

# Rights-of-Way Management Services Section - Glossary

Utility Line Assignments

April 9, 2024



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### Introduction

#### **Authority and Purpose**

The Rights-of-Way Management Services (ROWMS) Section is responsible for all aspects of the Utility Line Assignment (ULA) process, as set out in Municipal Rights-of-Way Bylaw Number 17M2016.

The policies, activities and procedures required to manage The City's Rights-of-Way include the use of specific terminology. The purpose of this Glossary is to provide a consistent reference for ROWMS Section members, and internal stakeholders with whom ROWMS interacts.

## **Glossary**

#### **Terms and Definitions**

Term	Definition
	Defined in Bylaw 17M2016 as:
Abandoned Equipment	"equipment of the utility provider that the utility provider does not utilize and does not require for its future operations."
Administrator	A member of the ROWMS Section who has privileges in the CROWM system to perform administrative actions.
Active Inspection	An Inspection that is in progress, by an Inspector on the site of a utility construction activity.
Approximate Construction Start Date	The estimated start date of construction provided by the Client / Applicant.
Approximate Construction End Date	The estimated end date of construction provided by the Client / Applicant.
	Defined in Bylaw 17M2016 as:
As-Built Drawings	"the drawings provided to The City by the utility provider showing all plans and specifications of the equipment installed in the utility alignment in addition to any changes to such plans and specifications made on site during installation"

Term	Definition
Back of Walk (BOW)	The portion of the road right-of-way that is a strip of land between the curb or sidewalk edge and property line; can be a mono-walk with sidewalk adjacent to curb or no sidewalk.
	See also pages 6 and 7 of the <a href="https://www.calgary.ca/content/dam/www/ca/city-clerks/documents/council-policy-library/tp018-residential-street-design-policy.pdf">https://www.calgary.ca/content/dam/www/ca/city-clerks/documents/council-policy-library/tp018-residential-street-design-policy.pdf</a> which illustrates / defines a "separate sidewalk" and a "monowalk".
Borehole	A ULA type for work being undertaken for an underground investigation where the ground disturbance that will occur within a City-owned road or Utility Right-of-Way.
	Defined in the Streets Bylaw 20M88 as:
Boulevard	"the strip of land between the curb and the sidewalk, and between the sidewalk and the property line, or where there is no sidewalk, the strip of land between the curb and the property line. Where there is no curb the meaning shall be extended to include the strip of land between the near edge of the Roadway and the property line.
Business Day	08:00 to 17:00 Calgary time on any calendar day except Saturday, Sunday, or a statutory holiday observed in the Province of Alberta, or in the City of Calgary.
Bylaw	Primarily refers to the Municipal Rights-of-way Bylaw 17M2026, but also refers to other City of Calgary bylaws (e.g., Streets Bylaw 20M88, Building Permit Bylaw 64M94, Community Standards Bylaw 32M2023, Stormwater Bylaw 37M2005, Lot Grading Bylaw 32M2004, or Land Use Bylaw 1P2007) as context demands.
Calendar Day	Any day of the calendar year, including weekends, and statutory holidays.
City, or The City	Defined in Bylaw 17M2016 as:
	"i. the municipal corporation of The City of Calgary; and
	ii. the geographical area within the boundaries of the City of Calgary where the context requires"
City Permits	Permits issued by The City of Calgary under the authority of a Bylaw.

Term	Definition
	Defined in Bylaw 17M2016 as:
	"any one or both of the following that is located within a a Service Corridor:
City Structure	<ul> <li>a bridge, viaduct or tunnel owned by The City; and/or</li> <li>a pedestrian overpass, underpass, or tunnel owned by The City; but excludes transit equipment, streetlights, and sanitary and storm water equipment.</li> <li>excludes transit infrastructure, streetlights, and sanitary and storm water infrastructure, all of which require a separate agreement between The City, and the utility provider describing the terms and conditions under which the utility provider will be allowed to attach its equipment to the particular infrastructure.</li> </ul>
City Works	The City's construction of civil works projects such as The City's rights-of-way, or City Structures.
Client (or Applicant)	An external user of CROWM.
Conduit / Ducting	The terms <i>conduit</i> and <i>ducting</i> are often used interchangeably, and reference the underground pipe or tube used to route, and protect a utility provider's fibre or cable.
	Defined in Bylaw 17M2016 as:
Contractor	"a contractor, subcontractor or worker employed by the utility provider or by The City (as the context indicates) who performs work within a service corridor or within a City Structure"

