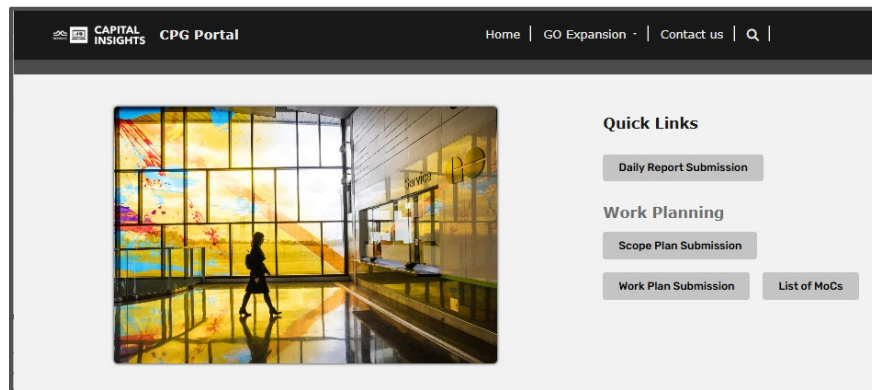


WORK PLANNING STANDARD



CONTRACTOR'S CPG PORTAL WALKTHROUGH

This walkthrough is intended to guide Metrolinx Contractors through the process of submitting and managing necessary documents for the Metrolinx Work Planning Standard using of the CPG Portal.

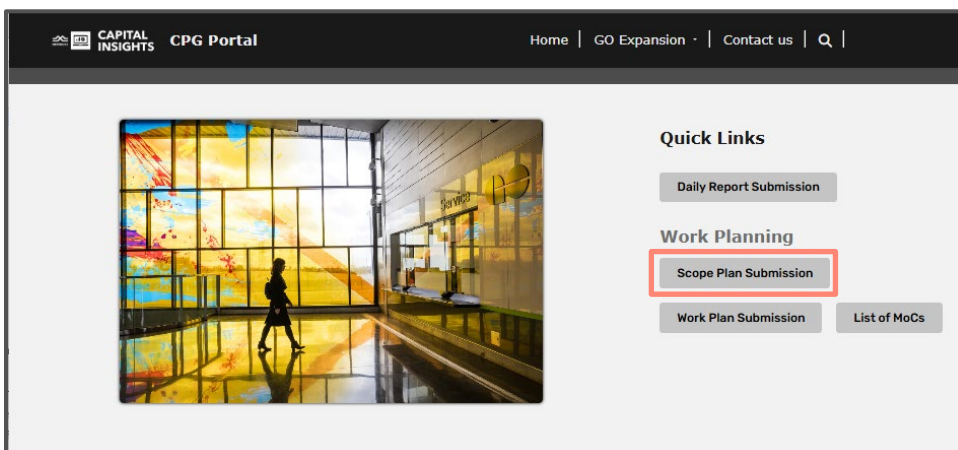


To gain access to the CPG Portal or to have information added to your profile please contact **WorkPlanningStandard@metrolinx.com**

STEP 1 | SCOPE PLAN

The Scope Plan is a high-level outline of key information that will later be detailed in the associated Work Plans. This document helps both Metrolinx and the Contractor forecast and plan for the work that will be completed.

Creating a New Scope Plan



To create a new **Scope Plan**, click **Scope Plan Submission** from the **CPG Portal** home page.

CPG Portal

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Create a scope plan

Scope Plan Status: All

Search [] Export

MX SP No.	Scope Plan (SP) Name	MX Revision No.	SP Status	Project No.	Project Name	Corridor	Subdivision	Contract No.	Contractor	Initial Submission Date	Owner
SP-119914-BAR-NMT-001	Caledonia GO	1.0	Submitted	119914	Caledonia GO Station	BAR - Barrie	NMT - Newmarket	305238	GRASCAN CONSTRUCTION LIMITED	2026-02-03	Jane Doe

The Scope Plan home page is displayed showing all generated Scope Plans. To create a new Scope Plan, click the **Create a Scope Plan** button.

Section 1 | Project Info

CPG Portal

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Project Information

Section 1 - Project Information

Scope Plan (SP) Name *

Project No. *

Contract No. *

Corridor *

Metrolinx Delivery Team Contact Email *

Initial Submission Date

2026-02-02

Project Name

Contractor *

Subdivision *

Metrolinx Construction Manager Contact Email *

Last Submission Date

2026-02-02

Next

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The Project Information page is displayed. In this section:

- The Project number and contract number will be assigned by Metrolinx and will appear in a dropdown.
- The Scope Plan needs to be manually entered by the Contractor.
- The Corridor, Contractor, and Subdivision are dropdown lists.
- The emails of the Metrolinx Delivery Team and Construction Manager need to be manually added.

Once Section 1 has been completed, select **Next**. This will generate a record of the Scope Plan and take you to the next section.

Note: Section 1 must be filled out to create the record of the Scope Plan. The other sections in the left side menu will not be accessible until this section has been completed. Once Section 1 is complete the new Scope Plan will show in the Scope Plan homepage.

Section 2 | Scope Description

Note: Section 1 is now complete, you can move between different sections using the left-hand menu.

The screenshot shows the 'Section 2 - Scope Description' form in the CPG Portal. The left-hand menu has 'Scope Description' selected. The main area contains a text editor with a placeholder 'Enter text...'. Below the text editor is a rich text toolbar with options for font, size, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and more. At the bottom of the form are 'Previous', 'Save', and 'Next' buttons.

In the Scope description textbox provide a brief overview of the work to be done. This is a high-level overview and will be expanded on in the Work Plan section.

Once the description is complete select **Next** to move to the next section or **Save** to save the progress.

Section 3 | Work Submittals

The screenshot shows the 'Section 3 - List of Applicable Work Submittals' form. The left-hand menu has 'Work Submittals' selected. The main area contains a table with columns: Submittal Type, Submittal Name, Submittal No., Revision No., Submittal Date, and Status. There are two rows of data: 'Technical Submittals' and 'Design Drawings'. An '+Add' button is highlighted with a red box. Below the table is a section titled 'Section 3.1 - List of Required Permits' with a similar table and an '+Add' button. A 'Create' modal is open on the right, showing a dropdown for 'Submittal Type' with 'Material Submittals' selected, a 'Status' dropdown, and a 'Submittal Date' field. The modal has a 'Save' button at the bottom.

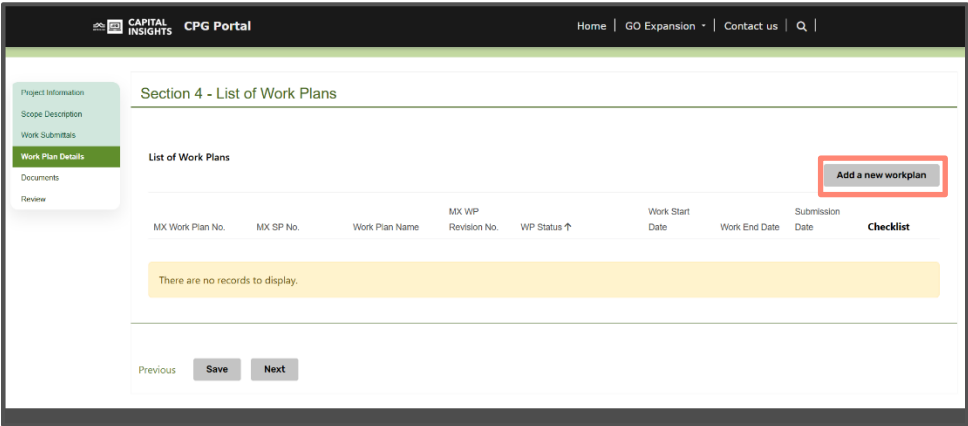
Submittal Type	Submittal Name	Submittal No.	Revision No.	Submittal Date	Status
Technical Submittals	Technical Sub	123ABC	R0	2026-02-03	Pending
Design Drawings	Design	456EFG	R0	2026-02-03	Pending

Permit Type	Permit Name	Permit No.	Revision No.	Status
Shoring and Excavation Part Permit	Dig permit	001	R0	Pending

