



Schedule B: Macro Street Light Pole Guideline

2024 March 28

IMPORTANT:

- For the most recent version, go to www.calgary.ca/development/street-lights-specifications.html or www.calgary.ca/development/wireless-infrastructure-access.html
- This schedule is intended to be read with the applicable *MACRO STREET LIGHT POLE LICENCE AGREEMENT*



Approved WSP: Inquire about Site Feasibility 3

Asset Classification: Macro Street Light Poles 4

City Process 2.0: Assess Site Feasibility 5

Approved WSP: Establish Site Design 7

Applicable Laws 9

City Process 3.0: Review Site Design 12

Approved WSP: Obtain a Site Licence 13

City Process 4.0: Administer Site Licence 16

Approved WSP: Construct and Comply to Requirements 18

City Process 5.0: Monitor for Compliance 20

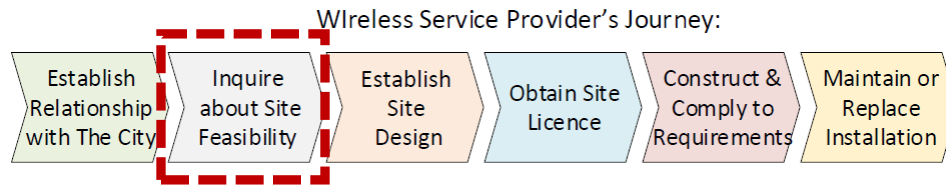
Approved WSP: Maintain or Replace Installation 22

Approved Street Light Maintenance Contractor Deployed 25

Calgary 3-1-1 Service Request or City Claims Division 25

City Process 6.0: Provide Access for Maintenance and Replacement 27

Approved WSP: Inquire about Site Feasibility



The Approved WSP will:

1. Submit the integrated site feasibility form by emailing WID@calgary.ca. Please submit a KMZ file with each inquiry form.

Additional Information

- A. **DON'T BE DELAYED:** The Approved WSP is responsible for obtaining a concurrence letter which may be obtained by submitting an antenna application. For more information go to [Antennas \(calgary.ca\)](http://Antennas.calgary.ca). The *Macro SLP Asset Steward* will only issue a Site Licence to the WSP if a concurrence letter is received.
- B. **REMEMBER:** The Approved WSP is responsible for the following:
 1. Securing all required permits, approvals, and authorizations such as but not limited to building permits, utility alignment permits, development permits, traffic street use or hoarding permits, traffic accommodation, electrical permits and excavation permits.
 2. Complying with all applicable legislation, bylaws (e.g., tree protection bylaw) and policies including compliance with environmental and safety requirements.
 3. Ensuring all electrical equipment installed under Part 1 of the Canadian Electrical Code bears a certification mark or special inspection label that is recognized by the Standards Council of Canada. All installations shall meet or exceed all applicable structural standards, clearance standards and provisions of the latest codes. In case of conflict, the most stringent requirements shall prevail.
- C. **THINKING AHEAD:** A consultation on obtaining a Utility Alignment Permit may be requested. Standards are available on calgary.ca, [Utility Alignment Permits](#)¹ pages. The Approved WSP should consider the following questions:
 - a. Is there sufficient backhaul and power for the proposed site(s)?
 - b. Have you reviewed JUMP records to determine if there is space for a backhaul build?

¹ <https://www.calgary.ca/CS/IIS/Pages/Utility-Alignment-Permits/permits.aspx>

D. **CITY-OWNED FIBRE:** The City licences its excess dark fibre. For a consultation or to learn more about accessing The City of Calgary’s dark fibre, go to Calgary.ca/darkfibre. Fibre enquiries may be initiated at any time.

Asset Classification: Macro Street Light Poles

Available	Conditionally Available	Conditionally Available – High Risk	Unavailable	Occupied
Not applicable	All requests to replace an existing 15-metre and/or 20-metre street light pole with a macro street light pole shall be considered.	A site that is at risk for relocation within the first 5 years of placement due to an upcoming City project. The WSP will solely be responsible for any relocation costs.	Generally, the following conditions will disqualify a site: <ul style="list-style-type: none"> (1) Sites near a transit shelter. (2) Sites that do not comply with the Part III - Urban Design Guidelines. (3) Any <i>designated pole</i> that has been previously declined due to preliminary or other urban design review. 	A site with existing wireless infrastructure deployed.

CITY PROCESS 2.0: Assess Site Feasibility

The **Case Steward** will:

1. Inform the Approved WSP of any *Urban Design Guidelines* considerations and provide the Approved WSP with an opportunity to address any Urban Design conflict(s) and resubmit, withdraw the site or submit an alternative site.
2. Endeavour to carry out the following activities within **five (5) calendar days** of receipt of the integrated site feasibility form from the Approved WSP:
 - (a) Review the form for completeness;
 - (b) Assign a file number;
 - (c) Update the status of the online map from 'available' or 'conditionally available' to 'under review;' and
 - (d) Notify the *Macro SLP Asset Steward* once the form has been deemed complete.

