

POLICY	PW 004	LINE CROSSING ON COUNTY ROADWAYS
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APPROVAL DATE AND MOTION:	June 24, 2008 (75-06-08)	CROSS-REFERENCE:	
RESPONSIBILITY:	General Manager of Public Works	APPENDICES:	
APPROVER:	County of Vermilion River Council	EFFECTIVE DATE:	June 24, 2008 (75-06-08)
REVISION DATE(S)/ MOTION #	June 23, 2015 (71-06-15); February 9, 2016 (2016-02-06); July 16, 2024 (2024-07-17)	NEXT REVIEW DATE:	July 2029

1. DEFINITIONS

- 1.a. **County** means the **County** of Vermilion River in the Province of Alberta.
- 1.b. **Council** means the seven (7) elected members of the **Council** of the **County** of Vermilion River in the Province of Alberta.
- 1.c. **Line crossing** means an underground line for the purpose of transferring materials such as water, power, gas, oil, and produced products.
- 1.d. **Line grantee** means the company, authority, or individual that installs a **line crossing** under a municipal roadway within the **County** of Vermilion River.
- 1.e. **County gas** means the **County** of Vermilion River Gas Utility.

2. POLICY STATEMENT

- 2.a. The **County** of Vermilion River is committed to protecting **County** infrastructure, minimizing risk of damage, and sustaining a working relationship with **County** residents and **line grantees**.

3. OBJECTIVE

- 3.a. The purpose of this Policy is to establish a consistent standard for any company, authority or individual seeking to install a **line crossing** under a **County** municipal roadway.

4. BACKGROUND

- 4.a. The policy was first approved June 24, 2008 to establish a standard for allowing **line crossings** of **County** roads.
- 4.b. With the variety of utilities crossing **County** roads, the need to protect the road infrastructure during the initial crossing and to limit the need to potential line relocations and prevent hinderance to road re-construction in the future.

5. GUIDING PRINCIPLES

- 5.a. All costs associated with the installation of, and future maintenance or relocation costs of the **line crossing** will be at the **line grantee's** expense.
- 5.b. **Line crossings** under developed roads shall all be installed by trenchless methodologies at a minimum of 2.5 meters below ditch bottom and **line crossings** under undeveloped roads shall be installed at a minimum of 3.5 meters below ditch bottom.
- 5.c. **Line Grantees** are to avoid **line crossings** on hills.
- 5.d. **Line Grantees** are to install signage on both sides of the right of way signifying the crossing location, contents of the line, company name, and emergency contact phone number.
- 5.e. Open cut of the municipal roadway may be done with the approval of the General Manager – Public Works Operations or designate by written agreement
- 5.f. All **line crossing** locations must be approved by the General Manager – Public Works Operations or designate by written agreement.
- 5.g. All utilities crossing roadways are required to relocate the utility in the event the **County** is completing construction that necessitates the re-location.
- 5.h. Relocation of utilities crossing roadways include:
 - 5.h.i. Lowering in place during construction at the discretion of the General Manager – Public Works Operations or designate.
 - 5.h.ii. Abandoning of line in place and installation of a new line in the same alignment to **County** standards.
 - 5.h.iii. Abandoning of line and establishing a new alignment
 - 5.h.iv. Abandoning of line with no replacement occurring.
- 5.i. **Line Grantees** may be permitted to have the alignment and install the utility within the road allowance upon these conditions:
 - 5.i.i. Written agreement from the General Manager – Public Works Operations or designate.
 - 5.i.ii. Utility alignment must be as close to property line as possible.

- 5.i.iii. Minimum depth of cover to be 1.5m and may be required to be deeper at the discretion of the General Manager – Public Works Operations or designate.
- 5.i.iv. Relocation of the utility is mandatory and at the expense of the **Line Grantee** in the event the **County** is completing construction that necessitates the re-location of the utility.

6. ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE(S) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	General Manager – Public Works Operations or designate
MONITORING REVIEWS AND REVISIONS	General Manager- Public Works Operations in conjunction with the Executive Assistant to CAO and Council
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer
INTERNAL STAKEHOLDERS	Administration, Council
EXTERNAL STAKEHOLDERS	

7. EXCEPTIONS

- 7.a. Exception for crossing undeveloped road allowances less than 3.5m depth of cover to be permitted to the **County gas** utility, until such time that the road is developed. The costs to lower the line at time of road construction to be the responsibility of the **County gas** utility.
- 7.b. **County gas** utility is exempt from obtaining written approval for crossings of road right of ways.

8. POLICY EVALUATION

- 8.a. The evaluation will include the following:
 - 8.a.i. That the County will engage in a Policy Evaluation every five years to monitor the effectiveness of the policy and review opportunities for improvement.
 - 8.a.ii. Needs assessment if required.

- 8.a.iii. Process evaluation to measure whether the policy is meeting its intended objective; and
- 8.a.iv. Outcome evaluation to determine whether the policy has met its objectives and whether additional opportunities for improvement in the policy can be identified.