



RAILWAY CROSSING INFORMATION SHARING FORM

in accordance with Transport Canada's *Grade Crossings Regulations*

This form may be used by the Railway when sharing information with a Road Authority for the purpose of complying with sections 4 to 11 of the *Grade Crossings Regulations* (GCR). The *Railway Sharing of Information Form Job Aid* can be referenced to complete the forms.

COVER FORM

SECTION 1 – GENERAL	
A. Railway Company	B. Date of Submission (yyyy-mm-dd)
C. Railway Company Contact Information	
Title (Optional)	Name
Address	
Email	Telephone number (999-999-9999)
Additional Railway Company Contact Information (in case of emergency)	
Title (Optional)	Name
Address	
Email	Telephone number (999-999-9999)
D. Road Authority	

SECTION 2 – GRADE CROSSING LOCATION

At least two(2) of the four(4) fields must be completed to identify the grade crossing location

E. Railway Subdivision and mileage

F. Latitude and Longitude

G. Roadway Name

H. City or Town Name

SECTION 3 – REASON(S) FOR SHARING INFORMATION WITH THE ROAD AUTHORITY

Select all that apply and provide details below. Proceed to SECTION 6 if none of the following apply

☐ I. Information must be shared for existing public grade crossings no later than two years of the GCR coming into force. Ref. (GCR 4.(3))☐ J. Receipt of a notice under Section 3 of the **Notice of Railway Works Regulations**. Ref. (GCR 4.(2))☐ K. A line of railway is added within the sightlines of the grade crossing and the sightlines must meet the requirements in Section 20 of the GCR. Ref. (GCR 5 – GCR 28.(a))☐ L. There is a change in the class of track referred to in column 1 of the table in article 7.1.2 of the **Grade Crossing Standards** (GCS), which can be found at <http://www.tc.gc.ca/eng/railsafety/grade-crossings-standards-321.htm>, when taking into account the maximum allowable operating speeds set out in column 2 or 3 of that table. Sightlines at the grade crossing must meet the requirements in Section 20 of the GCR. Ref. (GCR 5 – GCR 28.(b))☐ M. A new warning system is installed at a grade crossing and must meet the applicable standards set out in Articles 12 to 16 of the GCS. Ref. (GCR 5 – GCR 87.(1))☐ N. A component of a warning system is modified or installed and must meet the applicable standards set out in Articles 12 and 16 of the GCS. Ref. (GCR 5 – GCR 87.(2))☐ O. A new installation of a warning system, or the modification or installation of a component of a warning system which results from an increase in the railway design speed. The warning system or component must meet the applicable standards set out in Articles 12 and 16 of the GCS before the increase in the railway design speed takes effect. Ref. (GCR 5 – GCR 87.(3))

Details with respect to the change(s) selected:

SECTION 4 – RAILWAY CROSSING DETAILS

P. Number of Tracks

Q. Average Annual Daily Railway Movements

R. Railway Design Speed

Freight trains (mph)

Passenger trains (mph)

SECTION 5 – RAILWAY CROSSING WARNING SYSTEM

S. Crossing Warning System (Select all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Crossbuck | <input type="checkbox"/> Cantilever |
| <input type="checkbox"/> Bell | <input type="checkbox"/> Gates | <input type="checkbox"/> Other(s): _____ |
| <input type="checkbox"/> Warning system(s) for path or sidewalk | <input type="checkbox"/> Flasing lights | |

T. Stop Sign Present

☐ Yes, on Railway Crossing sign ☐ No

U. Anti-Whistling Present

☐ Yes ☐ Special Provision(s) (Optional field) ☐ No**SECTION 6 – NOTIFICATION OF OTHER CHANGES**

Select all that apply and provide details below

- ☐
- V. Increase in the railway design speed at a public grade crossing. Ref. (GCR 6)

New railway design speed (mph): _____

Date the new speed takes effect (yyyy-mm-dd): _____

- ☐
- W. Increase in the average annual daily railway movements by 50% or more and if the value is three [3] or more. Ref. (GCR 8)

New average annual daily railway movements: _____

- ☐
- X. Whistling is no longer required at a grade crossing. Ref. (GCR 9)

Date the new speed takes effect (yyyy-mm-dd): _____

- ☐
- Y. Transfer of a line of railway to another company. Ref. (GCR 10)

Railway Company Name: _____

Address: _____

Telephone number (999-999-9999): _____

Email: _____

Name of contact person: _____

Date of Transfer (yyyy-mm-dd): _____

Details with respect to the change(s) selected:

JOB AID – RAILWAY CROSSING INFORMATION SHARING FORM

This Job Aid is to be used as a reference document when completing the RAILWAY SHARING OF INFORMATION FORM.

Railways are required to share safety-related information with the Road Authorities for all federally-regulated crossings in their jurisdiction by November 28th, 2016.

Additionally, it is the Railway's responsibility to provide notification of changes and share specific information related to these changes with the Road Authorities in accordance with the requirements of the Grade Crossings Regulations.

The sharing of information will foster collaboration between the Railway Companies and Road Authorities responsible for the safety at grade crossings. The RAILWAY CROSSING INFORMATION SHARING FORM may be used by the Railway to share information or to provide notification of changes concerning construction and operations.

Once completed, the form should be sent to the appropriate Road Authority within the required timeframe indicated in the Grade Crossings Regulations. A courtesy copy may be sent to Transport Canada Rail Safety for information.