If any site is outside of the five kilometer area, it will be declined by the *Case Steward*. The Approved WSP may submit a new application.

The **Macro SLP Asset Steward** will:

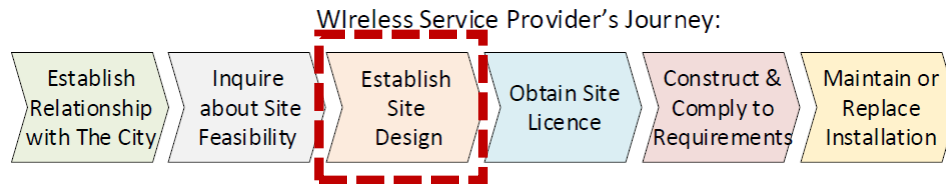
1. Within **fourteen (14) calendar days** (provided the ground is clear and there are no public weather alerts issued by Environment Canada) of the integrated site feasibility form being deemed complete by the *Case Steward*, the *Macro SLP Asset Steward* will endeavour to:
 - (a) Inspect the *SLP*;
 - (b) Engage impacted City stakeholders (e.g., Calgary Transit), where applicable;
 - (c) Complete the Property-specific integrated site feasibility form with a decision and conditions; and
 - (d) Provide the Approved WSP and *Case Steward* with the decision and conditions.
 - (e) If requested by the Approved WSP, engage the TCP technician to determine if a sign may be removed. If required, the TCP Technician will engage any impacted City stakeholders (e.g., Calgary Parking Authority, Community Planning, etc.).

Important: Signage on poles may have the following additional removal restrictions:

- Removal of parking signs cannot negatively impact the Calgary Parking Authority.
- The relocation of signs to standalone signposts may create obstructions to pedestrian mobility which need to be mitigated.

- Standalone signposts must maintain minimum separations to surface apertures.
2. If applicable, engage the *TCP* technician to complete a signage review. The *TCP* technician will endeavour to complete signage reviews within **fourteen (14) calendar days** provided there are no life/safety priorities or Council-directed projects impacting resources.
 3. Within **fourteen (14) calendar days** of completing #1 (above), obtain approval from the Manager of Mobility or designate.

Approved WSP: Establish Site Design



The Approved WSP will:

- I. Notify the *Case Steward* that they wish to proceed by emailing the *Case Steward* at WID@calgary.ca within **six (6) months** from the date the Approved WSP receives the site feasibility decision.
 - a. If required, a request for a three (3) months extension may be submitted to the *Case Steward* at WID@calgary.ca.
 - i. If requested, the Approved WSP will provide proof of delay to The City.
 - ii. A maximum of one extension per site can be issued by the *Case Steward* and the extension will not exceed three (3) months.
 - b. Only sites that have been assessed as feasible may be included.
- II. Retain a Prequalified Street Light Consultant to complete a design with IFR Package submission to the Macro SLP Asset Steward.
- III. IFR Package Shall:
 - a. Include an IFR Circuitry Drawing that:
 - i. Shows the removal of the existing street light base
 - ii. Addresses the site feasibility conditions (i.e., signage)
 - iii. Shows street light specific infrastructure such as the placement of the base and rerouting of the street light circuitry.
 - iv. Shows the reattachment of the luminaire to the macro pole.
 - v. Shows the Elevations
 - b. Include a borehole design for geotechnical investigation (this does not require approval as this is for our information only)
 - c. Include the power assessment (voltage drop) authenticated by a professional engineer in good standing with the Association of Professional Engineers and Geoscientists of Alberta
 - i. Voltage drop should be displayed on an export of street light data and should be on a title block.
 - d. Be submitted in PDF format in compliance with [Streetlight Standards for AutoCAD](#).
 - e. Comply with:
 - i. The Canadian Electrical Code;
 - ii. [Standard Specifications for Street Light Construction](#);
 - iii. [Design Guidelines](#) for Street Lighting;

- iv. Applicable Laws (see below) ²; and
- v. [Transportation Association of Canada](#)

The SLP Asset Steward will provide design comments leading to design approval.

- IV. Direct prequalified consultants (prequalifications are based on The City's standards) to submit [Utility Alignment Permits](#) on behalf of street lighting for The City-owned make-ready work (i.e. conduit, base, junction box if required).
- V. Only retain prequalified consultants and contractors (prequalifications are based on The City's standards). To determine if a consultant or contractor is qualified to work on the specific asset, please refer to the following lists located on calgary.ca:
 - 1. [Prequalified Firms for Engineering and Architectural Consultants](#)³
 - 2. [Prequalified Prime Contractor List](#)⁴

If the Approved WSP's consultant or contractor is not currently qualified, please refer to calgary.ca to learn more about [prequalification](#)⁵.

- VI. Based on the results of the geotechnical analysis, the Approved WSP will design the foundation which will be submitted to the Macro SLP Asset Steward.