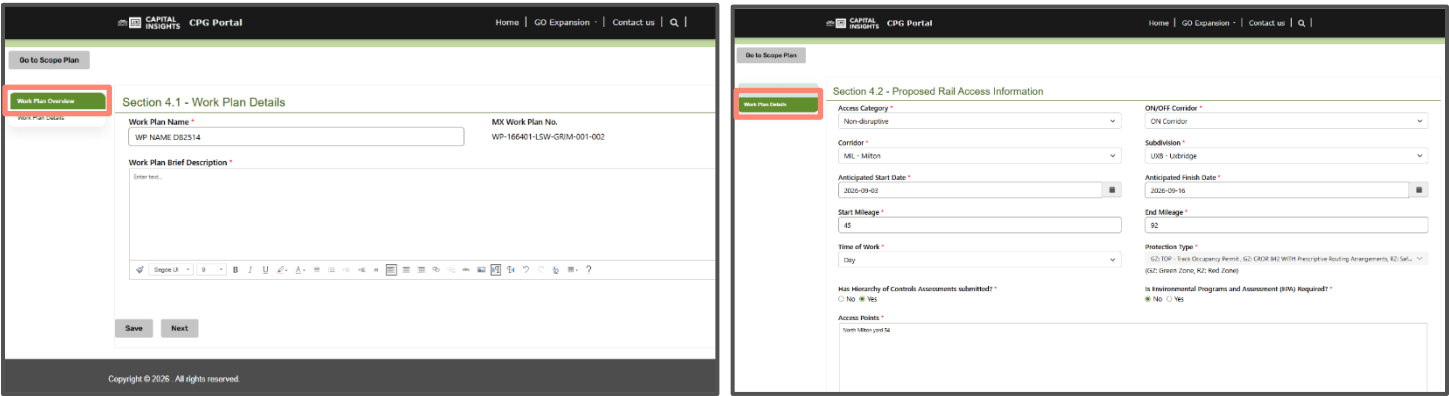
In **Section 3-List of Applicable Work Submittals** you will list any work submittals or permits needed for the scope of work. The submittals only need to be listed; more detail will be requested later in the process.

Once all foreseen work submittals have been listed you click **Next** to move to the next section.

Section 4 | Work Plan Details



In **Section 4- List of Work Plans** you will take the information from the Scope Description and break it down into multiple Work Plans. Click **Add a new Work Plan** to begin. The information provided in this section will auto-generate the Work Plans to be developed later by the Contractor.

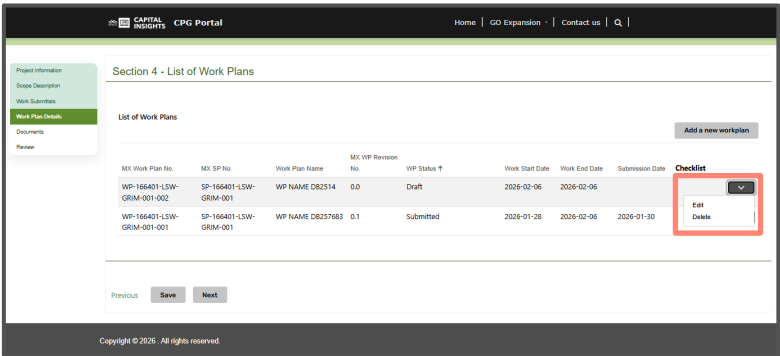


In the section **4.1 Work Plan Overview** you give a brief description of the planned work, which will be expanded on in the **Work Plan Details** section.

In section **4.2 Proposed Rail Access Information**, provide any anticipated rail corridor access information. If needed, this information can be changed or updated later when developing the Work Plan. **Note**, the permits section of this window is for Asset Only permits. The permits within the Scope Plan (the project permits) do not need to be added here.

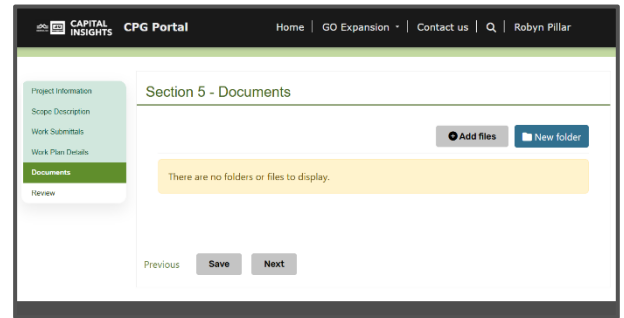
When this Section 4 is completed, click **Save & Return to Scope Plan**.

The Work Plans listed in Section 4 will appear in the Work Plan list as a draft and can be edited by clicking the arrow on the right-hand side.



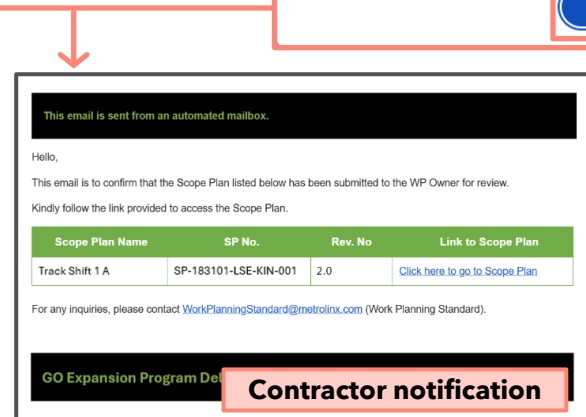
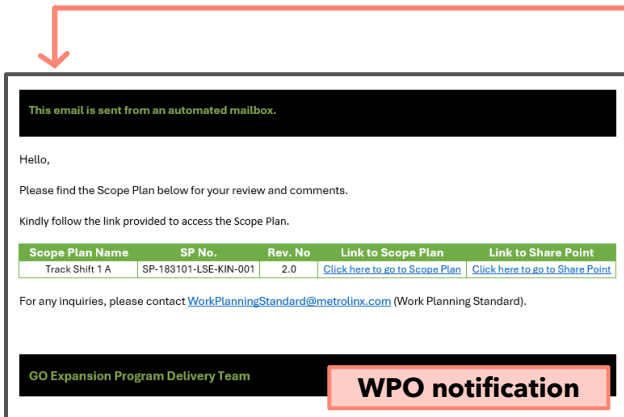
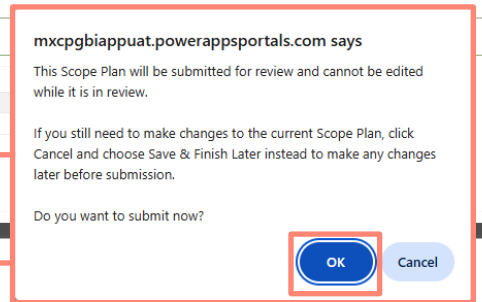
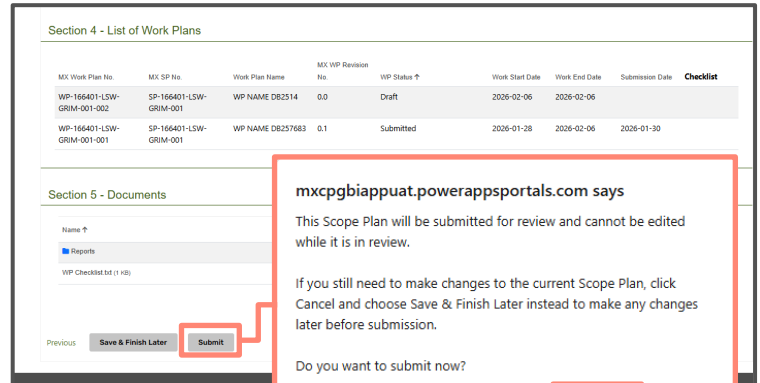
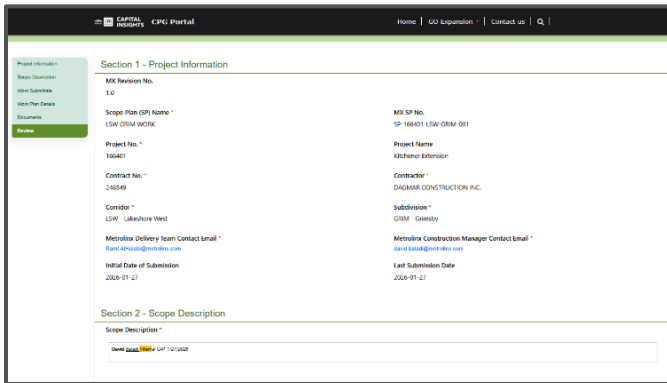
Section 5 | Documents

This section is used for uploading additional appendices or documents. These could include presentations, site layouts, etc. **It is recommended that Contractor uploads as much information as possible in this section.** It helps the WPO, and SMEs understand the scope of the project and tailor a comprehensive requirements checklist.



Section 6 | Review

This section gives an overview of the information in the draft Scope Plan. You have 2 options at the bottom of the page, **Save & Finish** later or to **Submit**.

