

LAC LA BICHE COUNTY
REGULAR COUNCIL MEETING

DATE: November 10, 2015
TIME: 10:00 a.m.
PLACE: Council Chambers
County Centre

AGENDA

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1 October 27, 2015 Regular Council Meeting;
 - 3.2 October 27, 2015 Organizational Meeting.
4. UNFINISHED BUSINESS
5. URGENT MATTERS
6. PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS
 - 6.1 10:15 a.m. Public Hearing – Rezoning Bylaw 15-029; Roll# 6816032003; Lot 1, Block 1, Plan 0927114; from Agricultural District (AG) to Serviced Estate Residential District 2 (ES2);
 - 6.2 10:45 a.m. In Camera Delegation – Lac La Biche District Natural Gas Co-op Ltd. (s. 16 and 25 FOIP) – (hand-out);
 - 6.2.1 Disposition of Delegation Business.
 - 6.3 12:15 p.m. Public Input Session.
 - 6.3.1 Disposition of Public Input Session.
7. IN CAMERA SESSION
 - 7.1 Briefing – Surface Material Lease – Offer to Sell (s. 25 FOIP) – (hand-out);
 - 7.2 RFD – Processing, Removal and Disposal of Non-Hazardous Recyclable Waste (s. 25 FOIP);

- 7.3 Discussion – Legal Matters (s. 27 FOIP);
- 7.4 ~~Discussion – Council Code of Conduct (s. 17 FOIP) – deleted from Agenda.~~

8. NEW BUSINESS

- 8.1 RFD – Cancelling of December 22, 2015 Regular Council Meeting;
- 8.2 RFD – Rezoning Bylaw 15-029; Roll# 6816032003; Lot 1, Block 1, Plan 0927114; from Agricultural District (AG) to Serviced Estate Residential District 2 (ES2) – 2nd and 3rd Reading;
- 8.3 RFD – Bylaw 15-034 Waste and Resource Recovery;
- 8.4 Briefing – Plamondon Grader Shop;
- 8.5 RFD – Natural Gas System Operations and Maintenance Guidelines Policy PI-44-003;
- 8.6 Briefing – Local Improvement Options for Rural, Multi Lot Subdivisions;
- 8.7 RFD – Funding for Firefighters’ Society;
- 8.8 RFD – Lac La Biche County Library Board Bylaws;
- 8.9 RFD – Appointments to Lac La Biche County Family and Community Support Services (FCSS) Board;
- 8.10 RFD – Support Bid to Host International Archery Competition;
- 8.11 RFD – Donation to Scratch ‘n’ Sniff for their Save our Paws Rescue;
- 8.12 RFD – 2016 Golf Tournament Partnership with Portage College;
- 8.13 Briefing – Relocation of Council Chambers;
- 8.14 RFD – RCMP Clerk Agreement;
- 8.15 ~~RFD – Councillor Remuneration Policy CS-11-001 – deleted from Agenda.~~

9. ADJOURNMENT

**LAC LA BICHE COUNTY
REGULAR COUNCIL MEETING
COUNTY CENTRE, LAC LA BICHE**

November 10, 2015 – 10:00 a.m.

Minutes of the Lac La Biche County Regular Council Meeting held November 10, 2015 at 10:00 a.m.

CALL TO ORDER Mayor Moghrabi called the meeting to order at 10:09 a.m.

PRESENT	Omer Moghrabi	Mayor
	Robert Richard	Councillor
	Richard Olson	Councillor
	David Phillips	Councillor
	MJ Siebold	Councillor
	Tim Thompson	Councillor (entered at 10:30 a.m.)
	Hajar (Jerry) Haymour	Councillor
	John Nowak	Councillor/Deputy Mayor (entered at 10:09 a.m.)

