

# **ENTRANCE CONNECTION GUIDE**

## **TTC Requirements for Developments Connecting to TTC Transit Stations**

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## **1.0 Introduction to Entrance Connections**

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An Entrance Connection (“EC”) refers to a physical, weather-protected or fully enclosed structure between a Development or an Intermodal Station and a Transit Station including, but not limited to, tunnel structure, bridge, enclosed walkway, covered walkway, stairs, elevator and escalator, but excluding a chair lift or platform lift for a vertical transition or grade transition.

EC refers to all aspects of the pedestrian connection including, but not limited to, design and construction, including preparation and revision of the design and construction documents, the Technical Review, and the supply and installation of the EC Components.

It must be emphasized that while a developer’s obligation for an EC may begin structurally at the limits of the TTC station, an EC may also involve developer responsibilities within the TTC station and future operating and capital project requirements. A developer’s responsibility will vary depending upon the site and development type.

The TTC has specific requirements for the design and construction of ECs which must be met. Of particular importance is accessibility and the consistency from station to station in terms of stairs, elevators, escalators, electrical and mechanical systems, lighting, and security features. The TTC can provide interested developers with complete requirements, including design standards and specifications, in all of the above areas.

The TTC has adopted a formal policy concerning ECs to TTC transit stations. This guide sets out the intent of the policy and details the process for the approval of ECs as follows:

- The terms and conditions under which the TTC will permit an EC;
- The procedure for the approval, design and construction of ECs including the requirements for design and construction to which they must be designed and constructed;
- The requirements for an EC Agreement;
- The responsibility for capital, operating costs, and maintenance associated with ECs; and
- The establishment of a fee structure for the payment of EC fees.

The EC Guide describes both the developer’s and the TTC’s responsibilities in the above areas.

## **2.0 Types of Entrance Connections**

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Except as otherwise provided for in the EC Policy, an EC is required to,

- (i) connect the main at-grade public access, or an alternate location as determined by the TTC, to the Development or Intermodal Station and to the Transit Station;

- (ii) be Accessible;
- (iii) have an Accessible path or route to the Transit Station and to the EC;
- (iv) be in operation during all hours the Transit Station is in operation; and
- (v) be Staffed.

Accessible in this instance is defined, as per the TTC EC Policy, as follows, "Accessible refers to construction in compliance with the Ontario Building Code and the TTC's accessibility requirements, standards and specifications, as applicable, to enable the use by persons with disabilities."

Where the fare line of an EC is located inside the Transit Station, the TTC shall provide TTC On-call Assistance respecting the fare line.

## **2.1 Direct Entrance Connection**

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A Direct EC connects a Development or Intermodal Station directly to a Transit Station without passing through a development, another EC, another Intermodal Station, a TTC EC, or the City of Toronto PATH system, and may include a fare line.

## **2.2 Indirect Entrance Connection**

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Connects a Development or an Intermodal Station to a Transit Station through a development, another EC, another Intermodal Station, a TTC EC, or a path forming part of another EC to the Transit Station and is required to:

- (i) be Accessible;
- (ii) have an Accessible path or route through the Development;
- (iii) be in operation during all hours the Transit Station is in operation; and
- (iv) be Staffed.

## **3.0 TTC's Acceptance of Entrance Connections**

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The TTC encourages ECs between Transit Stations and Developments provided:

- The EC is a convenience to transit customers;
- The EC is designed to meet all safety, fire, and building codes required by law;
- The EC is designed in accordance with the TTC EC Policy and applicable TTC requirements, standards and specifications; and
- The EC is Accessible.

ECs are subject to the execution of an EC Agreement between the developer and the TTC. The EC Agreement sets out the fee structure and approval process for the construction plans and documents, construction methods and procedures, responsibilities for security (including responsibilities for opening and closing the EC), repair and maintenance, liability, insurance provisions, future upgrade requirements, signage, and the responsibility for structural inspection, maintenance

and rehabilitation. See sections below for the terms and conditions of the TTC standard EC Agreement.

#### **4.0 Process for Approval of Entrance Connections**

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It is important that the need for an EC be identified and defined in the early stages of the planning and approval process of a development.

