A Revolution in Public Works Permitting

Coming in 2023

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Crowd Engagement

- Who regularly reviews or issues permits?
  - e.g. entrance permits, municipal consent permits, moving permit, sign permits….etc.

Crowd Engagement

- Who thinks that the municipal permitting process can be done better?

What am I talking about?

- A new digital permitting platform made **by municipalities for municipalities**
  - Funded through the *Ministry of Municipal Affairs and Housing*
    - Powered by Transnomis
- Project Goal: Make Life Easier
  - Easier for: Municipal staff to review and issue permits
  - Easier for: Transport companies to get the right permits
  - Easier for: Developers and utility companies to apply for permits in the right municipality
  - Easier for: Residents to work with their municipalities

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Who am I

- County Engineer for the United Counties of Stormont, Dundas and Glengarry
  - Only the 4th County Engineer in 104 years
  - One of the largest County Road networks in Ontario (~980 km)
  - Largely 'rural' roads

About SDG

- In 2021 SDG issued 644 moving permits
  - Widest move in 2021: 10.06m (House)
  - Longest move in 2021: 75m (246') (Blade)
  - Heaviest move in 2021: 114,450 kg (Transformer)

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About SDG

- Annually Issue > 300 other permits
  - 60 Entrance
  - 20 Road Cut
  - 150 Municipal Consent
  - 10 Special Event
  - 30 Sign

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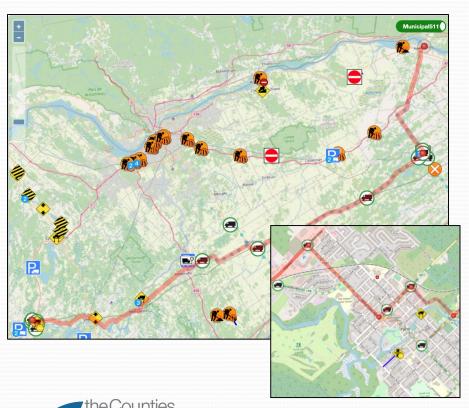
One Window Permit Initiative

- 2020 Eastern Ontario Leadership Council study became a proof of concept
- Helped to justify larger "One Window" project funding request to MMAH

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One Window Permit Project Team

- Project Leader – Ben de Haan
  - United Counties of Stormont, Dundas and Glengarry
- Project Manager – Kathy Wood
  - Eastern Ontario Leadership Council (EOLC)
- Product Manager – Doug Allport
  - Transnomis Solutions
- Municipalities
  - UCSDG, UCPR, UCLG, Lanark County, Northumberland County, Dufferin County, Huron County, Lambton County, Town of Perth, Town of Smiths Falls
  - Support from OGRA
- Project Funding
  - Province of Ontario – Ministry of Municipal Affairs and Housing, Municipal Modernization Program
  - Eastern Ontario Leadership Council (EOLC)
  - Good Roads

Project Deliverables

Digital Permit Service

- All common road permit types
- All Ontario road authorities
- Integrated with Municipal511
- Central payment system
- Soft launch Fall 2022
- Hard launch January 1, 2023

Best Practices

- Common names and scope
- Common approach and processes
- Common application forms, general conditions
- Common pricing model
- Flexibility on conditions, pricing, required fields
- To be handed over to a permit committee for ongoing oversight

Permit Types and Scope

- Oversize/Overweight Load - Trip
- Oversize/Overweight Load - Annual
- Road Entrance
- Municipal Consent
- Event in Right-of-Way (includes film)
- Work in Right-of-Way
- Private Sign in Right-of-Way
- Private Sign adjacent to Right-of-Way

- *Custom permits options will be available*

Best Practices for Each Permit

Document 1:

1. Document Control

TITLE	OWP – Oversize/Overweight Trip (O/O Trip) Permit Best Practice
STATUS	Evaluation version
DATE	2022-05-10
VERSION	0.5
REPLACES	0.4
DESCRIPTION	O/O Trip Permit best practice document.
REFERENCES	1. OWP Common Form – Common Elements 2. OWP Document Change Management
AUDIENCE	1. OWP Project Team
APPROVERS	1. OWP Project Team (current) 2. GR Permit Governance Committee (future)

2. Version History

Version	Date	Notes
0.1	2022-01-28	Initial draft by Doug Allport, Transnomis Solutions
0.2	2022-02-08	Follows project team independent reviews and contributions
0.3	2022-02-16	Follows project team discussion 2022-02-15. Version being deployed in OWP application.
0.4	2022-03-09	Updated with feedback after period of use.
0.5	2022-05-10	Updates and alignment with other OO permit types.

3. Legend

1. Required field marked with asterisk (*)
2. *Content to be removed in due course (in italics)*
3. Form fields cannot be changed without impacting other permit types (highlight)
4. Highlighted for group discussion and consensus (yellow highlight)

OWP Project – OO Trip Permit   1

Document 2:

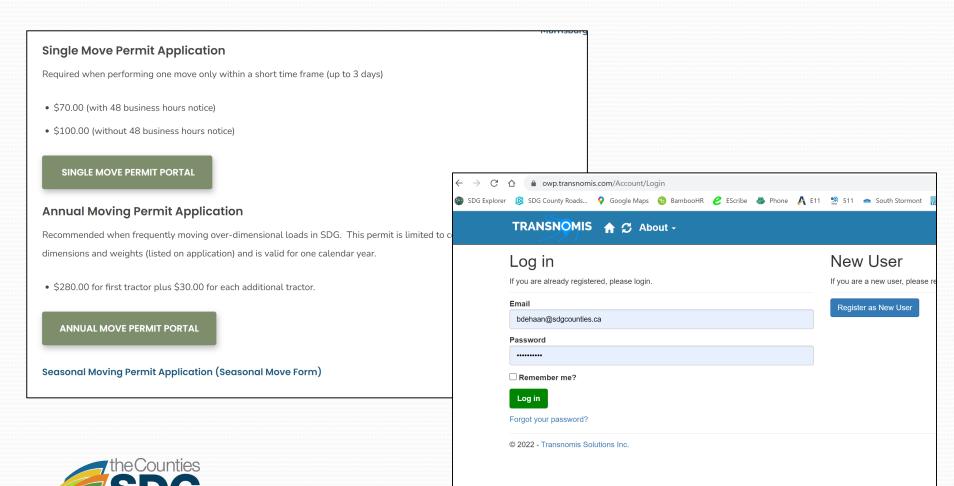OWP Project – OO Trip Permit   2

Document 3:

11.3. Permit Details

1. "Start Date*" (pick date)
2. "End Date*" (pick date)
3. "Load Dimension(s) and Weight(s)*" (table)
   - Help text: "Use one row per load. Only enter the dimensions that exceed HTA (width 2.6m, height 4.3m, length 12.5m, combo-length 23m, rear overhang 4.65m, weight in kg (if load and or axle weights exceed HTA, enter weight here, and upload axle table(s)."
4. "Is the load considered hazardous waste?*" (check box)
   - Help text: "If yes, upload MOE certificate below."
5. "Load details overview (e.g., cargo, vehicle type, origin, destination)" (text)
   - Help text: Provide sufficient detail for authorities to identify load on the road, and where it came from and is going so that we might identify an alternate route if needed.
6. "Hauling unit(s) license plate(s) and name on door" (text)
   - Help text: "If required, enter license plate numbers for the hauling unit(s) to be used with this permit. Some road authorities require further details or cab cards uploaded below."
7. "Trailer license plates" (text)
   - Help text: "If required, enter license plate numbers for any trailers that may be associated with this permit."
8. "Is this trip subject to Ministry of Transportation (MTO) or Ministry of Environment (MOE) permits?*" (check box)
9. "List associated MTO and MOE permit numbers
   - Help text: "Some road authorities require MTO and MOE certificates be uploaded below." (text)
10. "Insurance Expiry Date*"
    - Help text: "Certificate(s) to be uploaded below)*" (date)
11. "Additional information" (text)
    - Help text: "See road authority conditions for additional information that may be required."
12. "Applicant reference"
    - Help text" "This field supports the addition of your internal reference for this application."
13. "Route" (draw route)

