

**ROAD AUTHORITY SHARING OF INFORMATION FORM**  
in accordance with Transport Canada’s Grade Crossings Regulations

*This form may be used by the Road Authority when sharing information with a Railway for the purpose of complying with sections 12 to 18 of the Grade Crossings Regulations (GCR). The Road Authority Sharing of Information Form Job Aid can be referenced to complete the forms.*

**Cover Form**

SECTION 1 – General	
1. Road Authority:	2. Date of Submission (yyyy/mm/dd):
3. Road Authority Contact Information	
Name:	Mailing Address:
E-mail Address:	
Telephone Number:	
Additional Road Authority Contact Information (in case of emergency)	
Name:	Mailing Address:
E-mail Address:	
Telephone Number:	
4. Railway Company:	

Crossing Form		Crossing No.  _____ of _____
SECTION 2 – Grade Crossing Location (At least two [2] of the four [4] fields must be completed to identify the grade crossing location)		
5. Railway Subdivision & Mileage	1	
6. Latitude & Longitude	2	
7. Roadway Name	3	
8. City or Town Name	4	
SECTION 3 – Reason(s) for Sharing Information with the Railway (Select all that apply and provide details below)		
9. Information must be shared for existing public grade crossings no later than two years of the <i>GCR</i> coming into force. <i>Ref. (GCR 12.(3))</i>		<input type="checkbox"/>
10. Receipt of a notice under <i>section 3</i> of the <i>Notice of Railway Works Regulations</i> . <i>Ref. (GCR 12.(2))</i>		<input type="checkbox"/>
11. A change in the design vehicle and the sightlines at the grade crossing must meet the requirements in <i>section 20</i> of the <i>GCR</i> . <i>Ref. (GCR 13 → GCR 28.(c))</i>		<input type="checkbox"/>
12. An increase in the design speed of the road crossing which will result in a change to the specification set out in column B of the <i>Table 10-2</i> of the <i>Grade Crossings Standards (GCS)</i> to which the road approach corresponds, taking into account the characteristics set out for rural roads in <i>Table 10-3</i> of the <i>GCS</i> or the characteristics set out for urban roads in <i>Table 10-4</i> of the <i>GCS</i> , as applicable. <i>Ref. (GCR 13 → GCR 28.(d))</i>		<input type="checkbox"/>
13. The location, gradient or crossing angle of a grade crossing changes, <i>articles 6 and 11</i> of the <i>GCS</i> must be applied in a manner that improves the overall safety of the grade crossing. <i>Ref. (GCR 13 → GCR 88.(1))</i>		<input type="checkbox"/>
14. An increase of the absolute gradient of a road approach to an existing grade crossing which meets the standards set out in <i>article 6.3</i> of the <i>GCS</i> . <i>Ref. (GCR 13 → GCR 88.(2))</i>		<input type="checkbox"/>
15. The number or width of traffic lanes of a road approach increases, or a shoulder is added or a shoulder's width is increased, the grade crossing must meet the standards set out in <i>articles 5.1 and 6.4</i> of the <i>GCS</i> . <i>Ref. (GCR 13 → GCR 89)</i>		<input type="checkbox"/>
16. A traffic signal is installed at a grade crossing that corresponds to the specifications set out in <i>article 19.1</i> of the <i>GCS</i> , the warning system must be interconnected with the traffic signal, and the interconnection must meet the standards set out in <i>articles 19.2 to 19.4</i> of the <i>GCS</i> . <i>Ref. (GCR 13 → GCR 90)</i>		<input type="checkbox"/>
17. If the design vehicle changes, the period of time that the warning system must operate before railway equipment reaches the crossing surface must meet the standards set out in <i>article 16.1</i> of the <i>GCS</i> . <i>Ref. (GCR 13 → GCR 91)</i>		<input type="checkbox"/>
Details with respect to the change(s) selected :		

**SECTION 4 – Notification of Other Changes**

(Select all that apply and provide details below)

**18.** An increase in the road crossing design speed at a public grade crossing.  
(If this change is selected, the following fields in this form must be completed: SECTION 2, SECTION 5 [26] and SECTION 6 [30 & 32].)  
Ref. (GCR 14) ☐

**19.** An interconnected traffic signal referred to in article 19 of the GCS, or a Prepare to Stop at Railway Crossing sign, is installed or is changed at a public grade crossing.  
(If this change is selected, the following fields in this form must be completed: SECTION 2, SECTION 6 [33] and SECTION 7 [34].)  
Ref. (GCR 15) ☐

**20.** If a road at a public grade crossing is transferred from one road authority to another, the information below must be provided.  
Ref. (GCR 17) ☐

Road Authority Name:	
Address:	
Telephone Number:	
E-mail Address:	
E-mail Address:	
Date of Transfer :	

Details with respect to the change(s) selected:

SECTION 5 – Railway Crossing Details					
21. Total Number of Traffic Lanes		22. Annual Average Daily Traffic (AADT)		23. Existing Roadway Width (m)	
24. Grade Crossing Angle (°)					
25. Road Approach Information					
Column A		Column B		Column C	
<input type="checkbox"/> Rural		<input type="checkbox"/> Local		<input type="checkbox"/> Divided	
		<input type="checkbox"/> Collector			
<input type="checkbox"/> Urban		<input type="checkbox"/> Arterial		<input type="checkbox"/> Not Divided	
		<input type="checkbox"/> Expressway			
		<input type="checkbox"/> Freeway			
26. Average Approach Gradient		27. Existing Shoulder Width		28. Path or Sidewalk	
Approach 1	Approach 2	Approach 1	Approach 2	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Orientation / Direction		Orientation / Direction		<input type="checkbox"/> Designated for persons using assistive devices	
Gradient (%)		Shoulder Width (m)			
SECTION 6 – Crossing User Details					
29. Design Vehicle		30. Road Crossing Design Speed (km/h)		31. Departure Time (sec)	
32. Stopping Sight Distance (SSD)		33. Advanced Activation time (sec)			
SECTION 7 – Interconnected Devices					
34. Interconnection Time		<input type="checkbox"/> Yes    Time (sec): _____		<input type="checkbox"/> No Interconnection at Crossing	