##### Planning Approval:

In the case where the need for an EC is identified by the City as part of a planning approval, the requirement for an EC shall be indicated as a condition of the planning application. The EC must meet the requirements for design and construction, as determined by the TTC through the technical review process, and the developer will be required to enter into an EC Agreement with the TTC.

Once the concept for an EC has been established, and prior to review of detailed design and construction documents, the EC must be reviewed by the Advisory Committee on Accessible Transit (ACAT) and approved by the TTC Board.

##### Initiation of Detailed Design & Technical Review:

The developer initiates the design phase of the EC and submits detailed engineering drawings and specifications for the construction of the EC for review by the TTC. The TTC's review of an EC is carried out in accordance with the TTC's Developer's Guide.

##### Entrance Connection Agreement:

Following the Technical Review of the EC, the developer should initiate negotiations of the EC Agreement with the Head of Property, Planning and Development, or their designate, and TTC Legal staff. The EC Agreement sets out the fee, design, standards for construction, and future operating and maintenance responsibilities of the developer, building owner and the TTC. Once the EC is operational, the TTC Operations Group shall assume responsibility for the day to day operation of the EC and the TTC Property, Planning and Development Department shall assume responsibility for the administration of the EC Agreement.

##### Alterations to the Entrance Connection:

No changes shall be made to the EC fee without prior approval of the TTC Board. Similarly, no material changes shall be made to the EC Agreement without the concurrence of the Finance, Legal and Property, Planning and Development Departments or to the operating provisions of the Agreement without the concurrence of the Operations, Legal, Finance and Property, Planning and Development Departments.

The onus for ensuring that an EC Agreement is executed by all parties in a timely fashion rests with the developer, not the TTC.

## **5.0 Terms and Conditions of the TTC Entrance Connection Agreement**

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Fees associated with an EC shall be in accordance to EC fee policy in effect at the time of the execution of the EC Agreement. See Section 7.0 of this guide for details on the EC fee calculation.

The EC Agreement will outline that all costs associated with the initial design and construction of an EC will be borne solely by the developer. All operating costs associated with the EC will also be solely borne by the developer.

### **Alterations to the Entrance Connection:**

Alteration to an EC may have financial implications on either the developer or the TTC. The developer shall be responsible for all costs, including negative financial impact on the TTC, of any change proposed by the developer to the EC under operation. The same rules apply to the TTC if the TTC makes a change to the EC in operation.

Where the Owner is required to renovate or reconstruct the EC to bring it into conformance with applicable laws, both the Owner and the TTC will bear the costs of the changes within their area of responsibility. This is only applicable to changes required by applicable law and not a result of a proposed change in the design or construction of the development or transit station.

The developer will bear any costs associated with any alterations to a given development proposal, when the changes affect the EC. If an increase in Gross Floor Area or Density of a development is proposed, the TTC shall adjust the EC fee to bring it into conformance with the current fee schedule.

### **TTC Responsibility:**

The developer may request that the TTC maintain a portion of the EC (or in its entirety) if mutually agreed upon and at the developer's sole cost. The developer may also request that the TTC supply and install fare collection equipment, signage, or other related service or device on the condition that the developer reimburses the TTC for the full cost of such work.

## **6.0 Responsibility for the Costs of an Entrance Connection (Capital, Operating, and Maintenance)**

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As an overriding principle, all capital and operating costs for an EC during the life of the connection must be assumed by the developer and/or owner. In addition, when EC Agreements come up for renewal or if the owner undertakes major renovations to the development, the owner is responsible for meeting TTC requirements and bringing the EC up to the requirements of applicable law in effect at the time of renewal at no cost to the TTC.

In the event an EC adversely affects future TTC requirements for a future TTC infrastructure project, the TTC may require the developer to construct or "rough in" certain below-grade or surface structures if it is more cost effective to do so as part of the development.

The developer assumes all responsibility for the operation and maintenance of the EC for the duration of the Agreement.

## **7.0 Entrance Connection Fees**

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In addition to the capital, operating, design fees and maintenance costs of an EC, the developer is responsible for the payment of an EC fee.

The rationale underlying the payment of EC fees is to recognize the substantial benefit that accrues to developers from such connections and to protect the TTC and its riders from any financial costs resulting from such connections.