Additional Information

- VII. For the purposes of creating base drawings, the Approved WSP may access data⁶ on *SLPs such as* existing street light layouts, pole type (which includes pole height, arm length and pole material), proximity to power, controller locations, underground wire offsets (best-known information), and foundation type. This information may be obtained in one of two ways:
 - a. Annual drop of information. Please contact the *Case Steward*.

² https://www.calgary.ca/PDA/pd/Documents/urban_development/publications/Streetlighting2006.pdf.

³ <https://www.calgary.ca/content/dam/www/ca/fs/documents/bid-and-vendor-information/prequalified-engineering-architectural-consultants.pdf>

⁴ <https://www.calgary.ca/CA/fs/Documents/Bid-and-Vendor-Information/PrequalifiedContractors.pdf>

⁵ <https://www.calgary.ca/CA/fs/Pages/Bid-and-Vendor-Information/Prequalification.aspx>

⁶ Approved WSPs are responsible for fees incurred for data extracts. The Approved WSP shall be responsible for specific data cuts (e.g. 20 specific poles). The existing database has an estimated accuracy of approximately 95 percent. As such, field verification by the Approved WSP shall be required.

- b. Using the drafting requisition form available on www.calgary.ca and submitting to IISAIM-Traffic-StreetLighting@calgary.ca with a screenshot of the targeted area.
- VIII. **DON'T BE DELAYED:** The Approved WSP is responsible for obtaining a concurrence letter which may be obtained by submitting an antenna application. For more information go to [Antennas \(calgary.ca\)](http://Antennas.calgary.ca). The *Macro SLP Asset Steward* will only issue a Site Licence to the WSP if a concurrence letter is received.
- IX. **REMEMBER:** The Approved WSP is responsible for the following:
 - X. Securing all required permits, approvals, and authorizations such as but not limited to building permits, utility alignment permits, development permits, traffic street use or hoarding permits, traffic accommodation, electrical permits and excavation permits.
 - XI. Complying with all applicable legislation, bylaws (e.g., tree protection bylaw) and policies including compliance with environmental and safety requirements.
 - XII. Ensuring all electrical equipment installed under Part 1 of the Canadian Electrical Code bears a certification mark or special inspection label that is recognized by the Standards Council of Canada. All installations shall meet or exceed all applicable structural standards, clearance standards and provisions of the latest codes. In case of conflict, the most stringent requirements shall prevail.
- XIII. **THINKING AHEAD:** A consultation on obtaining a Utility Alignment Permit may be requested. Standards are available on calgary.ca, [Utility Alignment Permits](#)⁷ pages. The Approved WSP should consider the following questions:
 - a. Is there sufficient backhaul and power for the proposed site(s)?
 - b. Have you reviewed JUMP records to determine if there is space for a backhaul build?
- XIV. **CITY-OWNED FIBRE:** The City licences its excess dark fibre. For a consultation or to learn more about accessing The City of Calgary's dark fibre, go to Calgary.ca/darkfibre. Fibre enquiries may be initiated at any time.

Applicable Laws

⁷ <https://www.calgary.ca/CS/IIS/Pages/Utility-Alignment-Permits/permits.aspx>

Applicable Laws include but are not limited to the following:

- (a) Safety Codes Act
- (b) Alberta Electrical Utility Code (AEUC) and adopted CSA standards, including:
 - a. CSA C22.3 No.1-15 Overhead Systems
 - b. CSA C22.3 No.7-15 Underground Systems
 - c. CSA C22.3 No. 1-15 Overhead Lines
- (c) Alberta Occupational Health and Safety Act
- (d) Occupational Health and Safety Code Part 40: Utility Workers – Electrical
- (e) Labour Relations Code
- (f) Good Engineering Practice

Standards shall also include the following, where applicable:

- (a) CSA 22.1-18 Canadian Electrical Code
- (b) CSA C22.2 No. 41-13 Grounding and Bonding Equipment
- (c) CSA C83-96 (R2011) Communication and Power Line Hardware
- (d) Safety Code 6 (2009) Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz; Government of Canada (also IEEE C95.1)
- (e) ICES-Gen - Issue 1 - July 2018 > General Requirements for Compliance of Interference-Causing Equipment
- (f) IEEE Std 81 IEEE Guide for Measuring Earth Resistivity, Ground Impedance, and Earth Surface Potentials of a Grounding System
- (g) CSA 015-05 Wood Utility Designated Street Lights and Reinforcing Stubs
- (h) CSA ISO/IEC 11801 Information technology — Generic cabling for customer premises

Technical:

- (a) Standard Specifications for Street Light Construction⁸;
- (b) Material Catalogue⁹
- (c) Design Guidelines for Street Lighting - Page 31 – Section 7.6¹⁰
- (d) Design Symbols for Street Light Luminaires and Poles (Feb. 2021)

Others include the following:

- (a) Municipal Rights-of-Way Bylaw 17M2016
- (b) Streets Bylaw
- (c) Traffic Bylaw
- (d) Traffic Safety Act
- (e) Tree Protection Bylaw
- (f) Structure Pole Drawing Catalogue

⁸ https://www.calgary.ca/PDA/pd/Documents/urban_development/publications/Streetlighting2006.pdf.