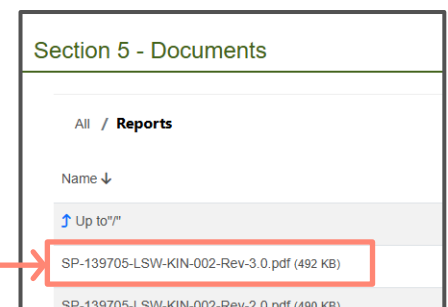
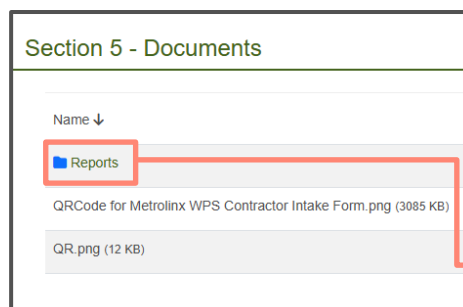


When a Scope Plan is submitted, both Metrolinx and the Contractor will receive an auto-generated email notifications of the submittal, and the Scope Plan becomes locked to the Contractor.

Note: When a Scope Plan is submitted it becomes locked to the Contractor, no edits can be made until that review process is completed and the WPO unlocks the file.

Note: PDF report is now available.

Once submitted, a paginated PDF report is auto-generated for the Scope Plan, and available for download. It can be accessed through the Scope Plan under **Section 5- Documents** in the **Reports** folder



STEP 2 | REQUIREMENTS CHECKLIST

METROLINX

WORK PLAN REQUIREMENT CHECKLIST

Project: Ontario Line South
SP No.: SP-AC230015AP-LSW-OAK-001
WP No.: WP-AC230015AP-LSW-OAK-001-001
WP Name: WPP Construction & Conduct Installation

#	Review Description	Response (Yes/No, N/A)	Remark
GENERAL CONDITIONS			
1	All Sections of the Work Plan Methodology Template (WPM) filed by the Contractor as applicable		
2	Scope description in WPM Template aligns with the Scope Plan submitted at T-22		
3	Ensure workers on Metrolinx property will have PPS training		
4	Work within, under, over or adjacent to GO Transit / Metrolinx Railway Right-of-Way shall be performed under Railway Flagging Protection Confirm "Yes" that Contractor will adhere to this requirement or "N/A" if not applicable		
5	Muster points, site access, and laydown areas (if applicable) shall be clearly identified in the WPM templates		
6	Locates (i.e., Railway Signals, utilities public and/or private) are required prior to any ground disturbance works Confirm "Yes" that Contractor will adhere to this requirement or "N/A" if not applicable Storage of machinery and Materials within Metrolinx Right-of-Way (ROW)		
7	If the Contractor proposes to store any machinery or materials within the Metrolinx ROW: Prior written approval must be obtained from Metrolinx (including the Track Centre of Excellence and Operating Practices, if applicable) Confirm "Yes" that Contractor will adhere to this requirement or "N/A" if not applicable		
8	If machinery swings or encroaches within the GO Transit / Metrolinx Right-of-Way during the proposed work, sketch attached showing the Swing Radius for machinery with Booms and Dimensions to Property Line and Centerline of the nearest Track Note: Positive track protection is required		

Section 1 - Document Control & Record

The Requirements Checklist is a document developed by the WPO that will outline everything that is required for submission to complete the requested works.

Once the Scope Plan has been submitted, the next step is for the Work Plan Owner (WPO) to attach a custom **Requirements Checklist** for each Work Plan.

Once the Scope Plan review has been completed and the WPO has uploaded the Checklist for each Work Plan, the Contractor will have visibility into the Requirements Checklist.

The Contractor can access the Checklist from either:

- 1. The Scope Plan home page.** Click **view** from the right-side drop-down menu of the desired Scope Plan, the checklist will be under **Section 4 - List of Work Plans**.

CPG Portal

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Create a scope plan

Scope Plan Status: All

Search

Export

MX SP No.	Scope Plan (SP) Name	MX Revision No.	SP Status	Project No.	Project Name	Corridor	Subdivision	Contract No.	Contractor	Initial Submission Date	Owner
SP-183101-LSW-KIN-001	Track Shift 1 A	1.0	In Review	183101	East Harbour Hub ST Station	LSE - Lakeshore East	KIN - Kingston	248549	ONipress Transportation Partners Inc.	2026-02-02	Liza Sharma
SP-119914-BAR-AMT-001	Caledonia GO	1.0	Submitted	119914	Caledonia GO Station	BAR - Barrie	NMT - Newmarket	305238	GRASCAN CONSTRUCTION LIMITED	2026-02-03	View View/Add Comments David Baladi
SP-166401-LSW-GRIM-001	LSW GRIM WORK	1.0	Submitted	166401	Kitchener Extension	LSW - Lakeshore West	GRIM - Grimsby	248549	DAGMAR CONSTRUCTION INC.	2026-01-27	David Baladi

Section 4 - List of Work Plans

MX Work Plan No.	MX SP No.	Work Plan Name	MX WP Revision No.	WP Status	Work Start Date	Work End Date	Submission Date	Checklist
WP-166401-LSW-GRIM-001-002	SP-166401-LSW-GRIM-001	WP NAME DB2514	0.0	Draft	2026-02-06	2026-02-06		
WP-166401-LSW-GRIM-001-001	SP-166401-LSW-GRIM-001	WP NAME DB257683	0.1	Submitted	2026-01-28	2026-02-06	2026-01-30	

- 2. The auto-generated email.** When the WPO uploads a Checklist to a Work Plan the Contractor will receive an auto-generated email alerting them to the upload. This email will contain a link to the Checklist.

Checklist_WP-126701-LSW-OAK-002-001_20260304.xlsx
121 KB

This email is sent from an automated mailbox.

Hello,
The Scope Plan is currently under review stage and requirement checklist has been provided for below Workplan.
Kindly follow the link provided to access the Work Plan.

Work Plan Name	WP No.	Rev. No.	Start Date	End Date	Link to Work Plan
Test WP	WP-126701-LSW-OAK-002-001	0.1	2026-12-02	2027-02-04	Click here to go to Work Plans

For any inquiries, please contact WorkPlanningStandard@metrolinx.com (Work Planning Standard).

GO Expansion Program Delivery Team

DEVELOPING A WORK PLAN USING THE REQUIREMENT CHECKLIST

Developing the Work Plan is a collaborative process between the Contractor and the WPO. Once the WPO uploads the Checklist and the Contractor has access to it, the Contractor can review the Checklist, develop the Work Plan, and prepare everything for submission. Using the Checklist the Contractor might take weeks to develop a comprehensive Work Plan, ensuring the Requirements Checklist items are being addressed during the development of each section of the Work Plan.

Requirement	Yes
Section 06 - Asset Owner Requirements	
14 Any excavation for daylighting shall be a maximum of 300 to 400mm diameter hole within the railway loading influence zone. The track loading influence zone limit has been provided in Metrolinx General Guidelines for Design of Railway Bridges and Structures (RC-0506-04STR) Chapter 8 - Part 7 section 22.1. If the daylighting operations fall within the railway loading influence zone, no trenches shall form. In addition, a. A track inspector qualified with Track Inspection Guidelines (TIG) and Geotechnical Engineer is required to be present on-site for any excavations / ground disturbance which falls within the track influence zone as per Metrolinx Track Standards RC-0506-02TRK, Appendix W. A TIG qualified track inspector / Geotechnical Engineer shall ensure the track structure is restored in accordance with Metrolinx Track Standards before resuming train services	
18 The excavation and ground disturbance within 2m of signal infrastructure shall be carried out in the presence of Metrolinx Signal Maintainer as per Metrolinx S&C Codes of Practice (SCP-1005) - RC-0506-03SIG-02.	
21 For all Trenching / Excavation: Details (i.e. width, length & depth) of the proposed sending and receiving pits provided and there clearance dimensions in relation to the nearest rail on Plan and Profile Views included.	
If applicable, has list of assets being impacted identified in the WPM.	
If Trenching / Excavation is required within the Railroad Influence Zone Confirm 'Yes' that Contractor will adhere to the following requirements: a. All Trenches, daylighting holes, pits and excavations shall be backfilled with Granular B Type II in 150mm lifts at 98% SPDD and if compaction cannot be achieved due to size of pit, other options such as self compacting material shall be explored and proposed b. Any daylighting, trenching or excavations within the Railway Loading Influence Zone shall be supported at all times and shall be backfilled prior to passing of a train To clarify further, if backfilling of the trench is not an option, then the trench shall be supported at all times during the proposed work, please clarify on how this will be achieved Anticipated Utility Daylighting and Burp Pits (with dimensions from centreline of the nearest track) shown: c. A separate Plan and Profile View sketch for the daylighting holes, pits, trenches and	