Term	Definition
	Defined in the 2024 <u>Development Agreement Standard Terms and Conditions</u> as:
Construction Completion Certificate	(a) signed and sealed by the Consulting Engineer and stamped with their Association of Professional Engineers and Geoscientists of Alberta permit to practice stamp, certifying that the particular piece of Infrastructure identified was constructed in accordance with City Specifications, or in the case of Infrastructure contemplated in paragraph 22.13 herein, either signed by the Consulting Engineer or a Landscape Architect certifying that the particular piece of Infrastructure was constructed in accordance with City Specifications;
	(b) that contains the projected earliest maintenance expiry date for a specific piece of Infrastructure; and
	(c) is acknowledged and dated by the Manager,  Development Engineering;
CPR	Critical Pole Replacement
CROWM	Calgary Rights-of-Way Management online portal for submitting, reviewing, and managing applications for Utility Line Assignment (ULA) permits.
Dark Fibre	Unused fibre-optic cable installed underground in the utility right-of-way.  Strands of dark fibre can be leased out to other organizations who want to establish optical connections among their own locations.
Duct Bank	The term <i>duct bank</i> refers to a collection of conduits typically encased in concrete. A duct bank allows for easier access to replace or repair damaged cables, without the expense of re-excavating a trench.
	Defined in Bylaw 17M2016 as:
	"an unforeseen situation where immediate action must be taken to:
Emergency	<ul><li>preserve the environment;</li><li>preserve public health;</li></ul>
	<ul> <li>preserve safety;</li> <li>address a widespread outage of utility services; or</li> </ul>
	■ to reinstate or protect an essential service."

Term	Definition
Employee	<ul> <li>With respect to a utility provider, any officer, employee, contractor, agent, licensee, or invitee of the utility provider who will be within a City right-of-way or within a City Structure in connection with any matter governed by the ROW Bylaw.; and</li> <li>With respect to The City, any employee, agent or contractor of The City but specifically excludes the utility provider, and any employee of the utility provider described above.</li> </ul>
Environmental Compliance Plan	A document outlining the requirements for preserving the environment, and for determining compliance with other legislation during the performance of work approve in a utility alignment permit, or in an excavation permit.
Equipment	"i. systems, structures, utilities, and facilities, including telecommunication facilities defined in the Telecommunications Act (Canada), electrical facilities as described in the Electric Utilities Act (Alberta), natural gas facilities described in the Gas Utilities Act (Alberta) and pipelines described in the Pipeline Act (Alberta);  ii. poles, cables wires, governors, regulators, pipes and/or systems of pipes, ducts, conduits, pedestals, vaults, braces, anchors, anchor rods, amplifiers, connection panels, transformers, valves, or metering equipment fittings, whether or not any of them form part of or are accessory to the systems, structures, utilities and facilities referred to in subsection "i" above; and  iii. non-compliant equipment and abandoned equipment."
Essential service	Defined in Bylaw 17M2016 as:  "any one or more of the following:  the transmission of energy (including natural gas, steam or electricity);  the supply of water;  the removal or carrying of wastewater and stormwater;  the provision of traffic control;  the re-instatement of City 9-1-1 emergency centre call-in service."
Excavation Permit	A permit granted by The City pursuant to Street Bylaw 20M88, which authorizes the utility provider (in accordance with the terms and conditions of the excavation permit) to break the surface of a City right-of-way to perform work.

Term	Definition
Fee	The fees, and charges approved by Council in relation to the ROW Bylaw, as may be amended from time to time.
Fibre	An optical fibre for the transmission of information as light pulses guided over a transparent filament, usually of glass or plastic; installed in City Road or Utility Right-of-Way, and connects a utility provider's network.
	Defined in the 2024 <u>Development Agreement Standard Terms and Conditions</u> as:
Final Acceptance Certificate (FAC)	(a) signed and sealed by a registered Professional Engineer and stamped with an Association of Professional Engineers and Geoscientists of Alberta permit to practice stamp, certifying that the particular piece of Infrastructure identified was maintained in accordance with City Specifications;
	(b) that identifies that the particular piece of Infrastructure is in order for acceptance by the Manager, Development Engineering; and
	(c) is acknowledged and dated by the Manager, Development Engineering;
Freeze	The temporary suspension of State Changes to a ULA application, as a result of an active Inspection in progress, a Stop Work order, or another issue to be resolved.
Governmental Authority	Any agency, board, commission, tribunal, regulatory body or court acting within its jurisdiction.
Hazardous Substance	Any solid, liquid, gaseous, or thermal irritant or contaminant such as smoke, soot, fumes, acids, alkalis, chemicals, waste and fibrous materials of any kind, and its handling, transport, storage or release, which is subject to the provisions of Municipal Legislation or Other Legislation.