Mailing Address:

Transport Canada
Rail Safety Directorate
Mailstop: ASR
427 Laurier Street West,
Ottawa, Ontario, K1A 0N5

Email: RailSafety@tc.gc.ca

Fax: 613-990-7767

NOTE: As per section 108 of the Grade Crossings Regulations (GCR), a Railway must keep the most recent information provided to a Road Authority under sections 4 to 11 of the GCR and the most recent information received from a Road Authority under sections 12 to 18.

COVER FORM

To be completed and used as a general cover page to which all Crossing Forms (page 2, 3 & 4) associated with the same Road Authority can be attached.

SECTION 1 – GENERAL

General information to be completed by the Railway. All fields must be completed.

A. Railway Company: Full name of the Railway responsible for the maintenance and/or construction at the crossing.

B. Date of Submission: Date on which the form is sent. All information provided must be updated to reflect the actual conditions of the crossing on the date of submission.

C. Railway Company Contact Information:

- Name: Full name of the individual responsible for completing the form.
- Email: Email for the individual responsible for completing the form.
- Telephone: Telephone number for the individual responsible for completing the form.
- Address: Railway Company address for the individual responsible for completing the form.

Note: The GCR requires that contact information be provided for the purposes of information sharing (Section 4), planning maintenance (Section 102) and emergency notification (Section 103). While only one contact is required, Railways may wish to provide one contact for information sharing and planning and a separate contact for emergency notifications in the additional field provided.

D. Road Authority: Name of appropriate Road Authority being notified.

SECTION 2 – GRADE CROSSING LOCATION

At least two [2] of the four [4] fields should be completed to identify the grade crossing location.

E. Railway Subdivision & Mileage: Full name of railway subdivision and railway mileage point rounded to two [2] decimal places used to identify the location of the crossing within the Railway's network. *Example: Mile 102.91 Parry Sound Subdivision*

F. Latitude & Longitude: Latitude and longitude coordinates, in degrees to 4 decimal points, identifying the centre point of the crossing. The centre point can be defined as the intersection between the centreline axis of the railway tracks and the centreline axis of the roadway.

G. Roadway Name: Full name representing the most updated and commonly known road name. Typically the road name printed on the corresponding street sign. If a concession reference exists, this can also be provided. *Example: Murphy Road also-known-as (a.k.a.) County Road 21*

H. City or Town Name: Full name representing the City or Town in which the crossing is situated. Should the crossing not be situated in a City or Town, the common name of the Township, Village, or Hamlet can be entered.

SECTION 3 – REASON(S) FOR SHARING INFORMATION WITH THE ROAD AUTHORITY

This section should be completed to identify the reason(s) the corresponding information in SECTIONS 4 & 5 of the Crossing Forms is being shared with the Road Authority. Check all that apply and include relevant details in the fields provided.

Proceed to SECTION 6 (Notification of Other Changes) if none of the reasons in SECTION 3 apply.

Note: If any of the changes from ([J] to [O]) are selected, notification in writing of the change(s) must be provided to the Road Authority no later than 60 days before the day on which the change begins.

SECTION 4 – RAILWAY CROSSING DETAILS

Information specific to the crossing to be completed by the Railway.

P. Number of Tracks: Total number of existing tracks going through the crossing.

Q. Average Annual Daily Railway Movements: The total number of movements of engines, or engines coupled with railway equipment, across a grade crossing in a year, divided by the number of days in that year.

R. Railway Design Speed: Defined as

(a) in the case of a new grade crossing, the railway equipment speed used in the design of the grade crossing; or

(b) in the case of an existing grade crossing, the railway equipment speed that corresponds to the current design of the grade crossing.

SECTION 5 – RAILWAY CROSSING WARNING SYSTEM

Information specific to the Railway Crossing Warning System(s) to be completed by the Railway.

S. Crossing Warning System: Check all boxes that apply regarding the existing crossing warning system present at the grade crossing. The 'Other' box may be selected to further describe other or additional crossing protection aspects relative to the Railway, such as additional flashing lights for nearby driveways, locked gates at spur lines, pre-emption, pedestrian gates, etc.

T. Stop Sign Present: Establish whether a Stop Sign is installed on the same post as the Railway Crossing sign.

U. Anti-Whistling Present: Establish whether anti-whistling exists at the crossing. 'Special Provision(s)' can be specified to further describe any restrictions or details of the anti-whistling such as time period constraints.

SECTION 6 – NOTIFICATION OF OTHER CHANGES

This section must be completed to identify any changes that concern a public grade crossing which must be shared with the Road Authority in accordance with the requirements of Sections 6 to 11 of the GCR. Include all relevant details of the change(s) in the fields provided.

V. *Increase in the railway design speed*: When there is an increase in the railway design speed at a public grade crossing, the precise location of the grade crossing and the new railway design speed must be indicated in the form. Notification of an increase in the railway design speed must be given to the Road Authority in writing not later than 60 days before the day on which the increase takes effect.

W. *Increase to average annual daily movements*: When the average annual daily railway movements increase by 50% or more relative to the previous value, and if the value is three [3] or more, notification of this change must be provided to the Road Authority.

X. *Whistling is no longer required at a grade crossing*: If the use of a whistle is no longer required at a grade crossing, notification of this change must be given to the Road Authority in writing not later than 30 days after the day on which the change is made.

Y. *Transfer of a line of railway to another company*: If a line of railway at a public grade crossing is transferred from one railway company to another, the railway company to which the line of railway is transferred must, within seven [7] days after the day on which the transfer takes effect, provide the Road Authority with the name, address, telephone number and email address of a contact person.