⁹ <https://www.calgary.ca/Transportation/Roads/Documents/Traffic/Traffic-signals-and-streetlights/Street-Lighting-Material-Catalogue.pdf>

¹⁰ <https://www.calgary.ca/Transportation/Roads/Documents/Traffic/Traffic-signals-and-streetlights/Design-Guidelines-For-Street-Lighting.pdf>

- (g) Streetlight Standards for AutoCAD
- (h) Municipal Consent and Access Agreement (MCAA)

CITY PROCESS 3.0: Review Site Design

The Case Steward will:

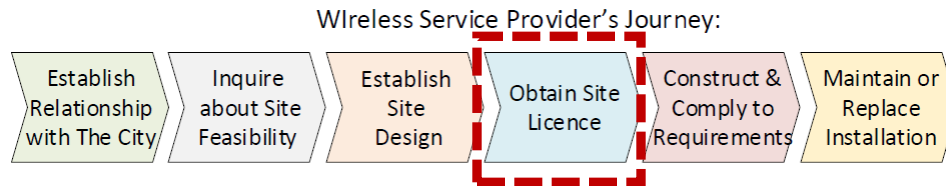
1. Close the file, notify the *SLP Asset Steward* and update the *SLP* status on the online map from 'under review' to 'available' or 'conditionally available' if the Approved WSP does not provide notification to proceed within **six (6) months** (or up to **nine months** if an extension was provided) from the date the Approved WSP received the site feasibility decision and conditions as set out by the *Macro SLP Asset Steward*.
2. Endeavour to carry out the following activities within **five (5) calendar days** of receipt of the submission from the Approved WSP.
 - (a) Review the form for completeness; and
 - (b) Notify the *Macro SLP Asset Steward* once the submission has been deemed complete.
3. Provide the Approved WSP with the decision and conditions set out by the *Macro SLP Asset Steward*.

The Macro SLP Asset Steward, within fourteen **(14) calendar days** of receiving notification from the *Case Steward*, will endeavour to:

- (a) Review the submission; and
- (b) Provide the Approved WSP and *Case Steward* with the decision and design feedback.

Once all changes or comments from the *Macro SLP Asset Steward* have been addressed, the Approved WSP may proceed to IFC and submit a request to Obtain Site Licence.

Approved WSP: Obtain a Site Licence



The WSP or its authorized agent will:

1. Notify the *Case Steward* within **fourteen (14) calendar days** of the date of the site design review if they wish to proceed with a Site Licence.
 - a. Email subject header: 'Obtain a site licence'
 - b. Email body:
 - i. File number (e.g., 001-01-*MSLP*) for each pole;
 - ii. High-level, general construction schedule, if available (to the satisfaction of The City);
 - iii. IFC which must be submitted in PDF format in compliance with Streetlight Standards for AutoCAD. The City will import the design into a geodatabase that is made available to Alberta One Call to accurately locate buried facilities before ground disturbance takes place.
 - iv. Safety protocols (to the satisfaction of The City);
 - v. Letter of concurrence;
 - vi. Contact information
 - Company [Click here to enter company name](#)
 - Primary contact or agent name:
 - Email: [Click here to enter primary email](#)
 - Primary phone #: ###-###-####
 - Secondary phone #: ###-###-####

 - Secondary contact or agent name
 - Email: Enter email of secondary contact
 - Telephone: ###-###-####
 - c. A request for an extension for an additional three months may be submitted to the *Case Steward*.
2. Email the *Macro SLP Asset Steward* at WID-streetlighting@calgary.ca and *Case Steward* WID@calgary.ca when requesting to amend the design (see [Maintain and replace installation](#)), undertake a *Not Like-For-Like Replacement*, or terminate the site licence.
 - a. Email subject header: 'amending the design' or 'not like-for-like replacement' or 'terminate site licence.'

b. Email body:

- i. File number (e.g., 001-01-*SLP*) for each pole;
- ii. Contact information

Company [Click here to enter company name](#)

Primary contact or agent name:

Email: [Click here to enter primary email](#)

Primary phone #: ###-###-####

Secondary phone #: ###-###-####

Secondary contact or agent name

Email: Enter email of secondary contact

Telephone: ###-###-####

3. If the request to terminate is received less than six (6) calendar months prior to the renewal date, the Approved WSP shall incur the annual Site Licence fee for the following year.
4. Unless otherwise negotiated (e.g., weather permitting or other limitations which might delay removal and restoration), the Approved WSP will complete the following prior to the expiry date of the Site Licence:
 - a. Remove the Equipment;
 - b. Remediate the site as per the remediation plan approved to the satisfaction of the Macro SLP Asset Steward including the replacement of the macro street light pole with a 15m galvanized pole, 20m galvanized pole or as otherwise specified by Macro SLP Asset Steward; and
 - c. Email the *Macro SLP Asset Steward* at WID-streetlighting@calgary.ca and *Case Steward* WID@calgary.ca once the site has been remediated.
5. If required, submit a signage relocation request to the *SLP Asset Steward*.
NOTE: to reduce the likelihood of delays, it is recommended that Approved WSPs request signage removal outside of the fall season (Sept – Nov).