11.4. File Uploads

1. "Insurance Certificate(s)*"
   a. Help text: "See road authority's conditions"
2. "Axle table(s)"
   a. Help text: "Required if weight exceeds HTA"

OWP Project – OO Trip Permit   5

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The Applicant's Perspective

Single Move Permit Application

Required when performing one move only within a short time frame (up to 3 days)

- $70.00 (with 48 business hours notice)
- $100.00 (without 48 business hours notice)

SINGLE MOVE PERMIT PORTAL

Annual Moving Permit Application

Recommended when frequently moving over-dimensional loads in SDG. This permit is limited to c̲ dimensions and weights (listed on application) and is valid for one calendar year.

- $280.00 for first tractor plus $30.00 for each additional tractor.

ANNUAL MOVE PERMIT PORTAL

Seasonal Moving Permit Application (Seasonal Move Form)

Morrisburg

owp.transnomis.com/Account/Login

SDG Explorer   SDG County Roads...   Google Maps   BambooHR   EScribe   Phone   E11   511   South Stormont

TRANSNOMIS   About ▾

Log in

If you are already registered, please login.

Email

bdehaan@sdgcounties.ca

Password

●●●●●●●●●

☐ Remember me?

Log in

Forgot your password?

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New User

If you are a new user, please re

Register as New User

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The Applicant's Perspective

- Single Application for Multiple Moves

Load Dimension(s) and Weight(s) *

Use one row per load, with a load description identifier in load details above, e.g., crane, loader. Note that some road authorities require all load dimensions, and others only those that exceed HTA (width 2.6m, height 4.3m, length 12.5m, combo-length 23m, rear overhang 4.65m, weight in kg (if load and or axle weights exceed HTA, enter weight here, and upload axle table(s); be sure to check road authority conditions associated with this application. Numbered certificates will correspond with the specific loads, e.g., -1, -2, -3

#	Load Description	Width (m)	Height (m)	Length (m)	Combo Length (m)	Rear Overhang (m)	Weight (kg)	
1	Loader	3.2						x
2	Crusher	3.5	4.5			5.1		x

Add New Row

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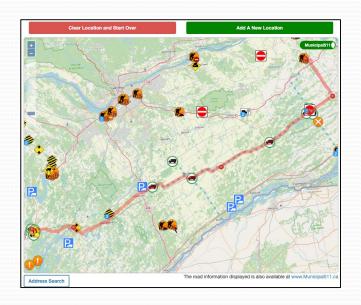# The Applicant's Perspective
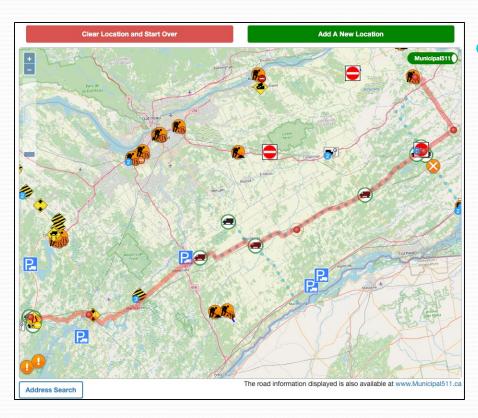
- Single application to multiple jurisdictions
  - Just draw the route on a map