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Table of Content ✓
Document Control & Record ✓
Scope Description ✓
Construction Task Schedule ✓
Rail Corridor Access Information ✓
Operational Interface ✓
Asset Owner Requirements
Environmental Programs and Assessment (EPA) ○
Indigenous Relations Office (IRO) Requirements ○
Community Engagement ○
Site Information and Communications ○
Supplemental Documents ○
Review ○

Section 6.1 - Required Asset Owner Permits

Asset Owner Permit +Add

Permit Name	Permit No.	Description	Status	Required By Date

Section 6.1.1 - List of Assets Being Impacted ⓘ

Assets Being Impacted +Add

Asset Type	Location	Mileage

Section 6.1.2 - Asset Handover Documents

Are asset handover documents required? ⓘ *

☒ No ☐ Yes

Section 6.1.3 - Inspection and Test Plans (ITPs)

Is ITP required? ⓘ *

☒ No ☐ Yes

Section 6.2 - Signal Testing Documents

Is Signal testing required? ⓘ *

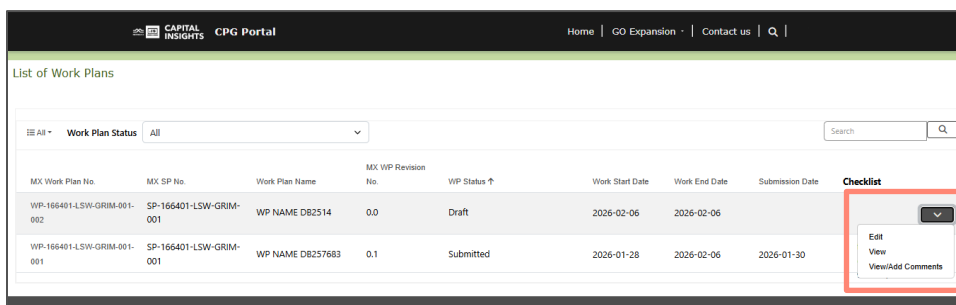
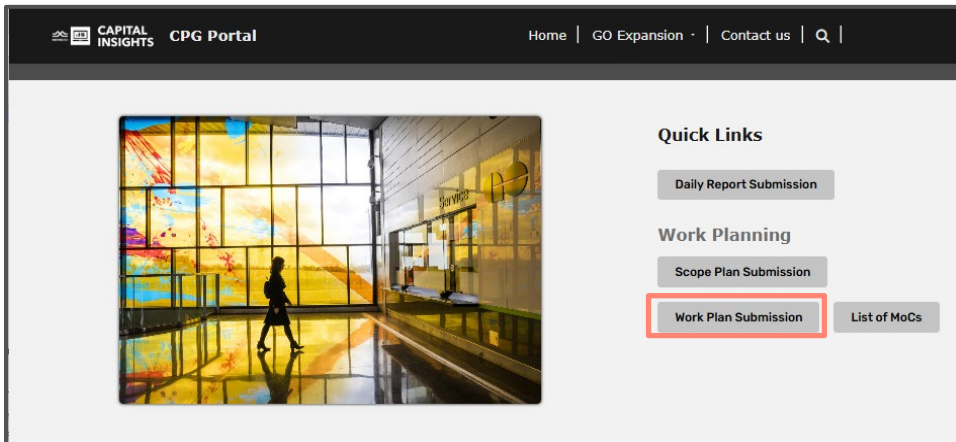
☒ No ☐ Yes

Previous Save Next

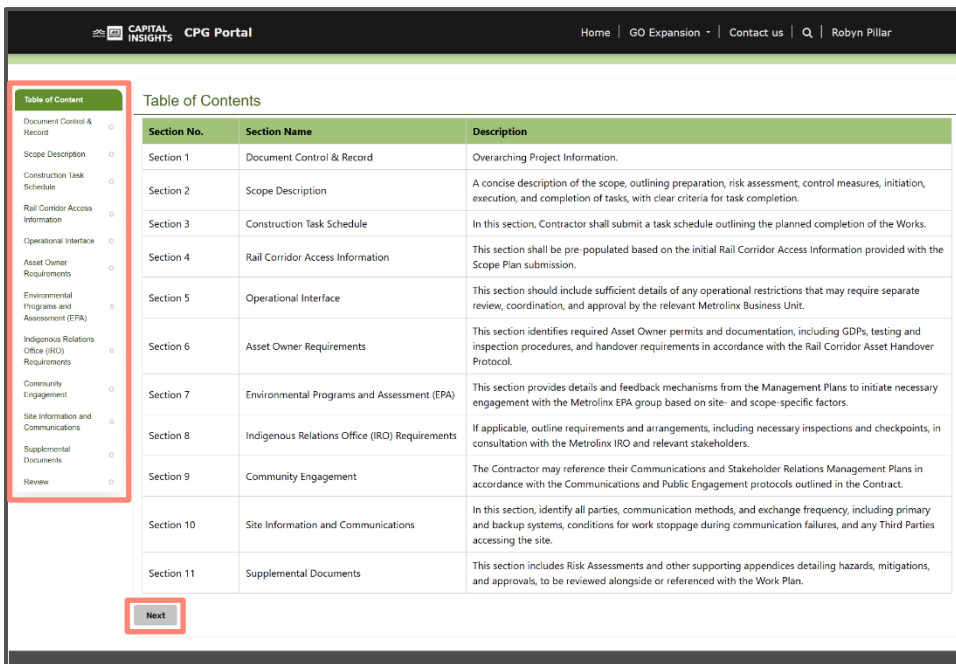
Note: The Requirements Checklist is formatted to match the flow of the Work Plan.

STEP 3 | CREATING A WORK PLAN

To submit a Work Plan, first click **Work Plan Submission** from the CPG Portal home page.



The Work Plans identified in Section 4 of the Scope Plan will auto-populate in the Work Plan list. To edit a Work Plan, **click Edit from to drop-down menu on the right-hand side.**



The Work Plan "home page" acts as a table of contents. Click **Next** to go to Section 1 or use the **left-hand menu** to move to any section.

Section 1 | Document Control and Record

The screenshot shows the CPG Portal interface. On the left is a 'Table of Content' sidebar with 'Document Control & Record' selected. The main content area is divided into two sections:

Section 1.1 - Project Information

MX SP No. SP-166401-LSW-GRIM-001	Metrolinx Contract Number 248549
Scope Plan (SP) Name LSW GRIM WORK	Contractor DAGMAR CONSTRUCTION INC.
Project Name Kitchener Extension	Subdivision GRIM - Grimsby
Corridor LSW - Lakeshore West	MX Construction Management Contact Email david.baladi@metrolinx.com
MX Project Management Contact Email Rami.AhHalabi@metrolinx.com	MX Construction Management Contact Phone No. *
MX Project Management Contact Phone No. * 	

Section 1.2 - Work Plan (WP) Document Control Information

MX WP Revision No. 0.0	MX Work Plan No. WP-166401-LSW-GRIM-001-002
Work Plan Name * WP NAME DB2514	

Next

Much of this section is auto-generated from the information provided in the Scope Plan.

Section 2 | Scope Description

The screenshot shows the CPG Portal interface with 'Scope Description' selected in the sidebar. The main content area contains four sections:

Section 2.1 - Working Arrangements

Provide details like temporary work, shoring, lighting, way finding and any other considerations of interaction with station operators or neighboring businesses/residents.

Temporary work, shoring, lighting, way finding and any other considerations of interaction with station operators or neighboring businesses/residents

Section 2.2 - Site Logistics

Describe what arrangements the Contractor put in place regarding site logistics, such as Construction Access Gates and the method of accessing the Work Site (i.e. hi-rail, access roads), including outlining the material delivery procedures, staging and transfers to the site, and details relevant to a logistics plan.

Construction Access Gates and the method of accessing the Work Site (i.e. hi-rail, access roads), including outlining the material delivery procedures, staging and transfers to the site, and details relevant to a logistics plan.

Section 2.3 - Planning Assumptions

Describe what the contractor is expecting in their planning of the Works from stakeholder groups, or any third party directly involved in the scope.