Site Licenses are:

6. Not transferrable between WSPs unless approved by the [Macro SLP Asset Steward](#).
7. Not transferrable to other sites unless approved by the [Macro SLP Asset Steward](#).

REMEMBER: The WSP, its authorized agent, consultants and vendors are responsible for the following:

8. Securing all required permits, approvals, and authorizations such as but not limited to building permits, utility alignment permits, development permits,

traffic street use or hoarding permits, traffic accommodation, electrical permits and excavation permits.

9. Complying with all applicable legislation, bylaws (e.g., tree protection bylaw) and policies including compliance with environmental and safety requirements.
10. Ensuring all electrical equipment installed under Part 1 of the Canadian Electrical Code bears a certification mark or special inspection label that is recognized by the Standards Council of Canada. All installations shall meet or exceed all applicable structural standards, clearance standards and provisions of the latest codes. In case of conflict, the most stringent requirements shall prevail.

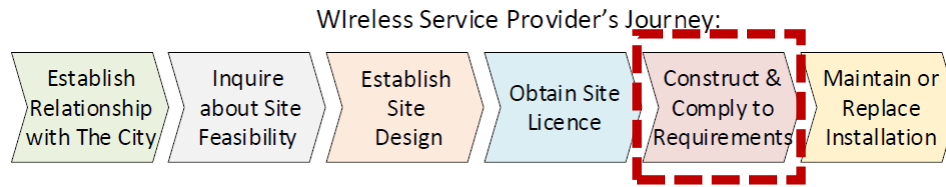
CITY PROCESS 4.0: Administer Site Licence

The **Case Steward** will:

1. Close the file and notify the *SLP Asset Steward* if the Approved WSP does not provide notification to proceed within **fourteen (14) calendar days** from the date the Approved WSP receives the site design decision and conditions.
2. Engage the *SLP Asset Steward* to review and approve the *IFC*.
3. Endeavour to issue a Site Licence within **fourteen (14) calendar days** of notification from the Approved WSP to proceed **and** upon receipt of the following:
 - i. High-level construction schedule;
Construction by the city will include but is not limited to:
 - Base removal
 - Pole removal
 - Luminaire attachment
 - Street light wiring and conduit
 - Junction box (if required)
 - ii. High-level maintenance plan and schedule;
 - iii. Safety protocols;
 - iv. Approved *IFC* (in PDF format and confirmation that the MicroStation version has been submitted via the provided FTP Site);
 - v. Letter of concurrence (if required); and
 - vi. Confirmation of Utility Alignment Permit (if required).
4. Notify the Approved WSP and *SLP Asset Steward* if a Site Licence is terminated by The City. Update the online map as required.
5. Where a Site Licence has expired or been terminated, the *Macro SLP Asset Inspector* will inspect the *SLP* to verify the remediation has followed the remediation plan as approved to the satisfaction of the *Macro SLP Asset Steward*.
6. Renew, amend, or terminate the Site Licence and update the *SLP* status on the online map.
7. If applicable, engage the TCP technician to initiate signage relocation. The TCP technician will endeavour to work with Traffic Field Operations to complete relocation within eight (8) weeks, provided there are no life/safety priorities or Council-direction projects impacting resources.

8. On a case-by-case basis, approve up to a total of thirty-six (36) months to complete construction due to third-party (e.g., developer, City project, etc.) construction delays or Approved WSP materials or resourcing delays.
 - a. If requested, the Approved WSP will provide proof of delay to The City.
 - b. Each extension will not exceed twelve (12) months.
 - c. The Approved WSP will continue to be responsible for Site Licence Fees regardless of the delay.

Approved WSP: Construct and Comply to Requirements



The Approved WSP will:

1. Within **ninety (90) calendar days** of the date the Site Licence is issued, submit a construction schedule, to the satisfaction of The City, for approval by the *Macro SLP Asset Inspector* prior to starting construction. The Approved WSP will be required to reconfirm that the loading conditions (power assessment) are the same between IFC and the time of construction.
1. During construction:
 - (a) Stop construction and contact the *Macro SLP Asset Inspector* to obtain approval for any deviations:
 - i. As approved at the time the Site Licence was issued; and
 - ii. Defined by the Utility Alignment Permit and in compliance with the setback guidelines as set out in [Section 7.6 of the Street Light Design Guidelines](#).
 - (b) Comply with all [Utility Alignment Permit](#) requirements as changes occur from time to time including but not limited to:
 - i. Ensuring that the latest construction schedule is uploaded to the Microsoft Teams portal;
 - ii. Providing The City with **ten (10) calendar days** notice prior to starting work if The City is conducting an inspection;
 - iii. Observing and maintaining the standards and procedures as set out in the [Temporary Traffic Control Manual](#);
 - iv. Repairing damage to the pole and if required, pay for the cost to install a new pole; and
 - v. Ensuring the site is in the same condition as found.
 - (c) Rectify any deviations encountered during installation.
 - (d) Ensure the site is in the same condition as found.
 - (e) If a sign is placed on the pole between the original removal/relocation and construction date, the Approved WSP will:
 - i. Take a picture

- ii. Proceed with construction, reinstalling the signage (same height, direction, and configuration) onto the pole and notifying the *SLP Asset Steward*.
- iii. In the case of stop signs and yield signs, the Approved WSP will stop work and call 311.