Term	Definition
Infill Service Connection	A ULA type for work to place a short extension of conduit/wire/pipe from a main line directly to a private lot to facilitate new construction of an infill. The proposed work will involve ground disturbance that will occur within a City-owned Road or Utility Right-of-Way, but due to the need for quick response, and the sheer number of applications that will be made under this heading no .dgn file is required to support the application. Criteria:  Should (future goal) come from the same side of the road as the property to be serviced. Service lines that cross the road should preferably be a Single Line Assignment;  Must not cross other buried shallow utilities, except Street Lighting (this is a safety/liability consideration); and  Servicing from the front or back of the property, where existing lines are overhead.
Inspection	Defined in Bylaw 17M2016 as:  "an authorized representative of The City performing any one, or both, of the following activities:  i. attending on-site where equipment of the utility provider is being or has been installed to verify the proper installation and placement of the equipment;  ii. attending on-site where equipment of the utility provider is being installed to determine whether Municipal Legislation or Other Legislation are being followed"
Inspector	City employee or agent responsible for ROW compliance inspections.
Joint Trench	A collection of conduits from multiple utility providers, directly buried in earth. See also, Multi-Party Installation.

Term	Definition
	The City of Calgary, and local utility and telecommunication companies, formed the Joint Utilities Mapping Project (JUMP) to facilitate the sharing of spatial data relating to surface and underground infrastructure, both existing and planned.
Joint Utilities Mapping Project (JUMP)	The City provides a centralized platform to coordinate, store and facilitate the sharing of data among JUMP partners, enabling them to conveniently exchange up-to-date information about the locations of their surface and underground infrastructure. The partners have collaboratively established standards for graphically representing the relative positions of their infrastructure assets in roadways and utility access areas on a utility base map provided by The City.
	Additional costs incurred by The City as a result of the presence of a utility provider's equipment within a City's right-of-way or within a City Structure when The City is:
Lost Productivity Costs	i. undertaking repairs, maintenance or replacement of the City right-of-way, or of any part of the City right-of-way, or of The City's equipment located in a City right-of-way; or
	ii. Undertaking repairs, maintenance, or replacement of a City Structure.
Lip of Gutter	The line where the asphalt meets the concrete gutter.
LSF	Legal Survey Fabric. Legal property line/lot line mapping reference file.
Moratorium Period	A two-year period of time as may be designated by the Director, Mobility, during which work cannot be carried out if the work involves breaking, or disturbing any part of the surface (from property line to property line) of an identified City right-of-way.
	Defined in Bylaw 17M2016 as:
Multi-Party Installation	"the coincident installation of equipment in a single utility alignment, which may include equipment for providing electricity, natural gas, or telecommunications services"
Multi-Party Line Assignment	A ULA type for work being undertaken to place infrastructure, belonging to multiple utility providers, but applied for under a single application, where the proposed work will involve ground disturbance that will occur within a City Road or Utility Right-of-Way.

Term	Definition
Municipal Legislation	The City's bylaws, rules, policies, plans, standards, protocols, and guidelines, and any approvals or City Permits granted pursuant to them.
	Defined in Bylaw 17M2016 as:
	"all equipment that is not installed in a service corridor or on a City Structure in compliance with the utility alignment permit granted by The City on or after the effective date of this Bylaw because:
Non-Compliant Equipment	i. the placement of the equipment is greater than a distance of 35 centimetres horizontally or vertically from the centre line of the location approved in the utility alignment permit, or
	ii. the equipment does not comply with any other conditions set out in the utility alignment permit"
	Defined in Bylaw 17M2016 as:
Notice of Non-Compliance	"a written notice issued by The City to a utility provider informing the utility provider that the utility provider's equipment, or some of the utility provider's equipment, is non-compliant equipment"
Officer	A person appointed by The City as a Bylaw Enforcement Officer.
Other Legislation	All applicable federal and provincial statutes, regulations, policies, guidelines and protocols.
Overdig	To excavate overtop, or expose an existing line, or existing joint alignment to place new equipment, repair or replace existing equipment.
Pavement Degradation	The diminished lifespan of a paved, or concrete surface of a City right-of-way which has been excavated, broken up or otherwise disturbed, resulting in reduced lifespan, and increased demand for maintenance of the surface or subsurface of the City right-of-way.
Pavement Quality Index	A rating that describes the condition of the surface of a City right-of-way, and measures the type, extent, and severity of pavement surface cracks and ruts, and the smoothness and ride comfort of the City right-of-way.
Permit Holder	Defined in Bylaw 17M2016 as:
	"a utility provider who has been granted a utility alignment permit"

