinx.

(b) RCAP are submitted during the pre-binding agreement stage and updated at the post-binding agreement stage as well as on a quarterly basis. See **Appendix A** for details on submission timelines. The Engineering Access Statement (EAS) is provided to the Contractor throughout the development stage of its Project, during both the pre-binding agreement and post-binding agreement stages, and on an annual basis as per the EAS timelines (See **Appendix C** for a link to the EAS Standard). The Contractor is responsible for ensuring that the Rail Corridor Access Plan adheres to the Rail Corridor Access opportunities outlined in the EAS.

(c) The Rail Corridor Access Plan and each subsequent update thereto shall identify each of the Contractor's requested Rail Corridor Accesses, including:

(i) the type and scope of work to be carried out for each Rail Corridor Access;

(ii) the duration (s) of the Rail Corridor Access;

(iii) the location(s) of Rail Corridor Access and egress points, gates, barriers and plank crossings applicable to the Work;

(iv) the Category of Access and Subcategory of Access that will be required for each Rail Corridor Access;

(v) specify track(s) that are being requested;

(vi) the estimated flagging resources required for each Rail Corridor Access;

(vii) the Operational Restrictions and Impairments associated with each access request; and

(viii) the proposed start date, end date, Access Start Time and Access End Time for each Rail Corridor Access that is planned for the remaining of the Project.

(d) Pre-binding agreement with the Contractor:

(i) Team's will be able to access the latest published copy of the Rail Corridor Access Strategy and the Engineering Access Statement to provide them to the

Contractors. Contractors can then use this information to support them in aligning their proposals to the Rail Corridor Access available, when applicable. Unless otherwise agreed, the Contractor must provide its Project's draft Rail Corridor Access Plan (see template in **Appendix C**) as part of its proposal prior to entering a binding agreement. This document will detail all planned Rail Corridor Access and Operational Restrictions and Impairments, year-on-year, over the life of such Project. To ensure the Contractor is asking for a reasonable amount of Rail Corridor Access, Team's are to review and validate Rail Corridor Access requirements prior to this being submitted to RCAC.

(ii) Within 20 working days of receipt of the draft Rail Corridor Access Plan, RCAC will provide feedback on the Project's draft Rail Corridor Access Plan.

(iii) Where a Project's draft Rail Corridor Access Plan identifies the need for Rail Corridor Access above and beyond the opportunities outlined in the Engineering Access Statement, including any Operational Restrictions and Impairments, they must seek approval from Metrolinx, through the Business Justification process to ensure all key industry stakeholders are aware of such excess Rail Corridor Access and approve the request. Once the request has either been approved or rejected, RCAC will update the Network Access Planning Tool and the RCAS.

(e) Post binding agreement with the Contractor:

(i) After execution of a binding agreement, the Contractor is to submit its formal Rail Corridor Access Plans to its Team (see template in **Appendix C**). Where a draft Rail Corridor Access Plan has been delivered prior to entering into a binding agreement, the updated plan should not significantly deviate from the draft plan previously provided.

(ii) Similar to the process associated with the draft submission, RCAC will then review the Project's formal Rail Corridor Access Plan and ensure that it can be accommodated within the RCAS and that any Operational Restrictions and Impairments have been accepted by Metrolinx. Any issues or conflicts flagged during the review process will be escalated within Metrolinx for resolution. Once a decision has been made the RCAS and the Network Access Planning Tool will be updated, and feedback provided to Team's and Contractors as applicable.

(f) Quarterly Updates to Rail Corridor Access Plans

(i) On a quarterly basis, the Contractor shall be required to submit an updated Rail Corridor Access Plan based on actual productivity, modifications to scope, and key milestone achievements. Any modifications to the Rail Corridor Access Plan from previously submitted versions must be highlighted and commentary must be provided for each modification explaining why the change has been made.

(ii) Regulatory Maintenance will be required to submit a Rail Corridor Access Plan with a 1-year outlook, on a quarterly basis. See **Appendix A** for quarterly submission deadlines.

(g) Throughout the draft and formal Rail Corridor Access Plan process for a Project, the subject Team's is responsible for ensuring that the Rail Corridor Access Plan prepared by its Contractor adheres to the Disruptive Access and White Period Access opportunities outlined in the then-existing EAS.

(h) Inclusion of Disruptive Access and White Period access in either a draft or formal Rail Corridor Access Plan does not guarantee the Contractor the Disruptive and/or White Period Access set out in such Rail Corridor Access Plans.

(i) The rolling 3-Year Rail Corridor Access Strategy (RCAS) is prepared by RCAC on an annual basis and sets out the Metrolinx strategy for coordinating and executing all planned Work on each Rail Corridor for the upcoming 3-years. This includes but not limited to all forecasted Disruptive Access, White Period, and Non-Disruptive Accesses based on the submitted Rail Corridor Access Plans and construction schedules.