Hydro One

Section 2.4- Restrictions

Overhead Clearance	Neighbouring Communities(Business/Residents)
☐ No ☒ Yes	☐ No ☒ Yes
Utility Providers	Other Consideration *
☐ No ☒ Yes	☒ No ☐ Yes
Restriction Details * Describe how the known restrictions provided above will affect the execution of work and how the Contractor will perform the work. Hydro pole and public interference will affect the execution of work and how the Contractor will perform the work.	

Previous Save Next

Section 2-Scope Description displays 4 sections where you can expand on the description you provided in the Scope Plan. Each section gives an outline of the information needed in the grey text below the section name.

Section 3 | Construction Task Schedule

Table of Content

Document Control & Record

Scope Description

Construction Task Schedule

Rail Corridor Access Information

Operational Interface

Asset Owner Requirements

Environmental Programs and Assessment (EPA)

Indigenous Relations Office (IRO) Requirements

Community Engagement

Site Information and Communications

Supplemental Documents

Review

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Section 3.1 - Step by Step Sequence of Activities/Tasks

Is sequence of activities/tasks attached as an appendix?

No

Yes

Activities

+Add

Task No.	Duration	Description
There are no records to display.		

Section 3.2 - Hour By Hour Schedule

Is Hour by Hour schedule added?

No

Yes

Previous

Save

Next

In this section the Contractor has 2 options when adding the step-by-step sequence of activities:

- add the activities manually to Section 3.1 into the field provided; or
- attach the activities separately as a document in Section 11.3.

Section 4 | Rail Corridor Access Information

Table of Content

Document Control & Record

Scope Description

Construction Task Schedule

Rail Corridor Access Information

Operational Interface

Asset Owner Requirements

Environmental Programs and Assessment (EPA)

Indigenous Relations Office (IRO) Requirements

Community Engagement

Site Information and Communications

Supplemental Documents

Review

CPG Portal

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Section 4 - Rail Corridor Access Information

Access Category

Non-disruptive

Shift

Day

Work Start Date

2026-09-23

Work End Date

2026-09-24

Start Time

06:00 AM

End Time

06:00 PM

Distance from Track

0

ON/OFF Corridor

ON Corridor

Corridor

LSW - Lakeshore West

Subdivision

CHAK - Chakville

Working Limits (Start Mileage)

45

Working Limits (End Mileage)

35

Exact Work Location Mileages

Affected Tracks

Protection Type

EZ CBP - Continuous Work Zone

TOP Information

Select

Mile Start

Mile End

Signal Start

Signal End

Protection Limits

Is ATWS (Automatic Train Warning System) proposed?

No

Yes

Is ATD (Adjacent Track Open) proposed?

No

Yes

Section 4.1 - Access/Egress Points

List of Gates and Mileage

+Add

Gate	Mileage
------	---------

HI Rail Access Location

+Add

Gate	Mileage
------	---------

Section 4.2 - Work Groups Involved

+Add

Work Group	Trade	Contractor/Subcontractor Company	Identify Competent Supervisor	Number of Workers
------------	-------	----------------------------------	-------------------------------	-------------------

Section 4.3 - List of Machinery

+Add

Task Number	Machinery Type	Quantity	GC or SUB?	Standby?	HA-RAST?
-------------	----------------	----------	------------	----------	----------

Section 4.4 - List of Materials

+Add

Task Number	Material Type	Quantity	Inspected by Consultant?	Backup Material?
-------------	---------------	----------	--------------------------	------------------

Previous

Save

Next

In **Section 4-Rail | Corridor Access Information**, provide further detail on the rail access information. This section also allows you to edit details (e.g., mileage adjustment) that might have changed from the Scope Plan.

Sections 5-10 | Operational Interface, Asset Owner Requirements, Environmental Programs and Assessment (EPA), Indigenous Relations Office (IRO) Requirements, Community Engagement, Site Information and Communications.

Sections 5.1 through 5.10 will be mostly auto populated but need to be expanded on and updated based on any status changes. Refer to the images below.

Section 5.1 - Temporary Slow Orders (TSO)
Is there a TSO required? *
No Yes

Section 5.2 - Permanent Slow Orders (PSO)
Is there a PSO required? *
No Yes

Section 5.3 - Local Control
Is Local Control required? *
No Yes
Are RTC Resources required to support? *
No Yes

Section 5.4 - Station Impacts
Are there any impacts such as, but not limited to: Platforms, doors, station, etc.? *
No Yes

Section 5.5 - General Bulletin Order (GBO) and Timetable changes
Are GBO changes required? *
No Yes

Section 5.6 - Test Train Details
Is test train required? *
No Yes
Is Revenue service observations required? *
No Yes

Section 8 - Indigenous Relations Office (IRO)
IRO Overview *
If applicable, through consultation with Metrolinx IRO and relevant stakeholders, outline the requirements and arrangements, including any required inspections and checkpoints required for completion of the work.
Enter text...

Section 9.1 - General Overview
Community Engagement Overview *
Describe any specific impacts to work on the line on the surrounding community (e.g., noise, dust, traffic control), and provide control measures for each, regardless of whether the impact is expected. Indicate if special signage will be required including the type, location, and who will provide it. All public communications must be coordinated through Metrolinx PCT.
Enter text...

Section 9.2 - Potential Risks to Communities/Neighborhoods
Are there any potential risks to Communities/Neighborhoods? *
No Yes
Are there any issues/feedback from the community? *
No Yes

Section 6.1 - Required Asset Owner Permits
Asset Owner Permit
Permit Name Permit No. Description Status Required By Date

Section 6.1.1 - List of Assets Being Impacted
Assets Being Impacted
Asset Type Location Message

Section 6.1.2 - Asset Handover Documents
Are asset handover documents required? *
No Yes

Section 6.1.3 - Inspection and Test Plans (ITPs)
Is ITP required? *
No Yes

Section 6.2 - Signal Testing Documents
Is Signal testing required? *
No Yes

Section 10.1 - Network Operating Rules (NOC)
Do additional arrangements require for site? *
No Yes
Network Operating Rules (NOC) *
If the subject of the work requires the usage of network rules (NOC) 100-100, such as requiring track protection, work blocks, or Track Occupancy Permits, then additional procedures must be identified and approved by Metrolinx.
Enter text...

Section 10.2 - Emergency Contacts and Hospital Location
Do you have sufficient track worker radios for all operators and separate work groups? *
No Yes
Emergency Contacts Details
Emergency Contact Name Emergent Contact No. Nearest Hospital Name

Section 10.3 - Work Plan Contributors
Work Plan Contributors Details
Role Contractor Name Company Phone No.

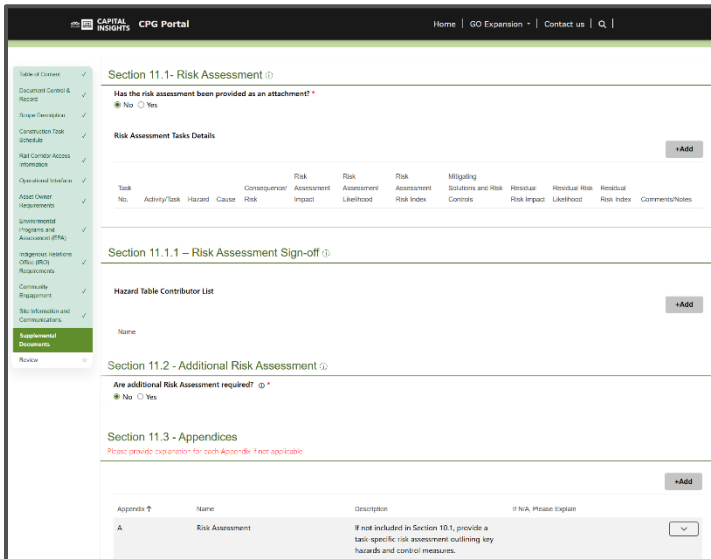
Section 10.5 - Key Contacts (Contractor and Subcontractor)
Key Contacts Details
Role Employee Name Company Phone No.

Section 7.1 - General Overview
Dewatering/Unwatering *
No Yes
Erosion and Sediment Control (ESC) *
No Yes
Noise Vibration and Light Management *
No Yes
Spill Prevention *
No Yes
Excess Soil Destination *
No Yes
Tree/Vegetation Removals *
No Yes
Other EPA Consideration *
No Yes
EPA Overview *
Enter text...

Section 7.2 - Environmental Permits Requirements
Permit Type Permit Name Permit No. Permit Status

Section 7.3 - Waste Management & Site Cleaning procedures
If applicable, provide a detailed methodology to waste management, which includes material deposits, debris, demolition, contamination, hazardous wastes, methodology should include any testing and hauling requirements. Handling of Contaminated Soil should also be outlined in this section if required.
Enter text...