Term	Definition
Proposed Structure (or just Structure)	Above and below ground installations, such as pedestals, transformers, pullboxes, poles, vaults, etc. Does not refer to cabling, conduit, fibre, etc.
Provincial Offences Procedure Act	The Provincial Offences Procedure Act, R.S.A. 2000, c. P-34.
	Defined in Bylaw 17M2016 as:
Relocate or Relocation	"work that involves the permanent removal of equipment in its entirety from its current location, or the modification, alteration, installation, or moving of equipment that changes the placement or location of the equipment:
	<ul> <li>i. within the same service corridor or within the same City</li> <li>Structure; or</li> </ul>
	ii. from its (current) location within a service corridor or within a City Structure to a location within a different service corridor or within a different City Structure"
Relocation Costs	The verifiable actual cost of equipment, materials, labour, engineering, and other construction costs for performing relocation.
Relocation notice	Defined in Bylaw 17M2016 as:
	"a written notice issued by The City to the utility provider directing the utility provider to relocate the equipment identified in the notice."
Resolution Plan	A plan agreed to by The City, and a utility provider whereby a utility provider fully satisfies The City:
	i. that it will fulfill its obligations under the ROW Bylaw; and ii. the means by which it will fulfill its obligations under the ROW Bylaw;

Term	Definition
Restore or Restoration	To complete the permanent restoration of:
	i. a paved or concrete surface, or sub-surface of a City right-of-way, or both, that a utility provider has excavated, broken up or otherwise disturbed, in compliance with The City's Standard Specifications for Road Construction for the surface or subsurface (as applicable); or
	ii. a City Structure, to the City Structure's original condition, such condition being substantially the same as the condition the City Structure was in prior to any work being performed by a utility provider, in compliance with The City's Design Guidelines for Bridges and Structures.
Right-of-Way (plural, Rights-of-Way)	Referred to as Service Corridor in Bylaw Number 17M2016, and is defined as
	"any one or more of the following (as applicable in the circumstances):
	i. a road, highway, street, lane, alley, pathway, designated bicycle pathway, or light rail transit corridor owned and managed by The City (for additional clarity, excluding other transit infrastructure or The City's equipment located within the light rail transit corridor);
	ii. any public utility easement owned and managed by The City, but excludes a City Structure;
	(12M2018, 2018 March 21)
	iii. a road, highway, street, lane, alley, pathway, designated bicycle pathway, or light rail transit corridor in the process of development that will be owned and managed by The City upon registration of a subdivision plan and within which equipment will be installed when a utility alignment permit is granted by The City"

Term	Definition
Road Right-of-Way (RRW or RR/W)	The road right-of-way is an area that gives The City space to do things like install street light poles and plant trees. This space gives shallow utility providers a place to build and maintain their critical infrastructure.  Depending on the community, the space the right-of-way takes up in your yard will vary. The City of Calgary uses the term road right-of-way to describe all aspects of the physical space of roads, lanes and boulevards, including but not limited to:
	<ul> <li>City streets and sidewalks</li> <li>Driveway crossings and wheelchair ramps</li> <li>Back lanes/alleys, and engineered walkways</li> <li>The area between the property line and the sidewalk</li> <li>The area separating roadway lanes, such as medians and islands</li> <li>The greenspace adjacent to closed/gated roads/lanes</li> <li>The area within traffic circles and roundabouts</li> </ul>
	See also the Residential Street Design Policy (calgary.ca) and specifically page 6/7 of the https://www.calgary.ca/content/dam/www/ca/city-clerks/documents/council-policy-library/tp018-residential-street-design-policy.pdf which illustrates / defines a "separate sidewalk" and a "monowalk".
Separated Sidewalk	Concrete walk portion of the road right-of-way that is separated from the curb by a grass strip of land.
Service Corridor	See – Right-of-Way.
Service Drop	Defined in Bylaw 17M2016 as:  "equipment that, by its design, capacity and relationship to other equipment of a utility provider, is reasonably considered to be for the sole purpose of connecting the equipment to not more than one individual customer or building point of presence or real property location"
Shoring	A ULA type for work being undertaken to place infrastructure in City Road or Utility Right-of-Way for the sole purpose of keeping shoring walls at a construction site upright for the protection of the work, and to prevent collapse.