(j) **Rail Corridor Access Strategy Timelines and Process:**

(i) **Y-70 weeks (Sep) to Y-60 weeks (Nov) Review and deconflict all submitted Rail Corridor Access Plans.** The Rail Corridor Access and Control Team will coordinate with all Teams to review and consult on their submitted Rail Corridor Access Plans. Rail Corridor Access and Control will facilitate discussions with all impacted stakeholders regarding conflicts with other Projects, Disruptive Access requirements, and coordination of operational restrictions and impairments.

(ii) **Y-60 (Nov) Weeks to Y-46 Weeks (Feb) Business Justification Process.** At Y-60 weeks the Metrolinx Service Design Team will issue the Draft Disruptive Access Calendar as part of the EAS development process (see **Appendix D** for a link to the EAS Standard). As a part of this process Project Teams and Contractors will have the ability to request Rail Corridor Access for Disruptive Access and Special Disruption requests, above and beyond what has been provided for in the Engineering Access Statement. Teams and Contractors requiring additional or modified Rail Corridor Access are required to submit a Business Justification (see **Appendix C** for a Business Justification template).

The Business Justifications will provide details on:

(A) the reason why the Rail Corridor Access in the draft EAS is insufficient to meet the needs of the Project;

(B) the schedule advancement that will be achieved;

(C) the schedule and financial impact if the requested is denied; and

(D) a task schedule proving the requirement for Disruptive Access.

Teams must have their Business Justifications signed off by their VP. CPG Project Delivery teams will further be responsible for presenting their Business Justifications to the CPG Rail Access Planning team for coordination and approval. All teams will be responsible for presenting their Business Justifications to the Rail Corridor Access and Control Team for acceptance.

When accepted by the Rail Corridor Access Team (and the CPG Rail Access Planning Team where applicable), Business Justifications will proceed to the Annual Business Justification Review meeting facilitated at Y-50 weeks by the Service Design Team as part of the EAS development process (see **Appendix D** for a link to the EAS standard). This meeting will provide final approval on additions to Disruptive Access dates, as well as requests for Special Disruptions. Where Business Justifications have been approved, Teams will be responsible for submitting their updated Rail Corridor Access Plans including any approved modifications or additions of Disruptive Access. As well as Special Disruption requests, by Y-46 weeks.

(iii) **Y-46 weeks (Feb) to Y-40 weeks (Apr)**: Consult, Prepare and Finalize the RCAS with Contractors, Teams and Metrolinx Service Design Team RCAC will hold a final consultation with key stakeholders (including, but not limited to the Contractors who have submitted their Rail Access Corridor Plans, the associated Teams and GO Service Design Team) on the draft 3-Year RCAS. This enables any final conflicts to be identified and removed and to ensure all key long-term Rail Corridor Access requests have been captured into RCAS.

(iv) **Y-40 weeks (Apr) to Y-35 weeks (May) Finalize, Sign-off, and Publish the RCAS**: The content of the finalized RCAS will include:

(A) active or planned contracted Work

(B) planned or expected regulatory inspection activities.

(C) planned or expected routine maintenance activities.

(D) planned or expected Disruptive Accesses.

(E) planned infrastructure capabilities present (e.g., tracks, signals, station platforms, etc.);

(F) Project name;

(G) Point of Contact (POC);

(H) Subdivision;

(I) Mileage; and

(J) Tracks to be protected;

5.2 Phase 2: Track Protection Forecast and Requirements

(a) Phase 2 applies only to Works planning to source track protection foreman through Metrolinx

(b) Track Protection will follow the requirements outlined in the CROR and the General Engineering Instructions (MXGEI).

(c) In Metrolinx Territory the Contractor shall submit a Track Protection Forecast, in respect of each location where the work will be undertaken. The Track Protection Forecast shall be submitted on a quarterly basis in accordance with the following:

(i) on, or before, July 31 for the Track Protection Forecast period between January 1 and March 31 of the following year;

(ii) on, or before, October 31 for the Track Protection Forecast period between April 1 and June 30 of the following year;

(iii) on, or before, January 31 for the Track Protection Forecast period between July 1 and September 30 of the current year; and

(iv) on, or before, April 30 for the Track Protection Forecast period between October 1 and December 31 of the current year.

(d) In Third Party Territory, the Track Protection Forecast will be submitted by the Contractor outlining the Track Protection requirements for each location where the Work will be undertaken. The Track Protection Forecast shall be submitted on an annual basis by December 1 of each year covering the period between April 1 and March 31. In the event that the Contractor wishes to make any modifications to a Track Protection Forecast or an update thereto, the Contractor shall submit such forecast modification no later than 130 Working Days prior to the corresponding Work Event.