Road Jurisdictions	Main Roads	Estimated Price	Conditions
County of Lanark	Highway 43	$50.00	Conditions
United Counties of Leeds and Grenville	Highway 43,Broadway Street West,Mill Street,Main Street East,County Road 43	$81.00	Conditions
Town of Perth	Wilson Street West,Foster Street,Gore Street East,Craig Street	$50.00	Conditions
United Counties of Stormont, Dundas and Glengarry	County Road 43,Bank Street,Front Street,Kenyon Street West,Alexandria Main Street North,County Road 34,County Road 23A	$100.00	Conditions
Town of Smiths Falls	Cornelia Street West,Elmsley Street North,Elmsley Street South,Queen Street	$25.00	Conditions
United Counties of Prescott and Russell	County Road 23A,Main Street East,County Road 10,High Street	$50.00	Conditions
Ministry of Transportation	County Road 43,County Road 23A,Highway 417,County Road 34,Highway 34	This road authority is not using the One Window Permit service.	

The Applicant's Perspective

- Integrates with Municipal511
  - Can see truck routes, construction activity, road restrictions, closures etc....

The Applicant's Perspective

- Approved Permits include map image and QR Link
  - Allows truckers to review route
  - MTO Inspectors can see approved route

The Applicant's Perspective

- Best Practice: Compound Permits
  - Municipal Consent, Entrance, Event in ROW, Sign in ROW
  - Separates (but links) the "Engineering" from the "ROW Disturbance"

- How:
  1. Applicant applies for the 'technical' approval
  2. Road Authority approves the 'location'
  3. Contractor later applies for linked "Work in Right of Way Permit"

The "Approver" Perspective

- Flexibility!
  - Enable disable the permit type
  - Identify required fields, e.g., MTO certificates required
  - Have non-required fields hidden
  - Customize auto and semi-automated email templates
  - Identify staff notified for new permits
  - Identify staff/people that may process, view only, be consulted
  - Add default text for certificates
  - Upload jurisdiction conditions
  - Set permit expiry notification period
  - Insert price(s)
  - Select payment method used
  - Use auto approve, e.g., OO Annual

The "Approver" Perspective

Permit Type	Location / route map	Multi-Juris-diction	Add/ Remove Juris-diction	Copy, same or different price	Compound Permit w/Work in ROW	Auto Expire Email Notice	Auto Approve	File Package	Minor Amendment	Work Inspection
OO Annual				✓		✓	✓		✓	
OO Trip	✓	✓	✓	✓					✓	
Work in ROW	✓	✓	✓						✓	✓
Municipal Consent	✓				✓	✓		✓	✓	
Road Entrance	✓	✓*			✓	✓			✓	✓
Event in ROW	✓	✓	✓	✓	✓				✓	
Sign in ROW	✓				✓				✓	✓
Sign adjacent to ROW	✓								✓	✓

*Apply to one, and they add another

Two-Tiered Municipalities

Coons Road 210m Southeast of Devries Road, to Heritage Road, to Bongers Road, to County Road 5, to Bank Street, to County Road 28, to 72m Northeast of Bank Street
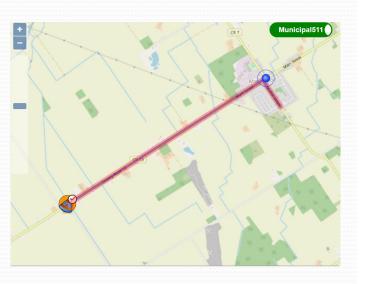
- Jurisdictions without Platform
  - Communicate from permit service
  - Consulted login and add yes or no, comments
- Examples:
  - Oversize load that ends on local road
  - Road cut across County Road and Local Sidewalk
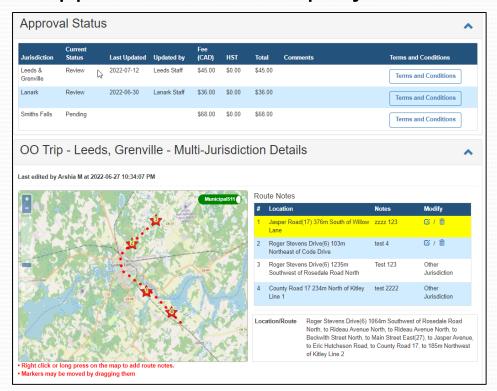
The "Approver" Perspective

- Can review permit details, sketches, insurance certificates within platform

  - Provide comments back, request revisions etc....