STAFF IN ATTENDANCE	Shadia Amblie	Chief Administrative Officer
	Melanie McConnell	Assistant Chief Administrative Officer
	Gord Shaw	Senior Manager, Planning & Development (in part)
	Brian Shapka	Senior Manager, Public Works (in part)
	Dan Small	Senior Manager, Finance & Grants (in part)
	Jihad Moghrabi	Communications Coordinator (in part)
	Vicki Versteeg	Legislative Services Coordinator

REGRETS	Wanda Austin	Councillor
----------------	--------------	------------

ADOPTION OF AGENDA

Councillor Nowak entered Council Chambers at 10:09 a.m.

15.723 Motion by Councillor Siebold to approve the November 10, 2015 Regular Council Meeting agenda as presented.

CARRIED UNANIMOUSLY

15.724 Motion by Mayor Moghrabi to delete Item 8.15 – Councillor Remuneration Policy CS-11-001 from the November 10, 2015 Regular Council Meeting agenda.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

3.1 October 27, 2015 – Regular Council Meeting.

15.725 Motion by Councillor Haymour to adopt the October 27, 2015 Regular Council Meeting minutes as presented.

CARRIED UNANIMOUSLY

3.2 October 27, 2015 – Organizational Meeting.

15.726 Motion by Councillor Phillips to adopt the October 27, 2015 Organizational Meeting minutes as presented.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

There were no unfinished items to address.

URGENT MATTERS

There were no urgent matters to address.

RECESS

Mayor Moghrabi called a recess at 10:13 a.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 10:15 a.m. with all those Members of Council previously listed in attendance.

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

6.1 Public Hearing – Public Hearing – Rezoning Bylaw 15-029; Roll# 6816032003; Lot 1, Block 1, Plan 0927114; from Agricultural District (AG) to Serviced Estate Residential District 2 (ES2);

Mayor Moghrabi declared the public hearing open at 10:17 a.m.

Mayor Moghrabi asked Melanie McConnell, Assistant Chief Administrative Officer, whether the public hearing was advertised and notice was provided in accordance with the applicable legislation. Ms. McConnell advised that this was the case, and further noted there were no written submissions.

Ms. Sheera Bourassa, Planning & Development Officer, summarized the purpose of the hearing.

Mayor Moghrabi asked if the applicant was present and wishing to speak to the proposed bylaw. The applicant was not present to speak to the proposed bylaw.

Mayor Moghrabi asked if there was anyone present wishing to speak in support of the proposed bylaw. There were no persons present wishing to speak in support of the proposed bylaw.

Mayor Moghrabi asked if there was anyone present wishing to speak in opposition of the proposed bylaw. There were no persons present wishing to speak in opposition of the proposed bylaw.

Discussion followed on buffer zones, notice provided to residents of the proposed rezoning, road allowances, and adherence of the proposed rezoning to the Land Use Bylaw.

Councillor Thompson entered Council Chambers at 10:30 a.m.

Mayor Moghrabi declared the public hearing closed at 10:32 a.m.

NEW BUSINESS

8.2 RFD – Rezoning Bylaw 15-029; Roll #6816032003; Lot 1, Block 1, Plan 0927114; from Agricultural District (AG) to Serviced Estate Residential District 2 (ES2) – 2nd and 3rd Reading;

Councillor Olson exited Council Chambers at 10:34 a.m.

Councillor Olson returned to Council Chambers at 10:36 a.m.

Discussion continued on the proposed rezoning Bylaw 15-029. Provisions for the Estate Residential 1 and Estate Residential 2 districts, application of offsite levies, and configuration of the proposed parcel were discussed.

NEW BUSINESS

8.2 RFD – Rezoning Bylaw 15-029; Roll #6816032003; Lot 1, Block 1, Plan 0927114; from Agricultural District (AG) to Serviced Estate Residential District 2 (ES2) – 2nd and 3rd Reading (continued);

15.727 Motion by Councillor Phillips that Bylaw 15-029 be given 2nd reading this 10th day of November, 2015.

IN FAVOUR
Councillor Phillips

OPPOSED
Mayor Moghrabi
Councillor Richard
Councillor Olson
Councillor Siebold
Councillor Thompson
Councillor Haymour
Councillor Nowak

DEFEATED

RECESS Mayor Moghrabi called a recess at 10:58 a.m.