(e) Due to the strict timelines required for flagging forecasting, Teams are permitted to submit flagging forecasts per the above deadlines in anticipation of upcoming projects. Contractors are also permitted to submit flagging forecasts no later than five (5) Working Days after the binding agreement is signed by the Contractor for consideration for the use of available flagging resources that may have been underutilized by other projects. However, only flagging resources forecasted per the timelines in 5.3(c) and 5.3(d) will be guaranteed by Metrolinx and the Flagging Provider.

5.3 Phase 3: Integrated Corridor Access Meetings

(a) **Formal Application Request for Disruptive Access**.

(i) Contractors or Teams requiring Disruptive Access are required to submit their Rail Corridor Access application request via the Network Access Planning Tool *as per the* timeframes/deadlines defined in **Appendix A**. RCAC will formally respond to Disruptive Access requests submitted within the Network Access Planning Tool within 20 working days of receipt. This formal application shall include the following:

(A) Project name;

(B) Point of Contact (POC);

(C) Date and Time;

(D) Subdivision;

(E) Mileage;

(F) Tracks to be protected;

(G) Hour by Hour breakdown of the Work;

(H) Equipment and required equipment moves;

(I) Type of Disruptive Access;

(J) Operational Impacts and Restrictions; and

(K) Location (Working Limits);

(ii) Contractors or Teams that do not require Disruptive Access but would like to piggy back on a Disruptive Access are permitted to submit their access application request via NAPT as per Section 5.2(a)(i). However, requests submitted after the T-35 week deadline, as defined in Appendix A, will not be guaranteed priority and may be declined if in conflict with a request submitted per the T-35 week deadline. Additionally, these requests will not have been part of the operational coordination and therefor may be impacted by Railway Operations.

(iii) Disruptive Access must align to the available Rail Corridor Access set out in the Engineering Access Statement and as per the Teams' Rail Corridor Access Plan. RCAC will work with the Service Design Team to review Disruptive Access requests are in compliance with the foregoing.

(b) **Integrated Corridor Access Meetings.**

(i) Between T-35 and T-20 weeks to a Disruptive Access event, the RCAC team will host Integrated Corridor Access Meetings for each Rail Corridor, to review Disruptive Access requests that have been formally submitted via the Network Access Planning Tool. The purpose of the meeting is to confirm the requirement for Disruptive Access, agree to all Work Events to be completed under each Disruptive Access, determine Working Limits, stage gates, flagging coordination, and to resolve any conflicts and/or issues identified by the RCAC team. Attendance at the Integrated Corridor Access Meetings by representatives for the Works/access request with the ability to make decisions is mandatory. Projects that are not represented at this meeting will have their Disruptive Access requests cancelled.

(ii) At the Integrated Corridor Access Meeting, Contractors and/or Teams will be expected to present information to justify their Disruptive Access requests. This information should be consistent with the information submitted in the NAPT. The information included in the NAPT is to be provided to RCAC a minimum of two-weeks prior to the meeting. Information that is required to be provided and presented by Contractors and/or Teams includes the following:

(A) Dates and times of Work;

(B) Scope of Work Event;

(C) Hour by Hour breakdown of the Work;

(D) Work Plan;

(E) Access staging plan for Work Events being carried out in the Disruptive Access;

(F) Limits of Work Events, entrance and egress points;

(G) Critical resources (i.e. equipment, material, specialized employees); and

(H) Operational Impacts and Restrictions.

(iii) The Rail Corridor Access and Control teams will:

(A) confirm the requirement for a Disruptive Access Work Event;

(B) discuss Rail Corridor Access requirements against planned Work Events;

(C) identify conflicting requests and / or requirements and help determine priorities; and

(D) Take and circulate meeting minutes with key agreements and decisions.

(iv) On completion of the Integrated Corridor Access Meeting the requester will update the Network Access Planning Tool with any changes agreed for the upcoming Disruptive Access.

(c) See **Appendix C** for a link to the Track Protection Request Template.

6. SHORT-TERM ACCESS PLANNING (T-20 WEEKS TO T-0)

6.1 Phase 4: Disruptive Access Readiness Review Meetings

(a) Disruptive Accesses will be required to go through a readiness review process leading up to the execution of Works. This process is designed to ensure that Project Teams and Contractors have completed all necessary safety requirements, Rail Corridor Access requirements and pre-Works requirements, leading up to a Disruptive Access.

(b) Attendance at these meetings by a representative from the Team and a representative from the Contractor will be mandatory. Teams that do not provide such representation will have their Rail Corridor Access request cancelled.

(c) Representatives from Metrolinx' Service Design, Operations Delivery, and Construction Interface teams will also be present.

