



*approved by ARROW Utilities Board of Directors – September 26, 2025*

To ensure the protection of property rights obtained through easements and rights-of-way and to describe the conditions under which ARROW Utilities will allow other municipal utilities to share the use its rights-of-way.

**Administrative Policy** - Means policies that focus on operational versus governance matters

**Board of Directors or “the Board”** – Means the appointed elected officials representing the member municipalities of ARROW Utilities, responsible to govern and provide oversight to the organization, in compliance with Alberta’s Municipal Government Act.

**Chief Executive Officer or “CEO”** – Means the individual appointed by the Board to the position of Chief Executive Officer.

**Public Utility Lots (PULs)-** Means a parcel of land designated and registered on a subdivision plan for the purpose of accommodating utility infrastructure and services.

## Board of Directors –

- a. Shall approve the Easements and Rights of Way policy and comply with its standards.
- b. Will review and update this policy as required, at minimum every four years.

**CEO –**

- a. Authorized to acquire, modify and dispose of easements and rights-of-way on behalf of the Commission and to sign and seal all documentation except:
  - i. When a subdivision will create an easement or right-of-way on a lot or lots less than two (2) hectares.
- b. Determine when rights-of-way are in excess of the ARROW Utilities' requirements and whether or not the right-of-way should be retained or disposed.

CITY OF  
BEAUMONT

CITY OF LEDUC

CITY OF FORT  
SASKATCHEWANCITY OF  
SPRUCE GROVE

CITY OF  
ST. ALBERT

TOWN OF BON  
ACCORDTOWN OF  
GIBBONSTOWN OF  
MORINVILLETOWN OF  
STONY PLAIN

LEDUC COUNTY

PARKLAND  
COUNTY

STRATHCONA  
COUNTY

STURGEON  
COUNTY



## STANDARDS/ PROCEDURES

1. At the time of subdivision and development, ARROW Utilities' easements and rights-of-way must be incorporated into public utility lots (PUL's), road rights-of-way, parks, reserves or other public lands.
  - a. PUL's containing ARROW Utilities' easements may be owned by the member municipality unless the municipality wishes to transfer ownership to ARROW Utilities at no cost to ARROW Utilities.
  - b. Member municipalities must ensure that developments provide reasonable access to ARROW Utilities' easements and facilities.
  - c. When a member municipality or the City of Edmonton wishes to incorporate an ARROW Utilities' easement or right-of-way into a Road Allowance, an agreement with the municipality is required to protect the interests of the Commission.
2. ARROW Utilities will only consider disposing of or sharing the use of its rights-of way if it has rights-of-way in excess of its requirements to meet future servicing requirements.
  - a. The CEO will determine when rights-of-way are in excess of the ARROW Utilities' requirements and whether or not the right-of-way should be retained or disposed of.
  - b. ARROW Utilities will only allow municipal water, wastewater or drainage utilities to share its rights-of-way.
  - c. ARROW Utilities member municipalities will not be required to compensate ARROW Utilities for the use of a right-of-way.
  - d. All other municipal utilities will be required to compensate ARROW Utilities for the use of a right-of-way based on an assessment prepared for ARROW Utilities.
  - e. If the proposed infrastructure is subject to the terms of an existing utility right-of-way document filed in the



Land Titles Office and there is excess right-of-way, ARROW Utilities will provide consent without compensation.

- f. The party requesting the use of the right-of-way will be responsible for all of ARROW Utilities' direct costs associated with the assessment and negotiation of the disposal or shared use.

## **REFERENCE DOCUMENTS**

Work Instructions - Land Agreements and Tracking