2. Upon construction completion:

- (a) Notify the *Macro SLP Asset Inspector at WID-streetlighting@calgary.ca* within **seven (7) calendar days** of construction completion.
- (b) Notify the *Macro SLP Asset Inspector* within **seven (7) calendar days** of completing landscaping.¹¹
- (c) Provide a two-year workmanship guarantee for all landscaping;
- (d) Remove debris, fencing, equipment, and signage and return the site to its original condition within **seven (7) calendar days** of construction completion and **seven (7) calendar days** of landscaping completion; and
- (e) Within **sixty (60) calendar days**, submit to the *SLP Asset Inspector*, by emailing *WID-streetlighting@calgary.ca*, As-Built Drawings for each installation as follows:
 - i. all drawings must be signed and stamped (physical or digital) by a prequalified consultant (prequalifications are based on The City's standards);
 - ii. a copy of the email notice from *CROWM* confirming the construction completion date (only in cases where a Utility Alignment Permit was required);
 - iii. including all deviations.

3. Upon notification from the *Macro SLP Asset Inspector* of inspection completion, resolve the deficiency within the specified resolution period and notify the *Macro SLP Asset Inspector*.

REMEMBER: The WSP, its authorized agents, contractors, consultants, and vendors are responsible for the following:

- Securing all required permits, approvals, and authorizations such as but not limited to building permits, utility alignment permits, development permits, traffic street use or hoarding permits, traffic accommodation, electrical permits and excavation permits.
- Complying with all applicable legislation, bylaws (e.g. tree protection bylaw) and policies including compliance with environmental and safety requirements.
- Ensuring all electrical equipment installed under Part 1 of the Canadian Electrical Code must bear a certification mark or special inspection label that is recognized

¹¹ Wherever possible, landscaping must be completed within the current construction year or by June 30 of the following year.

by the Standards Council of Canada. All installations shall meet or exceed all applicable structural standards, clearance standards and provisions of the latest codes. In case of conflict, the most stringent requirements shall prevail.

IMPORTANT: Vendors (consultants and contractors) designing, constructing, and maintaining macro street light poles for telecom-only scopes are not required to be on The City's [Prequalified Prime Contractor List](#)¹², however, they are required to have a Certificate of Recognition. As administered by [The Province of Alberta](#), a COR shows that the employer's health and safety management system has been evaluated by a certified auditor and meets provincial standards. These standards are established by Occupational Health and Safety (OHS). Vendors (consultants and contractors) designing, constructing and maintaining macro street light poles for boreholes, street lights, and secondary scopes are required to be on The City's [Prequalified Prime Contractor List](#)¹³.

CITY PROCESS 5.0: MONITOR FOR COMPLIANCE

The *Macro SLP Asset Steward* will determine if a deviation request must return to design and if an amendment to the Site Licence is required.

The *Macro SLP Asset Inspector* will:

1. Within **thirty (30) calendar days** of receiving the As-Built Drawings, endeavour to conduct a post-construction inspection which includes:
 - (a) Reviewing As-Built Drawings to confirm compliance against the current [Standard Specifications for Street Light Construction](#)¹⁴;
 - (b) Providing a list of deficiencies and required remediation with a specified time frame;
 - (c) Reviewing and checking the physical Macro SLPs against the As-Built Drawings (including the notes);
 - (d) Ensuring there are no site location deviations;
 - (e) Ensuring any overhead wires have been removed (if applicable);
 - (f) Testing the circuit and all luminaires connected to that branch; and
 - (g) Inspecting landscaping for compliance against the current [Standard Specifications for Street Light Construction](#)¹⁵. If the date of construction

¹² <https://www.calgary.ca/CA/fs/Documents/Bid-and-Vendor-Information/PrequalifiedContractors.pdf>

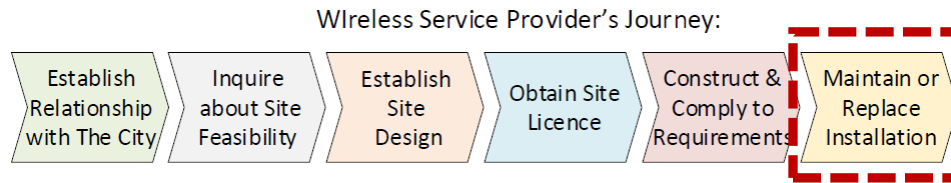
¹³ <https://www.calgary.ca/CA/fs/Documents/Bid-and-Vendor-Information/PrequalifiedContractors.pdf>

¹⁴ https://www.calgary.ca/PDA/pd/Documents/urban_development/publications/Streetlighting2006.pdf.