(d) T-20 Weeks: Readiness Review Check-in (1):

(i) At T-20 Weeks prior to a Disruptive Access the Rail Corridor Access and Control Team will host the first Readiness Review Check-in Meeting. This meeting will act as an introduction to the readiness review process. This meeting will be held all Teams that are completing Work during a Disruptive Access event. The Rail Corridor Access and Control team will review the following requirements to be produced and presented by the contractor at the subsequent readiness review meetings:

(A) Workplan and hour by hour schedule for the breakdown of the Work

(B) Confirmed and approved Track Protection plan (type of Track Protection, implementation plan, flagging schedule/handover between shifts)

(C) Gate access and travel requirement plan for equipment, materials, and personnel

(D) Return to service plan and requirements (e.g. Inservice testing and commissioning requirements)

(E) Confirmed and approved track infrastructure changes and impairments (e.g. if a TSO is required after the Work Event, if the Work will leave new infrastructure in place, etc.)

(F) List of required equipment and procurement plan

(G) List of required materials and procurement plan

(H) List of required resources/personnel and procurement plan

(I) Pre-Works milestone schedule (a schedule of all Non-Disruptive and White Period Access Work that needs to be completed leading up to the Disruptive Access Work Event and timelines for when it will be completed)

(J) Contingency Plans for Rail Corridor Access over-runs, including identification of at what point in the hour-by-hour Work breakdown schedule, if progress has not been made to an identified point, a contingency plan will be enacted that prioritizes returning tracks to service.

(ii) Teams and Contractors will have the opportunity to ask clarifying questions regarding the requirements as well as address any comments concerns that they have at that time.

(e) T-16 Weeks: Readiness Review Check-in (2)

(i) At T-16 Weeks prior to the Disruptive Access, the Rail Corridor Access and Control Team will host the T-16 Week Readiness Review Check-in (2) Meeting. This meeting will be for the Contractor to present updates to the matters presented in the T-20 Week Readiness Check-in (1) Meeting and specific updates that have been made to address concerns raised in the T-20 Week Readiness Check-in (1) Meeting.

(ii) The Rail Corridor Access and Control, Service Design, Operations Delivery and Construction Interface teams will provide feedback and highlight concerns to be addressed prior to T-12 final GO/NO-GO decision.

(iii) The Rail Corridor Access and Control Team will collect the feedback from all Metrolinx teams and provide a formal list of feedback for Teams and Contractors within 5 Working Days of the T-16 Week Readiness Review Check-in (2).

(f) T-12 Weeks: GO/NO-GO Readiness Review

(i) At T-12 weeks the Rail Corridor Access and Control Team will host the final T-minus readiness review meeting where Projects will present their final readiness review plans and officially receive a GO/NO-GO decision.

(ii) The Contractor will present updates to the matters presented in the T-16 Week Readiness Check-in (2) Meeting and specific updates that have been made to address concerns raised in the T-16 Week Readiness Check-in (2) Meeting.

(iii) The Rail Corridor Access and Control, Service Design, Operations Delivery and Construction Interface Teams will come to a consensus to provide the final GO/NO-GO decision within 5 Business Days of the T-12 week GO/NO-GO Readiness Review meeting based on the completeness and acceptance of all requirements as outlined in 6.1(D)(I).

(g) Following the GO/NO-GO decision, Projects that have been given a "GO" designation will proceed into the T-8 week Rail Corridor Access planning requirements as described in Section 6.2.

6.2 Phase 5: T-8 Week Rolling Access Planning Process

(a) At T-8 weeks prior to the week where Rail Corridor Access will occur (Monday – Sunday), the rolling planning process commences. This process includes the continuation of Disruptive Access planning in coordination with new White Period and Non-Disruptive Access requests right through to the execution of all planned Rail Corridor Accesses.

(i) T-8 Weeks: Submission of Access Planning Requirements Formal Access Requests are to be submitted via the Network Access Planning Tool and shall include the following:

(A) Project name;

(B) Date and Time;

(C) Detailed scope of Work that will be performed that week. Generic requests will not be approved by RCAC;

(D) Point of Contact (POC);

(E) Subdivision;

(F) Mileage or Signal Limits;

(G) Tracks to be protected;

(H) Number of separated work groups;

(I) List of equipment;

(J) Work Plan;

(K) Meeting Location/Gate

(L) Type of Rail Corridor Access, and

(M) Location (Working Limits).

(ii) The available track time for White Period Access is detailed within the Engineering Access Statement.

(iii) All White Period and Non-Disruptive Access requests for Rail Corridor Access are to be submitted by 1200 on Monday of T-8 weeks using the Network Access Planning Tool (see **Appendix D** for details on the Network Access

Planning Tool). All Disruptive Access requests are to have been submitted prior to this point as per the timescales/deadlines defined in **Appendix A** and the process defined in Section 5.