RECONVENE Mayor Moghrabi reconvened the meeting at 11:07 a.m. with all those Members of Council previously listed in attendance, excluding Councillors Siebold and Haymour.

Councillor Haymour entered Council Chambers at 11:09 a.m.

IN CAMERA SESSION

15.728 Motion by Councillor Phillips to go in camera at 11:10 a.m.

CARRIED UNANIMOUSLY

6.2 In Camera Delegation – Lac La Biche District Natural Gas Co-op Ltd. (s. 16 and 25 FOIP);

RECESS Mayor Moghrabi called a recess at 11:50 a.m.

RECONVENE Mayor Moghrabi reconvened the meeting at 12:02 p.m. with all those Members of Council previously listed in attendance. Councillor Siebold remained absent from the meeting.

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

6.3 Public Input Session.

At 12:15 it was confirmed that no persons were present for the Public Input Session.

IN CAMERA SESSION

6.2 In Camera Delegation – Lac La Biche District Natural Gas Co-op Ltd. (s. 16 and 25 FOIP) (continued);

RECESS Mayor Moghrabi called a recess at 12:33 p.m.

RECONVENE Mayor Moghrabi reconvened the meeting at 1:50 p.m. with all those Members of Council previously listed in attendance, including Councillor Siebold.

IN CAMERA SESSION

7.1 Briefing – Surface Material Lease – Offer to Sell (s. 25 FOIP);

Councillor Thompson declared a pecuniary interest due to personal business interests and recused himself from Council Chambers at 1:50 p.m.

Councillor Thompson returned to Council Chambers at 2:00 p.m. upon conclusion of discussion related to the Surface Material Lease Offer to Sell.

7.2 RFD – Processing, Removal, and Disposal of Non-Hazardous Recyclable Waste (s. 25 FOIP);

7.3 Discussion – Legal Matters (s. 27 FOIP);

RECESS Mayor Moghrabi called a recess at 3:24 p.m.

RECONVENE Mayor Moghrabi reconvened the meeting at 3:34 p.m. with all those Members of Council previously listed in attendance.

RETURN TO REGULAR MEETING

15.729 Motion by Councillor Haymour to proceed with the meeting out of camera at 3:34 p.m.

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF IN CAMERA SESSION

6.2.1 Disposition of Delegation Business

Councillor Siebold declared a pecuniary interest due to a family member's employment in the County's Utility department and recused herself from Council Chambers at 3:37 p.m.

15.730 Motion by Councillor Haymour to send a letter of thanks to the delegation for their presentation to Council.

CARRIED UNANIMOUSLY

15.731 Motion by Councillor Nowak to direct Administration and the two Members of Council appointed to the Natural Gas Partnership Committee to work with Lac La Biche District Natural Gas Co-op Limited to discuss possible partnerships for service provision and operational efficiencies, and further that Administration present options for partnership to Council.

CARRIED UNANIMOUSLY

Councillor Siebold returned to Council Chambers at 3:39 p.m. upon conclusion of disposition of the Lac La Biche District Natural Gas Co-op delegation business.

7.1 Briefing – Surface Material Lease – Offer to Sell (s. 25 FOIP);

Councillor Thompson declared a pecuniary interest due to personal business interests and recused himself from Council Chambers at 3:39 p.m.

15.732 Motion by Councillor Olson to respectfully decline the offer to sell.

CARRIED UNANIMOUSLY

Councillor Thompson returned to Council Chambers at 3:40 p.m., upon conclusion of voting on the motion related to the Surface Material Lease Offer to Sell.

