



**Policy Number:** 2024 – 01

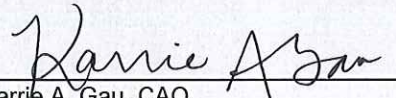
**Date of Issue:** January 16, 2024

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**Motion Number:** 2024 – 17

**Policy Subject/Title:** NATURAL GAS DISTRIBUTION SYSTEM QUALITY MANAGEMENT PLAN

**Signature of Approval by Authorized Personnel:**

  
Karrie A. Gau, CAO

**Supersedes:** February 21, 2023  
Date of Last Update

Policy #2023-01; Motion #2023-52  
Title & No. of Previous Policy if Applicable

**POLICY STATEMENT:**

This Quality Management Plan (QMP) is intended to cover the design, construction, operation and maintenance of the Town of Wainwright's natural gas distribution system in accordance with requirements under the Gas Distribution Act.

**PREAMBLE:**

This QMP represents agreement with the Province of Alberta under section 5 of the *Gas Distribution Act* that all low pressure distribution pipelines and the equipment, apparatus, mechanisms, machinery or instruments incidental to their operation, as well as all primary service lines (defined by sections 1(h), (l) and (n)) are designed, constructed, operated and maintained in accordance with the requirements set by section 2 of the Act. The pipeline system is collectively referred to as the "Gas Distribution System". It is recognized that complete compliance with the standards may not always be attainable, although they remain the objective for the urban gas utility. In the event of identified deficiencies resulting from an operation and maintenance inspection conducted under section 4 of the Act, the urban 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 Town of Wainwright (hereinafter referred to as "the urban gas utility", as per section 1(r) of the *Gas Distribution Act*), owns and operates a Gas Distribution System in Alberta and offers and provides natural gas service to residents within the boundaries of its urban municipality. The urban gas utility, represented by the Municipal Council is, as the distribution system owner, responsible for ensuring

that the urban 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 Chief Administrative Officer (CAO), the Director of Public Works 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 Municipal Council, the CAO and the Director of Public Works, in conjunction with the annual submission of as-built plans and meeting operation and maintenance expectations of the Chief Officer partly constitute the 'Approval to Operate' a Gas Distribution System in Alberta.

#### **QUALITY MANAGEMENT PLAN FUNCTIONS:**

##### **Standards**

As applicable, the urban 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 gas utility
- *The Gas Utilities Act*, as applicable
- *The Occupational 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)

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

##### **Design, Construction, Testing, and Commissioning**

The urban 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 distribution system is properly operated, maintained, and repaired, the urban 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 urban 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 urban gas utility's program to respond to emergency situations, the urban 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 urban gas utility's as-built drawings and ensure that the Utility Safety Partners database is current, the urban gas utility will maintain up-to-date as-built plans of the urban 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 Town of Wainwright's design, construction, operation, and maintenance programs. The Municipal Council, along with the Chief Administrative Officer and the Director of Public Works have reviewed the QMP in its entirety, and the urban gas utility hereby accepts the responsibility for compliance of their gas distribution system with this plan.

### **REVIEW CYCLE:**

This policy will be reviewed annually.