(iv) Non-Disruptive Access requests for Rail Corridor Access will be accepted until 1200 on Monday of T-4 weeks.

(v) Contractors and Teams are responsible for submitting NAPT requests prescriptive to the work planned for each access event. Requests that are found to not be reflective of actual works carried out with each approved access event will have their access requests denied. These requests will be known as "Blanket Requests."

(vi) Access request documentation to be sent to RCAC.

(A) The RCAC Teams will use this information submitted via the NAPT to identify conflicting requests and flag overlapping Work Events requiring coordination, which will be addressed at the T-7 deconfliction meetings.

(vii) Weekly Access Notice

(A) RCAC will issue a Weekly Access Notice, which will indicate all the Rail Corridor Access requests that have been received for the following T-3 to T-8 weeks. This document will include a summary of the request, location, activity, equipment, type of protection, flagging provider, clear time, access points and its status (submitted, under review, conflicted, accepted, modified, denied, or cancelled). Adjustments to any requests to accommodate critical Work Events will be highlighted within this notice.

(b) **T-7 to T-4 Weeks: Deconfliction & Schedule Lockdown.**

(i) Deconfliction of works

(A) After reviewing the submitted Rail Corridor Access requests and the associated documentation, RCAC will:

(I) coordinate all Work Events;

(II) identify conflicting requests; and

(III) facilitate a weekly planning meeting.

(B) At the weekly planning meetings, RCAC will highlight the conflicting requests where coordination of activities is required and where coordination is not possible and requires prioritization of Works. For Works deemed a lower priority RCAC will coordinate with all stakeholders to develop alternative options. If required, the requester

including but not limited to the Team's or Contractor will re-submit their updated Rail Corridor Access request prior to the following weeks planning meetings. If an alternative solution cannot be coordinated by T-4 Weeks, the lowest priority request will be cancelled.

(C) Disruptive Access requesters will also provide an update on progress against their Pre-Works milestone schedule agreed to at T-12 weeks. Failure to meet milestones will result in the cancellation of the Disruptive Access.

(D) In coordination with Rail Corridor Access and Control, teams requesting Rail Corridor Access will discuss planned overlaps and resulting coordination required. Details of this coordination will be updated in the Work Plans and will be included in the packages produced by the RCAC Team to confirm planned Works. Where Metrolinx is Constructor, the Construction Management Office (CMO) will also be present.

(ii) Schedule lockdown.

(A) At T-4 Weeks, on completion of the deconfliction meetings, RCAC will update the Network Access Planning Tool and Weekly Access Notice with the agreements made at the meeting.

(B) The Contractors/access requesters will then make the final amendments to their Work Plan based on these agreements, if required. The Contractors/access requesters will update the Network Access Planning Tool to confirm that the Work Plan has been finalised.

(C) At this point all Work Events are considered locked-in which is formalised by the publication of the Weekly Access Notice.

(iii) All Contractor documentation signed off.

(A) Now that the Work Plan and Work Event are finalized the Contractor is to finalize their documentation and get it signed off. All documentation is to be signed off by Week 3 prior to the flagging coordination meeting.

(c) **T-3 Weeks Flagging Coordination**

(i) Only approved Work Plans and Work Events will proceed to the T-3 week Flagging Coordination Meeting

(ii) When the Rail Corridor Access requests have all been finalized and priority Rail Corridor Accesses have been established, the RCAC Teams (or the Contractor, if self-flagging) will begin to develop a flagging resource plan to efficiently apply Track Protection requirements. Access requesters will be required to

attend a T-3 Week Flagging Review Meeting to discuss Track Protection requirements and justify requested flagging.

(d) **T-2 Weeks: Issue the Draft Access Pack.**

(i) At T-2 Weeks, once flagging arrangements have been agreed, The RCAC Team will issue the draft Access Pack confirming all Work Events, coordination, protection, and arrangements agreed to throughout the T-8 process. The package will typically include the following:

(A) **Schedule of Track Protection Implementation**: when Track Protection will be issued, access ID, start and end time, and Work Event limits.

(B) **Access Overview:** Work group reference number, Project, Contractor, detailed scope of Work Event for each separated Working Group, identification of overlapping Rail Corridor Accesses, access gate/meeting location, Work Plan ID, requirement for a signal maintainer, and any additional notes relevant to the execution of the Rail Corridor Access.

(C) **Access Schematic**: graphic that illustrates the location of each separated Work Group, including any laydown area, travel routes, and gate access, if applicable.

(D) **List of Key Personnel and Contact Information**: Emergency contacts and a contact for each Project, their role, their contact phone number, and their availability (shift).