7.2 RFD – Processing, Removal, and Disposal of Non-Hazardous Recyclable Waste (s. 25 FOIP);

15.733 Motion by Councillor Thompson to approve the draft one-year pilot project for processing, removal, and disposal of non-hazardous recyclable waste contract and corresponding fee schedule as presented.

CARRIED UNANIMOUSLY

AMENDMENT OF AGENDA

15.734 Motion by Councillor Olson to remove item 7.4 from the Agenda.

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF IN CAMERA SESSION

7.3 Discussion – Legal Matters (s. 27 FOIP);

15.735 Motion by Councillor Richard to direct Administration to proceed as directed *in camera*.

CARRIED UNANIMOUSLY

NEW BUSINESS

8.1 Cancelling of December 22, 2015 Regular Council Meeting;

15.736 Motion by Councillor Haymour that the Regular Council Meeting, presently scheduled for December 22, 2015 at 10:00 a.m., be cancelled and all business scheduled to be addressed at that meeting be allocated to other Regular or Special Council Meetings.

CARRIED UNANIMOUSLY

8.3 RFD – Bylaw 15-034 Waste and Resource Recovery;

Mr. Tom Kinderwater, Manager of Environmental Services, presented the Request for Decision. Discussion followed on the proposed fee schedule, potential impacts of the fee schedule, and options for a scaled fee increase.

EXTENSION OF MEETING

- 15.737 Motion by Councillor Olson to extend the meeting to a time such that all business on the agenda has been addressed.

CARRIED UNANIMOUSLY

NEW BUSINESS

- 8.3 RFD – Bylaw 15-034 Waste and Resource Recovery (continued);

Discussion continued on encouraging reduction of unsorted waste and penalties for offences noted in the Bylaw.

- 15.738 Motion by Councillor Haymour to direct Administration to prepare a cost scenario for Bylaw 15-034, Schedule A: Waste Containing Recyclable Materials (Industrial, Commercial, and Institutional waste) to \$50 per tonne.

CARRIED UNANIMOUSLY

- 8.4 Briefing – Plamondon Grader Shop;

- 15.739 Motion by Councillor Thompson to accept the briefing on the Plamondon grader shop as information.

CARRIED UNANIMOUSLY

- 8.5 RFD – Natural Gas System Operations and Maintenance Guidelines Policy PI-44-003;

- 15.740 Motion by Councillor Phillips that County Council endorse the Quality Management Plan for the natural gas distribution system as presented.

CARRIED UNANIMOUSLY

- 15.741 Motion by Councillor Thompson that County Council adopt the Natural Gas System Operations and Maintenance policy, PI-44-003, as attached to and forming part of these minutes.

CARRIED UNANIMOUSLY

8.6 Briefing – Local Improvement Options for Rural Multi-Lot Subdivisions;

15.742 Motion by Councillor Thompson to direct Administration to defer this matter to a Strategic Session on Offsite Levies in January 2016.

CARRIED UNANIMOUSLY

8.7 RFD – Funding for Firefighters’ Society;

Ms. Anita Polturak, Manager of FCSS and Community Development, presented the Request for Decision to Council.

Councillor Haymour exited Council Chambers at 4:39 p.m.

Councillor Haymour returned to Council Chambers at 4:39 p.m.

15.743 Motion by Councillor Haymour that Administration waive all costs to the Firefighters’ Society for use of the Jubilee Hall for the Santa’s Anonymous program, and further that a donation be made of \$500 toward food costs of the Santa’s Anonymous program.

CARRIED UNANIMOUSLY

8.8 RFD – Lac La Biche County Library Board Bylaws;

Deputy Mayor Nowak assumed the Chair.

Ms. Anita Polturak presented the proposed Library Board Bylaw amendments.

Councillor Phillips exited Council Chambers at 4:42 p.m.

Councillor Phillips returned to Council Chambers at 4:42 p.m.

15.744 Motion by Councillor Thompson that County Council ratify the revised Lac La Biche County Library Board Bylaws as presented.