The following apply to the application of the EC fee structure to developments:

- The EC fee applies only to buildings with a gross floor area (GFA) over 100,000 square feet in size (9,290 square metres). Buildings with a GFA less than 100,000 square feet in size are exempt from the payment of an EC fee.
- The minimum EC fee is \$100,000 regardless of development density or the application of applicable fees.
- There is no maximum EC fee.
- EC fees are based on gross density and rates per square foot of net square footage as defined in development applications made under the *Planning Act*.
- EC fees apply to all forms of development.

### **7.1 Entrance Connection Fee Structure**

The EC fee is a rate per square metre or square foot of Development GFA that increases with the development density. The EC fee is as follows:

<b>Density of Development</b>	<b>Rate</b>	
	<b>Dollars per Square Metre</b>	<b>Dollars per Square Foot</b>
< 4 times density	\$3.23	\$0.30
4-5 times density	\$4.84	\$0.45
5-6 times density	\$5.38	\$0.50
6-7 times density	\$5.92	\$0.55
> 7 times density	\$8.07	\$0.75

## **7.2 Applicable Stations**

100% of the EC fee will be levied for connections in the following stations where large scale, high density developments are encouraged in the City of Toronto Official Plan.

### Line 1 Transit Stations

- Bloor
- Wellesley
- College
- Dundas
- Queen
- King
- Union
- St. Andrew
- Osgoode
- St. Patrick
- Queen's Park
- Museum
- St. Clair
- Davisville
- Eglinton
- York Mills
- Sheppard
- North York
- Finch

### Line 2 Transit Stations:

- Kipling
- Islington
- Bathurst
- Spadina
- St. George
- Bay
- Yonge
- Sherbourne

### Line 3 Transit Stations

- Scarborough Centre
- McCowan

The EC fee is discounted to 75% of the full fee at all other stations to encourage connections to these stations.

### **7.3 Sample Calculation of an Entrance Connection Fee**

An example of the calculation of an EC fee for a development is outlined below:

A.	Total GFA as per Planning Application	225,300 sq. ft.
B.	Net GFA as per Planning Application	212,800 sq. ft.
C.	Total site area	35,100 sq. ft.
D.	Density (A/C)	6.42
E.	Applicable rate per square foot (1)	\$0.55
F.	Base fee (BxE)	\$117,040
G.	Discount factor (if applicable) (2)	None
H.	Final EC Fee (FxG)	\$117,040

(1) See Section 7.1 of EC Guide

(2) See Section 7.2 of EC Guide

### **7.4 Payment of Entrance Connection Fees**

EC fees can be paid as a lump sum amount or by annual instalments over a period not to exceed 20 years and taking into account the time value of money, equal at a minimum to one percent (1%) in excess of the lending rate the Bank of Canada charges Canadian banks expressed as a rate per annum, at the rate posted immediately before the date of the EC Agreement and adjusted every five (5) years on the anniversary date of the agreement based on the then Bank of Canada lending rate set immediately before the anniversary date of the agreement.

Note: An EC fee is required **in addition** to the costs for any technical review required for the EC (see the TTC Developer's Guide for the applicable technical review fees).

## **8.0 Sources of Information on TTC Standards, Policies, and Agreements**

Developers are strongly encouraged to obtain a copy of the TTC's Developer's Guide, Standard EC Agreement, the TTC Design Manual, and the TTC Wayfinding Standards as early in the process as possible, as some TTC standards go above and beyond those of the Ontario Building Code and may not be familiar to developers. Developers can also refer to the attached index of requirements, outlining the TTC parameters and standards required for EC design. The index is not an exclusive list of requirements. The TTC reserves the right to add additional requirements to the index as applicable.

## **9.0 TTC Contact for Entrance Connections**

The TTC's Property, Planning and Development Department is responsible for coordinating all aspects of the design review and the negotiation/execution of the EC and/or other Agreements that may be required to implement an EC. The Property, Planning and Development Department is the single point of contact with developers for the implementation of ECs. All communication with TTC staff should be through the Property, Planning and Development Department. The Development Officer or Coordinator in the Property, Planning and Development Department can be contacted by emailing [PropertyReview@ttc.ca](mailto:PropertyReview@ttc.ca).