

# Quality Management Plan

## County of Vermilion River Gas Utility

This Quality Management Plan (QMP) represents an agreement with the Province of Alberta under section 5 of the *Gas Distribution Act* that the rural gas utility is designed, constructed, operated and maintained in accordance with the requirements set by section 2 of the Act. In signing this agreement, the Chief Officer recognizes that complete compliance with these standards may not always be attainable, although they remain the objective for the rural gas utility. In the event of identified deficiencies resulting from an operation and maintenance inspection conducted under section 4 of the Act, the rural gas utility will respond in a timely manner to render the distribution system safe and as compliant to the applicable standard(s) as possible.

The County of Vermilion River Gas Utility (hereinafter referred to as "the municipal gas utility", as per section 1(k) of the *Gas Distribution Act*), owns and operates a rural gas utility in Alberta and in accordance with its franchise issued under section 18 of the Act. Under section 18, the municipal gas utility has both the exclusive right and duty to offer and provide natural gas service to residents in a specific area of the province. The municipal gas utility, represented by the County Council is, as the owner, responsible for ensuring that the rural gas utility continues to be designed, constructed, operated and maintained in a manner consistent with section 2 of the Act. This is achieved with the full support of the municipal gas utility's Chief Administration Officer, the municipal gas utility's Manager and its employees as to ensure the safety of its customers, employees, and the general public of Alberta. Annual review and commitment to this QMP document by the County Council, the Chief Administrative Officer and the Gas Utility Manager, in conjunction with the annual submission of as-built plans and meeting operation and maintenance expectations of the Chief Officer partly form the 'Approval to Operate' a rural gas utility in Alberta.

## QUALITY MANAGEMENT PLAN FUNCTIONS

### Standards

As applicable, the municipal gas utility will design, construct, operate, and maintain its gas utility in accordance with the following legislation and standards:

- The *Gas Distribution Act*
- The *Pipeline Act* and Regulations
- The *Municipal Government Act*, only as applicable/relevant to the rural gas utility
- The *Gas Utilities Act*, as applicable
- The *Occupation Health and Safety Act*, and all codes and regulations, as applicable
- Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard
- Canadian Standards Association (CSA) Z246.2 Emergency Preparedness and Response for Petroleum and Natural Gas Industry Systems
- The Technical Standards Manual for Gas Distribution Systems in Alberta, issued by Rural Utilities
- Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities issued by the Federation of Alberta Gas Co-ops Ltd.
- Alberta Energy Regulator (AER) Directive 71 Emergency Preparedness and Response Requirements for the Petroleum Industry (as applicable)

Rural gas utilities are also expected to maintain appropriate insurance coverage.

### Design, Construction, Testing, and Commissioning

The municipal gas utility will ensure that its distribution system is designed and constructed to safely deliver the required volumes of gas to each consumer under the most extreme conditions by following the Technical Standards Manual for Gas Distribution Systems in Alberta and the most recent version of the Canadian Standards Association (CSA) Z662 Oil and Gas Pipelines. Collectively, these are the standards for Alberta's gas distribution systems.

# Operation, Maintenance and Repair

To ensure the gas utility is properly operated, maintained, and repaired, the municipal gas utility will employ or contract the services of qualified field staff to safely operate and maintain the system. This will include development of a regular preventative maintenance program to safeguard the distribution system against premature deterioration. Further, the rural gas utility will ensure that the level of safety equipment for both the shop and emergency response vehicles (as adopted in the Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities) in addition to personal protective equipment (PPE), is provided, inventoried, maintained, and calibrated as and if required.

# Emergency Preparedness and Response

To ensure that employees understand the municipal gas utility’s program to respond to emergency situations, the municipal gas utility will develop and implement an Emergency Response Program (ERP) to effectively respond to emergencies, promote safety of workers, responders and the public, in accordance with the Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities.

# Surveying and Plant Records

In order to ensure the completeness, accuracy and timely completion of the municipal gas utility's as-built drawings and ensure that the Utility Safety Partners database is current, the municipal gas utility will maintain up-to-date as-built plans of the rural gas utility and submit these to Rural Utilities by March 31 of the year following construction.

# RESPONSIBILITY

This Quality Management Plan highlights the safety related components of the County of Vermilion River Gas Utility’s design, construction, operation, and maintenance programs. The municipal gas utility’s County Council and Chief Administration Officer along with their Gas Utility Manager have reviewed and adopted the QMP in its entirety, and hereby accepts the responsibility for compliance of their distribution system with this plan.

This Quality Management Plan was reviewed at the County Council meeting held on: \_\_\_\_\_

Dated \_\_\_\_\_  
\_\_\_\_\_  
Reeve

I have read and will support the municipal gas utility in meeting compliance of this QMP:

Dated \_\_\_\_\_  
\_\_\_\_\_  
Chief Administrative Officer

Dated \_\_\_\_\_  
\_\_\_\_\_  
Gas Utility Manager

This QMP must be adopted and signed by the municipal gas utility, represented by the Reeve, the Chief Administrative Officer and the Gas Utility Manager **on an annual basis and submitted by December 31st of each year.**

Failure to submit a signed QMP document may result in any or all of the following actions:

- (1) The annual ‘Approval to Operate’ will not be issued,
- (2) All planned/future construction must be approved by the Chief Officer prior to construction until the QMP is signed and submitted, and
- (3) Any construction done without prior approval of the Chief Officer will be in contravention of section 13 of the Gas Distribution Act and potentially subject to an offence (section 8) and/or order (section 9) under the Act.