¹⁵ https://www.calgary.ca/PDA/pd/Documents/urban_development/publications/Streetlighting2006.pdf.

completion is different from the date of landscaping completion, two inspections shall be conducted.

Approved WSP: Maintain or Replace Installation



The Approved WSP will:

1. Be responsible for repairing damage.
2. Ensure the site is in the same condition as found.
3. On the same day of any *Planned Maintenance*, the Approved WSP will provide an email notification to the *SLP Asset Steward* as follows:
 - (a) Email subject header: 'Planned maintenance'
 - (b) Email body:
 - i. File number (e.g., 001-01-*SLP*) for each pole;
 - ii. Expected start and expected finish for each pole; and
 - iii. Contact information
 - Company [Click here to enter company name](#)
 - Primary contact or agent name:
 - Email: [Click here to enter primary email](#)
 - Primary phone #: ###-###-####
 - Secondary phone #: ###-###-####

 - Secondary contact or agent name
 - Email: [Enter email of secondary contact](#)
 - Telephone: ###-###-####

Approval is not required. The Approved WSP may proceed.
4. On the same day of any *Like-For-Like Replacement*, the Approved WSP will provide an email notification to the *SLP Asset Steward* as follows:
 - (a) Email subject header: 'like-for-like replacement'
 - (b) Email body:
 - i. File Number (e.g., 001-01-*SLP*) for each pole;
 - ii. Expected start and expected finish for each pole; and
 - iii. Contact information
 - Company [Click here to enter company name](#)
 - Primary contact or agent name:
 - Email: [Click here to enter primary email](#)
 - Primary phone #: ###-###-####

Secondary phone #: ###-###-####

Secondary contact or agent name

Email: Enter email of secondary contact

Telephone: ###-###-####

Approval is not required. The Approved WSP may proceed.

5. *Not Like-For-Like Replacement*

- (a) If size or weight are increasing, go to [Establish Site Design](#).
- (b) If mounting height increases and/or requires new holes drilled into the pole, go to [Establish Site Design](#).
- (c) If changes will impact the street light infrastructure (base and wire), go to [Establish Site Design](#).
- (d) For all other changes to the As-Built Drawings, approval is not required. The Approved WSP will provide an email notification to the *SLP Asset Steward* on the same day as the *Not Like-For-Like Replacement* as follows:

Email subject header: 'not like-for-like replacement'

Email body:

- i. File number (e.g., 001-01-*SLP*) for each pole;
- ii. Expected start and expected finish for each pole;
- iii. A brief description (e.g., changing device internals or changing mounting mechanism) of what is changing; and
- iv. Contact information

Company [Click here to enter company name](#)

Primary contact or agent name:

Email: [Click here to enter primary email](#)

Primary phone #: ###-###-####

Secondary phone #: ###-###-####

Secondary contact or agent name

Email: Enter email of secondary contact

Telephone: ###-###-####

NOTE: any requirements to update or amend the concurrence letter are the responsibility of the Approved WSP.

6. In situations where The City has requested the Approved WSP to relocate equipment, within **seven (7) calendar days** of notification, the Approved WSP will provide email notification to the *SLP Asset Steward* as follows:

Email subject header: relocation + file number (e.g., 01-01-*SLP*)

Email body:

- i. File number (e.g., 001-01-*SLP*) for each pole;
- ii. Remediation plan, to the satisfaction of the *SLP Asset Steward*;
- iii. Contact information

Company [Click here to enter company name](#)

Primary contact or agent name:

Email: [Click here to enter primary email](#)

Primary phone #: ###-###-####

Secondary phone #: ###-###-####

Secondary contact or agent name

Email: Enter email of secondary contact

Telephone: ###-###-####

Approval is required. The Approved WSP will wait for a response from the *SLP Asset Steward* before proceeding.

REMEMBER: The Approved WSP is responsible for ensuring all electrical Equipment installed under Part 1 of the Canadian Electrical Code must bear a certification mark or special inspection label that is recognized by the Standards Council of Canada. All installations shall meet or exceed all applicable structural standards and clearance.

REMEMBER: The WSP, its authorized agents, contractors, consultants, and vendors are responsible for the following:

1. Securing all required permits, approvals, and authorizations such as but not limited to building permits, utility alignment permits, development permits, traffic street use or hoarding permits, traffic accommodation, electrical permits and excavation permits.
2. Complying with all applicable legislation, bylaws (e.g., tree protection bylaw) and policies including compliance with environmental and safety requirements.
3. Ensuring all electrical equipment installed under Part 1 of the Canadian Electrical Code must bear a certification mark or special inspection label that is recognized by the Standards Council of Canada. All installations shall meet or exceed all applicable structural standards, clearance standards and provisions of the latest codes. In case of conflict, the most stringent requirements shall prevail.