(e) **T-1 Week: GO/NO-GO Meetings and Final Access Pack**

(i) At T-1 week, RCAC will hold a GO/NO-GO Meeting. This is to do a final walk-through of the plan based on the information contained in the draft Access Packs. This meeting will confirm that the package accurately reflects the Work Event details as agreed to at the weekly planning meetings and to ensure all parties are aware of the full scope of Work occurring for the approved access and their part in the execution of those plans in order to maximise safe delivery. This includes, but is not limited to track closure details/arrangements, final staffing plans and contact details, meeting points, priority of access into Rail Corridor, etc. Contractors and Teams will review their scope of Work, gate access and travel plan, and agreed coordination between Contractors. Teams will also confirm that equipment, personnel, and materials are confirmed and that work plans have been approved.

(ii) Any teams that fail to confirm the readiness of any one of those items will have their Work Event cancelled and will have to re-submit their Work Event request per the timelines outlined in this standard based on the type of Rail Corridor Access being requested.

(iii) **The meeting will be chaired by RCAC. Attendance is mandatory for both the access requester as well as a representative for the Contractor**. If a requester does not attend or RCAC identify significant changes to the plan/package RCAC will cancel the Works.

(iv) Operations Delivery, Construction Interface, and, where Metrolinx is constructor, the Construction Management Office (CMO) will be present.

(f) **Following the T-1 GO/NO-GO meeting, a final Access Pack will be issued with all approved Rail Corridor Accesses**

6.3 Execution of Works and the Management of Onsite Incidents

(a) **Execution of Works**.

(i) Contractors are to execute the planned Work Event according to the Access Pack and their Work Plan.

(ii) Where Metrolinx is the Constructor, CPG Health and Safety will be onsite to enforce the construction safety management plan, perform safety audits and enforce the Ontario Health and Safety regulations.

(b) **Management of Onsite Incidents Impacting the Access Event (Potential for Overrun)**:

(i) White Period and Non-Disruptive Access.

(A) In the event of a delay or change to a Work Event, and/or an incident on site that impacts the Work Event and/or Track Protection arrangements the Foreman will escalate to the RCAC-NOC planning team who will coordinate any changes to the Work Event and Track Protection arrangements with RTC per the NOC Escalation Process.

(ii) Disruptive Access arrangements.

(A) The Project Delivery Teams are to monitor and report progress of Disruptive Access Works against the hour-by-hour plan to RCAC-NOC planning team. This will provide milestone reports to confirm progress against the plan. If the Contractor is starting to fall behind the plan the Team Project Manager is to provide support to try to recover from the slippage. If there is continued slippage the competent supervisor for the Works is to escalate this to the Team Program Manager to provide guidance and support. At an agreed point in time in the hour-by-hour plan the Team Program Manager is to make the decision as to whether the Contingency Plan is to be enacted. The Team Program Manager will make this decision in consultation with RCAC-NOC Planning team and RTC (Operations). **Error! Reference source not found.**

7. EMERGENCY AND/OR PRIORITY ACCESS REQUESTS FOR UNPLANNED WORKS

7.1 Definitions

(a) Access requests for unplanned work fall into two categories as defined below:

(i) An Emergency Access Request; and

(ii) A Priority Rail Corridor Access Request.

7.2 Emergency Access Requests

(a) In the event of an Emergency Rail Situation, if the individual who has identified the emergency is CROR qualified they are to follow CROR Rule 125: Emergency Communication Procedures. All other individuals are to call the RTC Manager Emergency Line on: 416-681-9700. They are to:

(i) Start the call with: "This is an Emergency Call"

(ii) Provide your name, role, company, and location

(iii) Provide details of what the emergency is and what assistance is required

(b) Figure 2 provides the process that is followed for emergency Rail Corridor Access requests.

7.3 Priority Access Requests

(a) If an asset has failed or has the potential to fail it is essential that the failure is resolved proportional to the risk that the failure poses. The GO Transit Track Standards (GTTS) and **Appendix B** defines four Categories of Priority Access requests and the associated time required for Rail Corridor Access to be granted.

(b) For Category 2 and/or 3 Priority Access requests, the requester is to contact the RCAC Short-Term Planning Senior Manager as soon as reasonably practicable. The minimum information required to be provided is as follows:

(i) Preferred Date;

(ii) Time;

(iii) SPOC for the additional Work;

(iv) Project; and

(v) Scope of additional Work.

(c) RCAC planning will determine the earliest available Rail Corridor Access opportunity that reduces the likelihood of impact to customers, operations, and other surrounding Works.

The requester is to produce and submit an approved Work Plan no less than 24 hours, prior to commencing Works. This is to ensure Works have been correctly risk assessed and safe to deliver.

(d) The Priority Rail Corridor Access request process is summarized in the figure below.