Term	Definition
Single Line Assignment	A ULA type for work to place infrastructure, belonging to a single utility provider, where the proposed work will involve ground disturbance within a City Road or Utility Right-of-Way.
Supporting Document(s)	Any documentation required to support the review of a ULA application.
State Change(s)	The status of a ULA application in the ULA review/approval process.
Stop Work	An order to cease construction activity, with the exception of work required to make the site safe.
Telecommunications	Has the same meaning as stated in Section 2 of the Canada Telecommunications Act.
Temporary Repair	A repair to the surface of a City right-of-way that is satisfactory to the Director, Mobility, and:
	i. temporarily returns the surface of The City right-of-way to a safe, and useable condition until restoration occurs;
	ii. is level with the surface of the surrounding City right-of-way; and
	iii. complies with all terms and conditions of the utility alignment permit, The City's Standard Specifications for Road Construction, and other applicable Municipal Legislation.
Temporary Service Drop	A Service Drop, as defined above, but is above the ground to give service to new customers, to restore service in case of equipment failure or for other utility provider purposes. Notification through CROWM must be done after the placement is complete. As a notification not an application, a design file is not required. Temporary Service Drops must be removed, or converted to a Single Line Assignment or Infill Service Connection within one year of the date of placement.
Thaw	Reversing a Frozen ULA application, as a result of the closing of an active Inspection, or resolution of a Stop Work order or other issue.
Third Party	Any individual, or a business entity including a firm, partnership, association, corporation, or society who attaches their apparatus, or equipment in, on or to the utility provider's equipment pursuant to an agreement with the utility provider.

Term	Definition
Trees - Outside	A ULA type for work being undertaken to place trees within a City Road Right-of-Way where the application is made by a Third Party but the trees will ultimately fall under the jurisdiction and ownership of Calgary Parks.
Trees - Parks	A ULA type for work being undertaken to place trees within a City Road Right-of-Way where the application is made by a Third Party but the plans are submitted under Calgary Parks letterhead.
Tree Protection Plan (TPP)	A Tree Protection Plan is required when development, or construction activities are to occur on within six metres of a public tree. View the <a href="Tree Protection Plan Guide">Tree Protection Plan Guide</a> , or the <a href="Tree Protection Plans for Capital Projects Guide">Tree Protection Plan Guide</a> , or the <a href="Tree Protection Plans for Capital Projects Guide">Tree Protection Plans for Capital Projects</a> Guide to help you step by step in protecting Calgary's trees. In addition to having a Tree Protection Plan, be sure to know the tree requirements for newly constructed homes.  See also, <a href="Protecting trees during construction and development">Protecting trees during construction and development (calgary.ca)</a> .
Utility Line Assignment (ULA), or Utility Alignment Permi (UAP)t	Defined in Bylaw 17M2016 as:  "The City's written approval, with terms and conditions, which grant a utility provider:  i. a utility alignment within a service corridor or within a City Structure; and  ii. the ability to perform all work to install its equipment in the utility alignment"  Utility Line Assignment is a permit or approval for a Utility Provider to install equipment within a municipal Right-of-Way. There are currently seven (9) types of ULA:  Single Line Assignment; Multi-Party Line Assignment; Annual Permit; Infill Service Connection; Borehole; Shoring; Temporary Service Drop; Tree Replacement – Urban Forestry; and Wireless Infrastructure Deployment Line Assignment.
Utility Alignment	Defined in Bylaw 17M2016 as:

Term	Definition
	"a defined space within a service corridor or within a City Structure for the installation of equipment as may be approved in a utility alignment permit"
ULA Application	Utility Line Assignment permit Application, as applied for through Calgary Rights-of-Way Management (CROWM).
URD	Underground Residential Distribution
URW or UR/W	Utility Right-of-Way is an easement granted to the City, by a property owner, to provide shallow utility installation, access or maintenance on private property.
Utility (Utilities) Planning Specialist	This position provides planning, consultative, review and approval services related to all work taking place in the City of Calgary where there is ground disturbance within City Owned Road and Utility Rights of Way.
Utility Provider	Defined in Bylaw 17M2016 as:
	"i. a for-profit corporate person that supplies electrical, thermal, or other energy services, telecommunications services, or oil and natural gas services, and requires access and use of a service corridor or a City Structure to construct, install, maintain, repair, replace or operate its equipment; and  (12M2018, 2018 March 21)
	ii. any of the corporate person's (as described in "i" above) employees or contractors of a for-profit corporate person"
Work	Defined in Bylaw 17M2016 as:
	"includes any installation, removal, construction, maintenance, repair, replacement, operation and relocation, or adjustment or alteration of equipment that may be performed by a utility provider within a service corridor or within a City Structure, including the excavation, repair or restoration of the service corridor or repair and restoration of the City Structure, as applicable."