NOTE:

Street lights are typically serviced by a branch circuit representing 1 to 15 lights or up to 45 lights if there is a street light cabinet configuration.

Asset Type	Type of damage	Impact
Macro Street Light Pole	Designated feed is damaged	No power to the WSP Equipment and luminaire.
	Designated feed is <u>not</u> damaged	No impact to the WSP Equipment. Luminaire outage only

APPROVED STREET LIGHT MAINTENANCE CONTRACTOR DEPLOYED

When the Approved Street Light Maintenance Contractor is deployed, an assessment is completed. If safety issues are identified, immediate action shall be taken to remove the impacted pole(s).

Wherever possible, the *Macro SLP Asset Steward* shall contact the relevant WSP’s Network Operations Centre (NOC). In these cases, the NOC shall be provided the option to attend the scene.

Otherwise, the *Macro SLP Asset Steward* shall remove the WSP’s equipment (if required) and hold it for two (2) weeks from the date of notification to the NOC. If the NOC does not retrieve the equipment, The City shall dispose of the equipment at the expense (including storage costs and a fifteen percent [15%] administrative fee) of the WSP. The City and the Approved Street Light Maintenance Contractor are not responsible for any damage to the WSP’s Equipment.

To preserve structural integrity, if there is any damage incurred on a pole with WSP equipment, the pole shall be automatically replaced at the expense of the WSP¹⁶.

CALGARY 3-1-1 SERVICE REQUEST OR CITY CLAIMS DIVISION

All Calgary 3-1-1 Service Requests related to street light damage or reports received by the City Claims Division shall be provided to the *Macro SLP Asset Steward* to deploy a technician. The technician shall conduct a site visit to investigate for safety issues and determine the required remediation up to and including the immediate removal of a pole.

Wherever possible, the *Macro SLP Asset Steward* shall contact the relevant WSP’s Network Operations Centre (NOC). In these cases, the NOC shall be provided the option to attend the scene. Otherwise, the SLP Asset Steward shall remove the WSP’s equipment and hold it for **fourteen (14) calendar days** from the date of notification to the NOC. If the NOC does not retrieve the equipment, The City shall dispose of the equipment at the expense of the WSP (including storage costs and a fifteen percent [15%] administrative fee). The City is not responsible for any damage to the WSP’s equipment.

¹⁶ Historically, automatic replacement occurs where there are dents on 2 of 8 faces (or worse) on the pole.

To preserve structural integrity, if there is any damage incurred on a pole with WSP equipment, the pole shall be automatically replaced at the expense of the WSP. ¹⁷

¹⁷ Historically, automatic replacement occurs where there are dents on 2 of 8 faces (or worse) on the pole.

City Process 6.0: Provide Access for Maintenance and Replacement

The **Case Steward** will:

1. Upon notification from the *Macro SLP Asset Steward* of site relocation, update the online map.

The **Macro SLP Asset Steward** will:

1. Retain a passive *Planned Maintenance* and *Like-For-Like Replacement* log.
2. Wherever possible, provide a minimum of **ninety (90) calendar days** notification to the Approved WSP of any planned construction requiring major relocation (different Property). More notice will be provided if possible.
3. Review Calgary 3-1-1 service or City Claims Division requests, investigate for safety issues and determine the required remediation up to and including the immediate removal of a pole.
4. If The City is required to remove Equipment, the *SLP Asset Steward* will work with the Approved Street Light Maintenance Contractor¹⁸, when practical, to contact the relevant Approved WSP's Network Operations Centre (NOC). In these cases:
 - (a) the NOC shall be provided the option to attend the scene and remove the Approved WSP Equipment (if required); or
 - (b) the *Macro SLP Asset Steward* shall remove the Approved WSP equipment (if required), endeavour to hold it for **fourteen (14) calendar days** from the date of notification to the NOC. If the NOC does not retrieve the Equipment, the *Macro SLP Asset Steward* shall dispose of the Equipment and restore the site at the expense (including storage costs and a fifteen percent [15%] administrative fee) of the Approved WSP. The *Macro SLP Asset Steward* and the Approved Street Light Maintenance Contractors are not responsible for any damage to the Approved WSP.
5. When luminaire replacement is required, contact the relevant WSP's Network Operations Center (NOC) to schedule turning off the power to the site a minimum of seven (7) days prior to the scheduled luminaire replacement. The Macro SLP Asset

¹⁸ When the Approved Street Light Maintenance Contractor is deployed, an assessment is completed. If safety issues are identified, immediate action shall be taken to remove the impacted pole(s). To preserve structural integrity, if there is any damage incurred on a pole with Approved WSP Equipment, the pole shall be automatically replaced at the expense of the WSP. Typically, automatic replacement only occurs where there are dents on two of eight faces (or worse) on the pole.

Steward will notify the WSP's NOC as soon as practically possible once the luminaire has been replaced to advise the WSP that the power to the site can be turned on.