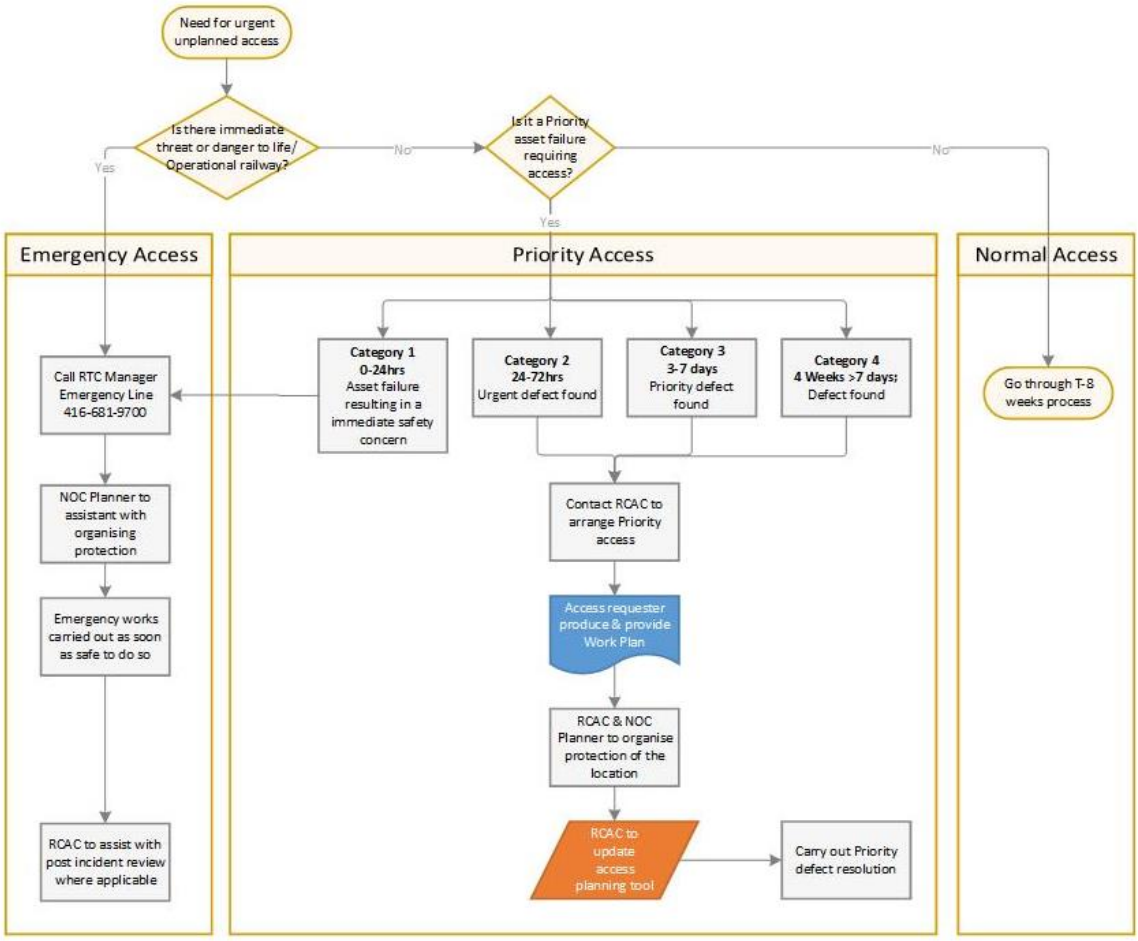

Figure 1 – Emergency & Priority Access Request Process

APPENDIX A – SUMMARY OF ACCESS PLANNING TIMESCALES & DEADLINES

Long-Term Access Planning Timescales and Disruptive Access Request

'Year Y' denotes the timescales for 1 Jan for the following year.
'T' denotes the date associated with the execution of the works onsite. The number relates to the number of weeks unless stated otherwise.

Item	Date	Activity
1	**Pre-binding agreement**	Contractor submits draft Rail Corridor Access Plan. Metrolinx review and respond to Contractor's Rail Corridor Access Plan submission within 20 working days of receipt.
2	**5 Working Days post-binding agreement**	Contractor submits Rail Corridor Access Plan Contractor Submits Track Protection Forecast
3	**January 15** **April 15** **July 15** **October 15**	Contractor submits quarterly updates to their Rail Corridor Access Plan based on realized progress
4	**August 1** **November 1** **February 1** **May 1**	Contractor submits updated track protection forecast, locking down requests 3-6 months out for the following 6-8 months
5	**September 15**	Contractor submits Annual Track Protection forecast for Third Party Territories
7	**Y-70 weeks (Sept) – Y-60 weeks (Nov)**	Review and deconflict all submitted Rail Corridor Access Plans
8	**Y-60 weeks (Nov) to Y-46 weeks (Feb)**	Business Justification Process
9	**Y-46 weeks (Feb) – Y-40 (Apr) weeks**	Consult and prepare the RCAS with Contractors, Teams and Metrolinx Service Design Team
10	**Y-40 weeks (Apr) – Y-35 weeks (May)**	Finalize, sign – off and publish the RCAS
11	**T-35 weeks**	Deadline for Disruptive Access submission requests (Major and Minor Track Closures) to be entered into the Network Access Planning Tool

Short-Term Access Planning Timescales

'T' denotes the date associated with the execution of the works onsite.