Rain Start Date	
Rain End Date	
Event Name	Morewood Remembrance Day Memorial Ceremony
Event Type	Parade / March
Event Purpose	Morewood Remembrance Day Memorial Ceremony
Event Details	Military, Veterans, Legion - Parade/March to Cenotaph, laying of wreaths - open to public viewing.
Other permits, resolutions and approvals obtained for this event	Twp North Dundas Resolution #2022-406 and Council Report dated October 11, 2022.
What is the impact to vehicle traffic?	Twp North Dundas staff seek permission from the United Counties of SDG to close a designated portion of County Road 13 in Morewood from the intersection of County Road 7 (Moffat St.) at the cenotaph to Steen Road, and a portion of County Road 7 (Moffat St.) from the intersection of County Road 13 to Hume Street, to vehicular traffic on Friday, November 11, 2022 between the hours of 10:30 a.m. and 11:45 a.m.. The above-mentioned road closures will facilitate the annual Remembrance Day Memorial Ceremony taking place on Friday, November 11, 2022 in Morewood. The map attached with the Resolution and Council Report attached in this Application indicates the proposed road closure for the ceremony and is marked in red. Traffic will be diverted to surrounding local roads by way of appropriate signage, as indicated in green on the map.
What is the impact to pedestrians, cyclists, wheelchairs, etc. on sidewalks, trails and	No impact

The "Approver" Perspective

- Approvers may add route notes for applicant
  - Viewable to applicant or to multiple jurisdictions

The "Approver" Perspective

- Auto Approve Option for Annual Moves
  - Receipt of Payment = Issuance of Certificate

Oversize/Overweight Annual Permit (OO Annual)

An Oversize/Overweight Annual Permit (O/O Annual) relates to multiple oversize/overweight loads that exceed the Highway Traffic Act, using one or more hauling units, during a calendar year. Each load is subject maximum weights and dimensions, as well as seasonal and specific load restrictions (e.g., bridge).

-- Select a specific road authority below. --

Apply   **Preview**   **Highway Traffic Act**

The "Approver" Perspective

- Pricing Options: Jurisdictions still control their price

Payment Options

Payment Type	Fee	Recurring Fee	Quantity Fee
ExactDemo	55.50	10.00	5.00

Return to Permit Type Table

Save

The "Approver" Perspective

- Integrated Payment System
  - Central Payment Needed for Multi-Jurisdiction Permits
- Single Jurisdiction permits can use different options

Transaction has been approved

Here is your receipt:

```
========== TRANSACTION RECORD ==========
Transnomis DEMO0466
1234 Demo Street
Vancouver, BC V6B 4X2
Canada


TYPE: Purchase

ACCT: Visa  $ 480.00 CAD

CARD NUMBER : ###########1111
DATE/TIME   : 24 May 22 08:41:26
REFERENCE # : 001 000146 M
AUTHOR. #   : ET161180
TRANS. REF. : lam-ooa2022-03

    Approved - Thank You 000


Please retain this copy for your records.

Cardholder will pay above amount to card
issuer pursuant to cardholder agreement.
===============================================
```

Print This Page

The "Approver" Perspective

- Work Inspections
  - May be logged in system after permit has been issued

The "Approver" Perspective

- Much better interface than current practice
- Integrates with **up to the moment** road information on Municipal511
- Time saver for the applicant and approver
- Affordable pricing model that can be passed through to applicants

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Current & Future Activity

- Marketing work

- Soft launch continues with member municipalities

- Best practices continue to be improved/ finalized

- Service continue to be improved

- Hard launch planned for January 1, 2023

The Permit Revolution Needs YOU!!!