Section 11 | Supplemental Documents



Section 11.1 - Risk Assessment

Has the risk assessment been provided as an attachment? ☒ No ☐ Yes

Risk Assessment Tasks Details

Task	Activity/Task	Hazard	Cause	Risk	Risk Assessment Impact	Risk Assessment Likelihood	Mitigating Solutions and Risk Controls	Residual Risk Impact	Residual Risk Likelihood	Residual Risk Index	Comments/Notes

Section 11.1.1 - Risk Assessment Sign-off

Hazard Table Contributor List

Name

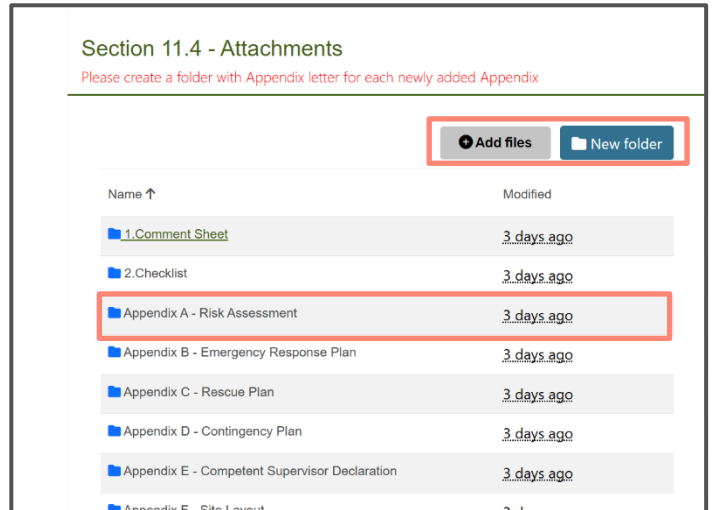
Section 11.2 - Additional Risk Assessment

Are additional Risk Assessment required? ☐ No ☐ Yes

Section 11.3 - Appendices

Please provide explanation for each Appendix if not applicable

Appendix	Name	Description	If N/A, Please Explain
A	Risk Assessment	If not included in Section 10.1, provide a task-specific risk assessment outlining key hazards and control measures.	



Section 11.4 - Attachments

Please create a folder with Appendix letter for each newly added Appendix

Add files New folder

Name	Modified
1. Comment Sheet	3 days ago
2. Checklist	3 days ago
Appendix A - Risk Assessment	3 days ago
Appendix B - Emergency Response Plan	3 days ago
Appendix C - Rescue Plan	3 days ago
Appendix D - Contingency Plan	3 days ago
Appendix E - Competent Supervisor Declaration	3 days ago
Appendix F - Site Layout	3 days ago

Section 11.1 | Risk Assessment

This section must be fully completed by providing the sign-off from their respective Safety authorized personnel and approvals by all contributors completing the Hazard Table. There are two options to submit the Risk Assessment:

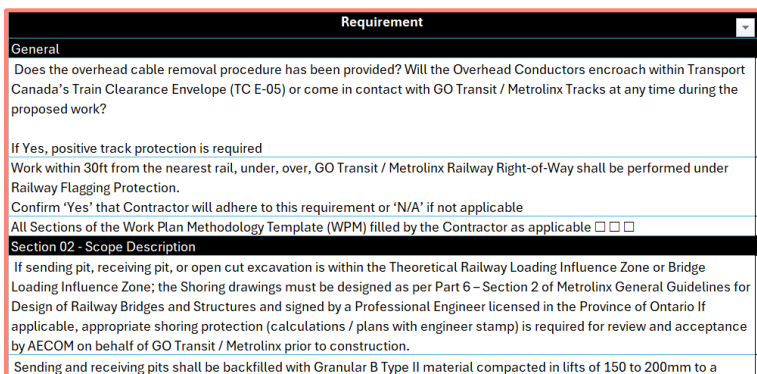
- place the information into the form **field provided in Section 11.1**; or
- upload the information as an attachment in **Section 11.3 under Appendix A**.

Section 11.3 | Appendices

All essential required documents depending on the scope of work in the Work Plan should be attached as appendices based on section 11.3.

To add files to the Appendices, click and open the appropriate pre-made appendix folder, and click the **Add files** button. If an appendix is needed but does not appear in the list, a new folder can be made using the **New folder** button.

Submitting the updated Requirements Checklist



Requirement

General

Does the overhead cable removal procedure has been provided? Will the Overhead Conductors encroach within Transport Canada's Train Clearance Envelope (TC E-05) or come in contact with GO Transit / Metrolinx Tracks at any time during the proposed work?

If Yes, positive track protection is required

Work within 30ft from the nearest rail, under, over, GO Transit / Metrolinx Railway Right-of-Way shall be performed under Railway Flagging Protection.

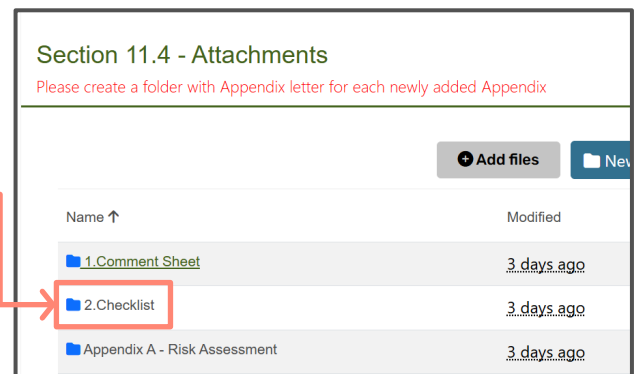
Confirm 'Yes' that Contractor will adhere to this requirement or 'N/A' if not applicable

All Sections of the Work Plan Methodology Template (WPM) filled by the Contractor as applicable ☐ ☐ ☐

Section 02 - Scope Description

If sending pit, receiving pit, or open cut excavation is within the Theoretical Railway Loading Influence Zone or Bridge Loading Influence Zone; the Shoring drawings must be designed as per Part 6 – Section 2 of Metrolinx General Guidelines for Design of Railway Bridges and Structures and signed by a Professional Engineer licensed in the Province of Ontario. If applicable, appropriate shoring protection (calculations / plans with engineer stamp) is required for review and acceptance by AECOM on behalf of GO Transit / Metrolinx prior to construction.

Sending and receiving pits shall be backfilled with Granular B Type II material compacted in lifts of 150 to 200mm to a



Section 11.4 - Attachments

Please create a folder with Appendix letter for each newly added Appendix

Add files New folder

Name	Modified
1. Comment Sheet	3 days ago
2. Checklist	3 days ago
Appendix A - Risk Assessment	3 days ago

Along with the Work Plan, **the Contractor will provide an updated Requirements Checklist** with notes and responses, building off the original document. This will be submitted to the WPO as an attachment of the Work Plan; it can be uploaded within Section **11.4 - Attachments** in folder **2. Checklist**.

STEP 4 | REVIEW AND SUBMIT

Once all sections of the Work Plan have been completed, **Section 11** will give you an opportunity to review all submitted information and submit your Work Plan. Click the Submit button at the bottom of the page to submit the Work Plan.

Previous

Save & Finish Later

Submit

CPG Portal

List of Work Plans

Work Plan Status

All

MX Work Plan No.	MX SP No.	Work Plan Name	MX WP Revision No.	WP Status
WP-166401-LSW-GRIM-001-002	SP-166401-LSW-GRIM-001	WP NAME DB2514	0.0	Draft
WP-166401-LSW-GRIM-001-001	SP-166401-LSW-GRIM-001	WP NAME DB257683	0.1	Submitted

This email is sent from an automated mailbox.

Hello,

This email is to confirm that the Work Plan listed below has been submitted to the WP Owner for review. Kindly follow the link provided to access the Work Plan

Work Plan Name	WP No.	Rev. No.	Start Date	End Date	Link to Work Plan
Test WP	WP-126701-LSW-OAK-002-001	0.1	2026-12-02	2027-02-04	Click here to go to Work Plan

For any inquiries, please contact WorkPlanningStandard@metrolinx.com (Work Planning Standard).

GO Expansion Program Delivery Team

When a Work Plan is submitted, the Work Plan home page status will be updated to **Submitted**, and Metrolinx and the Contractor will be notified with an **auto-generated email**.

Note: When a Work Plan is submitted, it becomes locked to the contractor, and no changes can be made. Ensure all information is completed and up to date before submitting any Work Plan.

Note: PDF report is now available.

