

	CORPORATE POLICY INFRASTRUCTURE USE	Policy No: CP-1009-18
		Approved By: Council
		Effective Date: May 28, 2018
		Resolution No.: 139-18
		Department: Planning and Infrastructure - Engineering

INFRASTRUCTURE USE

POLICY STATEMENT

Road infrastructure in the City of Spruce Grove is intended for public use. The City recognizes that the residents, businesses and industry rely upon road infrastructure. However, it is acknowledged that there are times where use of the road right of ways exceed the normal use of the area.

1. PURPOSE

- 1.1 The purpose of this policy is to:
- (a) define a consistent practice regarding the use and enforcement of road use agreements between the City of Spruce Grove and persons who may cause extraordinary damage to roads and or impede traffic within the City of Spruce Grove boundaries;
 - (b) ensure the protection of those using and working on the infrastructure; and
 - (c) preserve City infrastructure and minimize unnecessary publicly funded maintenance costs.

2. DEFINITIONS

- 2.1 “Applicant” means the person or company applying to use the City infrastructure in a manner that exceeds normal use.
- 2.2 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.3 “Engineer” means the General Manager of Planning and Infrastructure, or their designate.

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- 2.4 “Frequent Haul” means four (4) or more round trips per hour in any two-hour period or ten (10) or more roundtrips per day excluding agricultural traffic.
- 2.5 “Infrastructure” means any parkland, highway, boulevard or, alley under the direction, control and management of the City shown as under ownership of the City of Spruce Grove a plan of survey filed and registered with land titles. This includes any structure or landscaping incidental to the road.
- 2.6 “Infrastructure Construction Approval Permit” means a permit issued by the City for construction and maintenance work on City infrastructure or for use of city infrastructure as a work zone.
- 2.7 “ICAP” means an infrastructure construction approval permit.
- 2.8 “Road Use Agreement” means an agreement entered into with the City for work where the use of City infrastructure is required to complete work at a location or locations.
- 2.9 “Storage/Waste Container Permit” means a permit given for storage of containers on City infrastructure.

3. RESPONSIBILITIES

- 3.1 The engineer is responsible to review infrastructure construction approval permits and road use agreements in accordance with this policy.
- 3.2 The Engineering Department is responsible to develop and maintain currency of the application forms and agreements that relate to the implementation of this policy.

4. GENERAL

- 4.1 An infrastructure construction approval permit (ICAP) will be required for the following activities that impact City infrastructure:

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- (a) on street construction and maintenance;
- (b) work within City green spaces;
- (c) street and alley closures; or
- (d) temporary site access.

4.2 The engineer may at their discretion require a Road Use Agreement for frequent hauls and/or extended duration of work.

4.3 The engineer may at their discretion require that the applicant obtain both an ICAP and a road use agreement depending on the scope of the work.

4.4 The City will issue storage/waste container permits for applicants looking to store stationary objects on City infrastructure where the option of storage on private property is not available.

4.5 The engineer may at his or her discretion require that a security deposit be paid in a method acceptable to the City to cover the costs of potential maintenance and repairs of City infrastructure.

4.6 The applicant must:

- (a) obtain approval of the ICAP and/or road use agreement prior to commencement of any work;
- (b) monitor compliance of any permits and/or agreements issued under this policy and comply with any conditions as outlined in the approval; and
- (c) ensure all permits and/or agreements issued under this policy are available on site, and provided to the engineer or designate for viewing upon request.

5. ICAP APPLICATION REQUIREMENTS

5.1 The applicant must:

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- (a) submit in full, an application to the City outlining the details, schedule, and foreseeable impacts to the infrastructure to the satisfaction of the City; and
- (b) identify any and all pre-existing defects within the proposed route or areas outlined in the ICAP and/or road use agreement and inform the City. A joint inspection can be scheduled subject to City availability.

6. EXEMPTION

- 6.1 Employees, servants, and agents of the City are exempt from the provisions of this policy while acting in the course of their employment or duty.

RELATED DOCUMENTS

Infrastructure Construction Approval Permit Application
 Road Use Agreement
 Storage/Waste Container Application

APPROVAL

Mayor: Original signed by Stuart Houston Date: May 29, 2018