

Approved by Council: September 23, 2003

SUPERNET DISTRIBUTION SYSTEMS INFRASTRUCTURE INSTALLATIONS POLICY

BACKGROUND:

From time to time the Town of Redcliff will receive applications for installations of infrastructure for Buried Fibre Optic Facilities, as anticipated under the Access Agreement with Bell West Inc, and dated June 4, 2003. Typically these requests will be directed to the Town of Redcliff from a contractor working on behalf of Bell West Inc. or a duly authorized assignee.

Any such request for installation will be provided to the Town, initially in writing to the Chief Administrative Officer, and will normally be accompanied with 2 copies of their design proposal.

Note:

1.) Reference to "Access Agreement" shall mean the Access Agreement entered into by the Town of Redcliff and Bell West Inc. and signed on June 4, 2003.

2.) Reference to "Application" or "Permit" shall mean the "Municipal Right-of-Way Access Application/Permit" offered by the Town as a means to initiate and obtain approval for installations within the Town of Redcliff's roads, streets, or right-of-ways.

POLICY:

Step 1. Request and Submission of Application.

Initial requests will be directed by the C.A.O of the Town of Redcliff, to the Development Officer for the Town of Redcliff. The Development Officer shall provide the firm requesting consideration with an "Application," in the format as attached hereto. The "Application" fee as outlined in Section 12.1 of the "Access Agreement" shall be established at \$250.00. If the application is refused, the fee is non-refundable.

Step 2. Circulation and Evaluation of Application.

Upon receiving the completed "Application," as outlined in Step 1., the Development Officer, upon ensuring the "Application" is complete, shall forward the "Application" to the Engineering Department and the Public Services Department, for evaluation and comment.

This evaluation shall include:

The Public Services Department calculation of all fees for degradation of roadways as outlined in Section 12.2 of the "Access Agreement."

Evaluation of all routing, for the purposes of interference with existing municipal utility infrastructure.

Evaluation of routing for interference with any proposed infrastructure, construction or development.

Step 3. Review of “Application” and “Permit” to Proceed.

Upon receiving comments from both the Engineering and Public Services Departments, the Development Officer may provide the applicant with approval to construct with or without conditions. Or...

In the event the comments provided are substantial, advise the applicant of the concerns/comments, and that a resubmission of the proposal must be made conditional to being considered for approval. This would mean re-submission of the application fee.

Step 4. Inspection and Final Acceptance in order to obtain a “Permit”.

Upon completion of the project, the applicant shall submit to the Town of Redcliff copies of as-builts for the work completed. The Public Services Director shall arrange for an inspection of all areas within Town of Redcliff Streets, lanes or Right-of-ways, for the purpose of ensuring that repairs to these areas have been completed to his satisfaction. Any deficiencies shall be noted in writing and provided to the contractor by the Public Services Director, with a copy to both the Development Officer and Bell West Inc..

As outlined in Section 2.1 (c) of the “Access Agreement,” if Bell West fails to complete the restoration within 20 days of such notice, the Town of Redcliff may complete the restoration and charge all related costs to Bell West Inc.

(Note: An additional 5 days will be provided as allowance for notice by regular mail.)

Step 5. Closing of File.

The Development Officer shall ensure that prior to closing a file for Supernet Distribution System Infrastructure Installations, the following items shall be checked for completion and/or receipt.

- 1.) Payment of all applicable fees. (Application fees and Degradation fees)
- 2.) Satisfactory Inspection Report by Public Services. (If deficiencies, then written notice by the Public Services Director and acknowledgement of deficiencies resolved.)
- 3.) Receipt of all as-built drawings. (In electronic form, within 6 months of completion of the work as outlined in Section 6 of the Access Agreement.)

As at August 2003, the following may be used as the address to contact Bell West, as outlined in the Access Agreement:

*Bell West Inc.
2100, 111 – 5th Avenue SW
Calgary, Alberta
T2P 3Y6*

As at August 5, 2003, the contractor for construction of infrastructure for Bell West Inc was:

*Expertech Network Installation
3639 – 26th Street NE
Calgary, Alberta
T1Y 5E1*

Municipal Right-of-Way Access Application

Applicant Name: _____

Address: _____

City: _____ Postal Code: _____

I _____ of _____ hereby
request permission to gain access to a portion of the Road street or lane described as follows:

Detail of proposed development:

or as illustrated on the designed plans as attached hereto.

I understand that any development relative to this Application, if approved by the Development Officer, in conjunction with the Town Engineer and the Public Services Director, shall be considered approved. However, the approved development shall only be permitted to remain under the conditions specified in this Application and/or Permit, or as detailed in the June 4, 2003, Access Agreement between Bell West Inc. and the Town of Redcliff. Any removal or alteration shall be initiated by the Town as outlined therein.

I understand that construction will not be initiated by the Town until all Application fees and fees for degradation of roadways as outlined in Section 12.2 of the "Access Agreement" are paid in full, and consent is provided via a Permit from the Town of Redcliff.

All conditions of consent as outlined in Section 2.1 of the "Access Agreement" shall be deemed applicable. Included in these conditions is the requirement to "leave the Rights-of-Way in substantially the same condition it was in before such work was undertaken."

Applicants signature

Date.

Municipal Right-of-Way Access Permit

This permit signifies that the Application as outlined on the reverse side of this document as made by:

_____ is hereby approved with the following conditions:

- 1. _____.
- 2. _____.
- 3. _____.
- 4. _____.

Recommendations for approval:

Municipal Engineer.

Public Services Director

Development Officer

Recommendation for Refusal:

Development Officer

Town Engineer

Public Services Director

If refused, provide reasons.

_____.

Final Administrative Approval Portion		
Permit fee paid (circle applicable)	yes / No	\$ _____.
Degradation fee paid	yes / No	\$ _____.
Estimated Completion Date	_____	
Permit Approved By:	_____	
Date Approved:	_____	