Once submitted, a paginated PDF report is auto-generated for the Work Plan, and available for download. It can be accessed through the Work Plan under **Section 11.4-Attachments** in the **Reports** folder.

Section 11.4 - Attachments

Name	Modified
Reports	2026-01-30 11:14

Section 11.4 - Attachments

All / Reports

Name
WP-166401-LSW-GRIM-001-001-Rev-0.1.pdf (576 KB)

STEP 5 | MAKING AND REVIEWING COMMENTS

The top screenshot shows the 'Create a scope plan' page in the CPG Portal. It features a table of scope plans with columns: MX SP No., Scope Plan (SP) Name, MX Revision No., SP Status, Project No., Project Name, Corridor, Subdivision, Contract No., Contractor, Initial Submission Date, and Owner. A dropdown menu is open for the 'View/Add Comments' option, which is highlighted with a red box.

The bottom screenshot shows the 'Scope Plan' page for 'SP-119914-LSW-OAK-001'. It displays the 'Comments' section with a yellow bar indicating 'There are no notes to display.' A red box highlights the 'Add note' button, and a red line connects it to the 'Add note' dialog box. The dialog box has a text area for 'Note', an 'Attach a file' section with a 'Choose File' button, and 'Add note' and 'Cancel' buttons at the bottom.

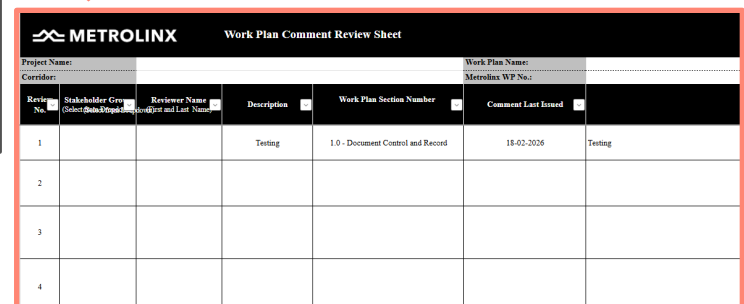
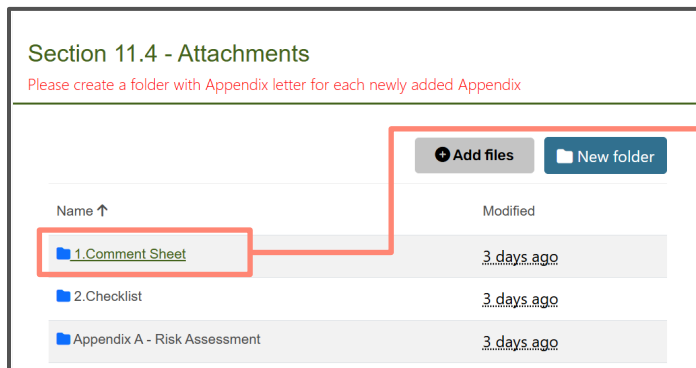
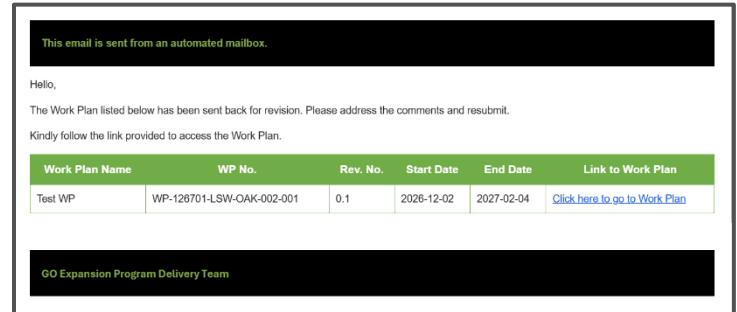
The Comments function is used for the Contractor to communicate with the WPO. This channel of communication is always open, even when the Plan is locked and in review. It can be used to update the WPO on the status of documents or flag any new information that might be available.

STEP 6 | NEXT STEPS

Once a Work Plan have been submitted, the Metrolinx Work Plan Owner and the SMEs will use the **Review Comment Sheet** within the corresponding Work Plan to provide comments to the Contractor.

Once the WPO completes their review:

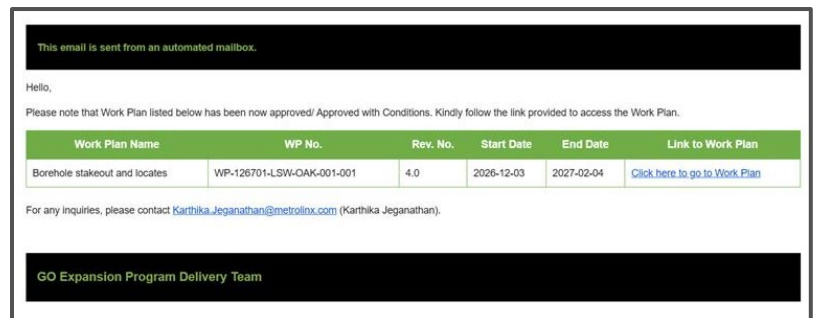
1. the contractor will receive **auto-generated email** notification that the comments sheet is available;
2. the Work Plan status will update to **In Revision**; and
3. the Work Plan documents will unlock.



The **Review Comment Sheet** can be accessed in the Work Plan **Section 11.3 - Appendices** in the **Comments Sheet folder**. The Contractor can download and review the Comments sheet, provide responses, and upload the document to the same folder.

The Contractor will review the comments sheet, make updates to the Work Plan, provide responses in the comments sheet, and resubmit the Work Plan. The SME's and WPO will then review the responses and either close their comments or ask for additional information. This cycle of revising and resubmission continues until the comments are closed.

Once all comments are closed, the **WPO will approve the Work Plan**, and the Contractor will receive an email confirming the Work Plan approval.



Note: PDF report is now available. At this stage, a new paginated PDF report is auto-generated for the Work Plan, and available for download. It can be accessed through the Work Plan under **Section 11.4- Attachments** in the **Reports** folder.

STEP 7 | MANAGEMENT OF CHANGE (MOC)

CAPITAL INSIGHTS CPG Portal									
Home GO Expansion - Contact us									
List of Work Plans									
All - Work Plan Status All									
MX Work Plan No.	MX SP No.	Work Plan Name	MX WP Revision No.	WP Status ↑	Work Start Date	Work End Date	Submission Date	Checklist	
Request MOC	WP-183101-LSE-KIN-001-001	SP-183101-LSE-KIN-001	Existing Track Removal T3 and T4	1.0	Approved	2026-07-16	2026-11-05	2026-02-04	Workplan Review Checklist - East Harbour Project 1.xlsx
	WP-183101-LSE-KIN-001-002	SP-183101-LSE-KIN-001	East Harbour - Temporary Concrete Barrier	0.0	Draft	2026-08-27	2026-12-25		Workplan Review Checklist - East Harbour Project 2.xlsx

Once a Work Plan has been approved (or conditionally approved) a Management of Change (MoC) can be requested.

Note: A Work Plan can only have 1 active MoC per revision. Once a MoC has been approved, and the Work Plan has moved to the next revision, a new MoC can be created.

Requesting a MoC

To Request a Management of Change, first click on **Request MoC** on the List of Work Plan Page. This will open the **MoC request page**.

CAPITAL INSIGHTS CPG Portal

Home | GO Expansion - | Contact us | Q |

Section 1.1 - General Overview

General Overview *

Section 1.2 - List of Supporting Documents

File NameDescription

There are no records to display.

Section 2 - Project Information

Work Plan NameMX Work Plan No.
Existing Track Removal T3 and T4WP-183101-LSE-KIN-001-001

Project NameContractor
East Harbour Hub ST StationONxpress Transportation Partners Inc.

CorridorSubdivision
LSE - Lakeshore EastKIN - Kingston

Section 2.1 - MOC Information

MoC Submitter Name *Submitter Contact No. *
Jane Doe234561

MoC Submitter Position *Submitter Email *

Is there a change in type of protection? *
☒ No ☐ Yes

Protection Type *Protection Limits *
G2: Separated Working with a Visual Temporary Delineation Barrier23 MP- 31 MP

MOC Submission Date
2026-02-19

Section 1.1 - General Overview | Similar to the Scope Plan, in this section you will give a brief high-level overview of the requested change. This will be expanded on in the subsequent section.

Section 1.2 - List of Supporting Documents | This section will give you the opportunity to upload any supported document needed for the MoC.

Section 2 - Project Information | This section will be auto-populated from the information provided in the Work Plan.

Section 2.1 - MoC Information | This information needs to be filled out by the MoC submitter.