Item	Date	Activity
1	**T-20 Weeks**	Disruptive Access Readiness Meeting Check – in (1)
2	**T-16 Weeks**	Disruptive Access Readiness Meeting Check – in (2)
3	**T-12 Weeks**	GO/NO-GO Disruptive Access Readiness Meeting
4	**T- 8 Weeks Monday 1200hrs**	Deadline for Contractors/Delivery Teams to submit: • White Period Access requests into the Network Access Planning Tool • Work Event & Track Protection requirements into the Network Access Planning Tool Work Plan into the Network Access Planning Tool
5	**T-7 weeks to T-4 Weeks**	RCAC hold a deconfliction meeting
6	**T-4 weeks Monday 1200hrs**	Deadline for Contractors/Delivery Teams to submit: • Non-Disruptive Access requests into the Network Access Planning Tool
7	**T-3 weeks**	RCAC hold Flagging Coordination Meeting
8	**T-2 weeks**	RCAC issue out Draft Access Pack
9	**T-1 weeks**	RCAC Hold GO/NO GO meeting with all stakeholders including Contractors
10	**T-0**	Deliver Works

APPENDIX B – CATEGORY 1-4 PRIORITY ACCESS CATEGORIES & PLANNING TIMESCALES

Category #1 0-24 hrs	Category #2 24-72 hrs	Category #3 3-7 days	Category #4 1-8 weeks
Infrastructure failures or asset impairment resulting in immediate revenue impact, example:	*Near urgent defects found during regulatory patrols*	*Unforeseen infrastructure impairments warranting the application of class reducing slow orders*	*Priority defects found during regulatory patrols*
In-service rail failures • **Rail Break** • **Defective weld** • **Pull apart** • **Etc.**	Follow up repairs to urgent conditions	Drastic change in temperatures that warrant escalated repairs as defined by Track standards	Changes in deterioration rate of asset performance requiring replacement/rehabilitation
Track buckles / sun kinks	Multiple class reducing defect repairs	Near urgent defects found during regulatory patrols	Priority detailed inspections identified during regulatory inspections
Damaged or vandalised assets	Support of defect repairs found during regulatory track geometry testing	Urgent structure repairs including scaling of loose concrete, railing or walkway repairs, steel repairs, bridge deck maintenance	Priority structure repairs including railing/walkway repairs, scaling of loose concrete / concrete repairs, steel repairs, bridge deck maintenance, culvert coupler installation, scour / erosion protection, bridge jacking
Severe weather responses, patrols, remediations, etc.	Support of defect repairs found during regulatory	Urgent detailed inspection identified during	

	ultrasonic rail testing	regulatory inspections	
Rough track reports	Safety critical infrastructure or adjoining asset repairs		
Bridge strike, bridge fire	Urgent structure repairs including scaling of loose concrete, railing or walkway repairs, steel repairs, bridge deck maintenance		
Urgent defects found during regulatory patrols	Urgent detailed inspection identified during regulatory inspections		
Third party influences affecting asset stability, Rail Corridor Access and performance. • **Internal Teams, CN, local municipalities, Hydro, Emergency services, etc.**	Critical vegetation management that has potential to impact Train Movements.		
Improperly displayed, missing, damaged and, or incorrect protection flag(s)	Emergent equipment moves to support urgent repairs or to return		

	equipment where originally intended following urgent repairs.		

APPENDIX C – ACCESS PLANNING TEMPLATES AND COMPLEMENTARY STANDARDS

The table below provides a summary of all the Rail Corridor Access planning templates. Templates are updated from time to time and it is the Contractor's responsibility to ensure that it is using the most up-to-date version of each template.

Item	Name	Link
1	Contractor's Rail Corridor Access Plan Template	Link
2	Business Justification Form	Link
3	Disruptive Access Requests Template	Link
4	Track Protection Forecast Template	Link
5	Engineering Access Statement Standard	Link

APPENDIX D – NETWORK ACCESS PLANNING TOOL (NAPT) STANDARD OPERATIONAL PROCEDURES AND USER GUIDE

Item	Template Name	Link
1	Network Access Planning Tool can be access here:	Link
2	Network Access Planning Tool Resources (Training Guide and Standard Operating Procedures)	Link