Section 3 - Type of Change

☐ Field Level Change
 ☐ Administrative Level Change

☐ Document Attachment

Change Type *
 Minor

Is there an increase in risk or scope? *
 No

Has risk assessment been done? *
 No

Has risk/scope increment document been attached? *
 No

Explain Risk/Scope Increment Irrelevance *

Start Mileage *
 22 MP

End Mileage *
 30 MP

Description of proposed changes *
 Change in date

Section 4 - List of effected sections of WP

Section Number	Section Name	ChangeDescription

Section 5 - MoC Approval
To be filled by Metrolinx.

Name of Approver
 Approver Phone Number
 Provide a telephone number

Date of Approval
 WP Revision No
 1.00

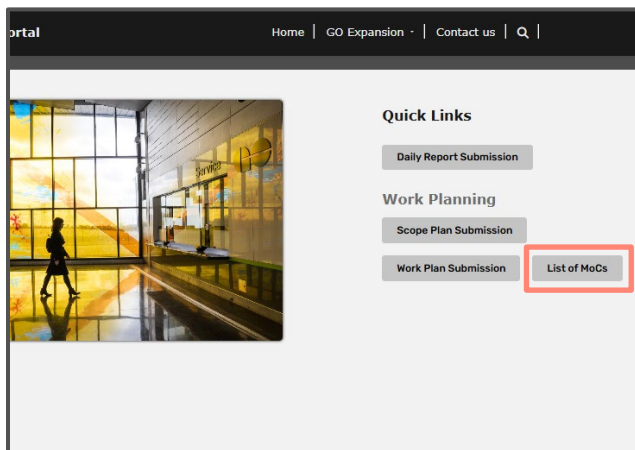
Close

Section 3 - Type of Change | In this section you expand on the summary given in Section 1.1. You will need to indicate the level of change, if a Risk Assessment is needed, the mileage, and give a more detailed description of the change needed.

Section 4 - List of Affected Sections of WP | In this Section list the affected sections of the Work Plan. For example, if the MoC proposes a new work start or end date, one section of the WP that would be affected is section 4- Rail Corridor Access Information, where the work start and end date is stated.

Section 5 - MoC Approval | This section is to be filled by the Metrolinx Work Plan Owner and can be left blank.

Note: Once the MoC is submitted and in review the Work Plan will become locked, and no updates can be made until the MoC is approved.



No.	Work Plan Name	MX WP Revision No.	WP Status ↑	Work Start Date	Work End Date	Submission Date	Checklist	Submitter Email
0101-LSE-01	Existing Track Removal T3 and T4	1.0	Approved	2026-07-16	2026-11-05	2026-02-04	Workplan Review Checklist - East Harbour Project 1.xlsx	Lizatejpal@gmail.com
0101-LSE-01	East Harbour - Temporary Concrete Barrier	0.0	Draft	2026-08-27	2026-12-25		Workplan Review Checklist - East Harbour Project 2.xlsx	Lizatejpal@gmail.com
0101-LSE-01	Installation of shoring & tiebacks	0.0	Draft	2026-10-15	2027-01-01		Workplan Review Checklist - East Harbour Project 3.xlsx	Lizatejpal@gmail.com

Once submitted a MoC can be viewed either by clicking **List of MoCs** on the home page or clicking the **arrow on the right-hand side in the Work Plans page**.

MoC Approval

This email is sent from an automated mailbox.

Hello,

Please note that MoC listed below is in review stage. Kindly follow the link provided to access the MoC.

MoC No.	Link to MoC	WP No.	Work Plan Name	Link to Work Plan
MoC-126701-LSW-OAK-001-04	Click here to go to MoC	WP-126701-LSW-OAK-001-001	Borehole stakeout and locates	Click here to go to Work Plan

For any inquiries, please contact WorkPlanningStandard@metrolinx.com (Work Planning Standard).

GO Expansion Program Delivery Team

When the Contractor submits the MoC, an auto-generated email will be sent to both the Contractor and the WPO confirming the submission, the Work Plan will be locked, and the WPO can begin their review.

A MoC can be either accepted or rejected by the WPO.

This email is sent from an automated mailbox.

Hello,

Please note that MoC listed below has been now approved. Kindly follow the link provided to access the MoC.

MoC No.	Link to MoC	WP No.	Work Plan Name
MoC-126701-LSW-OAK-001-03	Click here to go to MoC	WP-126701-LSW-OAK-001-001	Borehole stakeout and locates

For any inquiries, please contact WorkPlanningStandard@metrolinx.com (Work Planning Standard).

GO Expansion Program Delivery Team

If a **MoC is accepted**, the Contractor will update the **Work Plan** to incorporate the changes requested in the MoC and resubmit the Work Plan

This email is sent from an automated mailbox.

Hello,

Please note that MoC listed below has Rejected. Kindly follow the link provided to access the MoC.

MoC No.	Link to MoC	WP No.	Work Plan Name
MoC-126701-LSW-OAK-001-04	Click here to go to MoC	WP-126701-LSW-OAK-001-001	Borehole stakeout and locates

For any inquiries, please contact WorkPlanningStandard@metrolinx.com (Work Planning Standard).

GO Expansion Program Delivery Team

If the **MoC is rejected**, the Contractor and the WPO can discuss the required updates, and the Contractor needs to resubmit a revised MoC for review.

ADDITIONAL INFORMATION

Search Bar Function

Contractors can search for Work Plans or Scope Plans from their home pages. Search for a Scope/Work Plan by number, name, project number, project name, corridor, contact number, contractor, or submitter.

CPG Portal

Home | GO Expansion | Contact us | Q | Robyn Pillar

Create a scope plan

Scope Plan Status: All

Track Shift

MX SP No.	Scope Plan (SP) Name	MX Revision No.	SP Status	Project No.	Project Name	Corridor	Subdivision	Contract No.	Contractor	Initial Submission Date	Submitter Email
SP-183101-LSE-KIN-001	Track Shift 1 A	2.0	In Review	183101	East Harbour Hub ST Station	LSE - Lakeshore East	KIN - Kingston	248549	ONexpress Transportation Partners Inc.	2026-02-02	Lizatejpal@gmail.com

Reports

An auto-generated paginated report of the Work Plan is available for review at any step of the WPS process. They are generated when the Work Plan is submitted, when it's in revision, and when it's approved. The report can be found in **Section 11.4 - Attachments** of the Work Plan.

Section 11.4 - Attachments

Name ↑ Modified

- 2. Checklist 2026-02-27 11:01 AM
- Reports 2026-02-11 2:34 PM
- WP-126701-RH-BALA-001-001-Rev-0.1.pdf (576 KB) 2026-02-11 2:31 PM
- WP-183101-LSE-KIN-001-001-Rev-0.1.pdf (584 KB) 2026-02-11 2:32 PM

Section 11.4 - Attachments

All / Reports

Name ↑ Modified

- Up to 7" 2026-02-11 2:34 PM
- WP-166401-LSW-GRIM-001-002-Rev-0.1.pdf (581 KB) 2026-02-11 2:34 PM
- WP-166401-LSW-GRIM-001-002-Rev-1.0.pdf (578 KB) 2026-02-27 1:17 PM
- WP-166401-LSW-GRIM-001-002-Rev-2.0.pdf (580 KB) 2026-02-27 1:20 PM

CPG Work Plan Submission

WP NAME DB2514

Status Submitted 2/11/2026 7:53:44 PM

Section No.	Section Name	Description
Section 1	Document Control & Record	Overarching Project Information.
Section 2	Scope Description	A concise description of the scope, outlining preparation, risk assessment, control measures, initiation, execution, and completion of tasks, with clear criteria for task completion.
Section 3	Construction Task Schedule	In this section, Contractor shall submit a task schedule outlining the planned completion of the Works.
Section 4	Rail Corridor Access Information	This section shall be pre-populated based on the initial Rail Corridor Access Information provided with the Scope Plan submission.
Section 5	Operational Interface	This section should include sufficient details of any operational restrictions that may require separate review, coordination, and approval by the relevant Metrolinx Business Unit.
Section 6	Asset Owner Requirements	This section identifies required Asset Owner permits and documentation, including CDPs, testing and inspection procedures, and handover requirements in accordance with the Rail Corridor Asset Handover Protocol.
Section 7	Environmental Programs and Assessment (EPA)	This section provides details and feedback mechanisms from the Management Plans to initiate necessary engagement with the Metrolinx EPA group based on site- and scope-specific factors.
Section 8	Indigenous Relations Office (IRO) Requirements	If applicable, outline requirements and arrangements, including necessary inspections and