CARRIED UNANIMOUSLY

Councillor Phillips exited Council Chambers at 4:42 p.m.

NEW BUSINESS

- 8.9 RFD – Appointments to Lac La Biche County Family and Community Support Services (FCSS) Board;

Councillor Phillips returned to Council Chambers at 4:43 p.m.

- 15.745 Motion by Councillor Thompson to ratify the appointment of Hazzle Costa to the Lac La Biche County Family and Community Support Services Board, effective immediately and for a term ending October 31, 2016.

CARRIED UNANIMOUSLY

- 15.746 Motion by Councillor Thompson to ratify the appointment of Lisa Sparks to the Lac La Biche County Family and Community Support Services Board, effective immediately and for a term ending October 31, 2018.

CARRIED UNANIMOUSLY

- 8.10 RFD – Support Bid to Host International Archery Competition;

- 15.747 Motion by Councillor Thompson to endorse the Lakeland Archers’ bid to host the International 3D Archery Championship competition in Lac La Biche County.

CARRIED UNANIMOUSLY

- 15.748 Motion by Councillor Siebold to direct Administration to request a letter from the Lakeland Archers for a Council appointment to the Bid Committee for the International Archery Competition.

CARRIED UNANIMOUSLY

- 8.12 RFD – 2016 Golf Tournament Partnership with Portage College

- 15.749 Motion by Councillor Thompson to direct Administration to collaborate with Portage College in the planning, promotion, and delivery of a joint Golf Fore Health tournament to be held in summer 2016.

CARRIED UNANIMOUSLY

NEW BUSINESS

8.13 Briefing – Relocation of Council Chambers;

Councillor Olson exited Council Chambers at 5:00 p.m.

Councillor Olson returned to Council Chambers at 5:03 p.m.

15.750 Motion by Mayor Moghrabi to allocate \$100,000 for the relocation of Council Chambers to McArthur Place and direct Administration to solicit quotes on construction.

IN FAVOUR

**Mayor Moghrabi
Councillor Richard
Councillor Olson
Councillor Phillips
Councillor Thompson
Councillor Haymour
Councillor Nowak**

OPPOSED

Councillor Siebold

CARRIED

8.14 RFD – RCMP Clerk Agreement.

15.751 Motion by Councillor Thompson that Lac La Biche County continue to support the position of RCMP clerk for a five year term within its organizational structure per the terms of the 2009 agreement.

CARRIED UNANIMOUSLY

Councillor Siebold recused herself from Council Chambers at 5:08 p.m. due to a Conflict of Interest with her work with the Lac La Biche Humane Society. No pecuniary interest was declared.

8.11 RFD – Donation to Scratch n’ Sniff for their Save our Paws Rescue.

Ms. Anita Polturak introduced the Request for Decision. During the discussion, Administration clarified that Scratch n’ Sniff is not a registered charity with the Canada Revenue Agency.

8.11 RFD – Donation to Scratch n’ Sniff for their Save our Paws Rescue (continued);

15.752 Motion by Councillor Haymour to direct Administration to make a \$2,000 donation from General Revenue to Scratch ‘N Sniff’s *Save Our Paws Rescue* annual fundraiser which occurred on October 25, 2015.

IN FAVOUR
Councillor Olson
Councillor Thompson
Councillor Haymour
Councillor Nowak

OPPOSED
Mayor Moghrabi
Councillor Phillips
Councillor Richard

CARRIED

15.753 Motion by Councillor Richard to direct Administration to prepare a report on the costs associated with addressing cats in Lac La Biche County as part of the animal control program.

CARRIED UNANIMOUSLY

ADJOURNMENT

15.754 Motion by Councillor Thompson to adjourn the Regular Council Meeting of November 10, 2015 at 5:24 p.m.

CARRIED UNANIMOUSLY

Omer Moghrabi, Mayor

Shadia Amblie
Chief Administrative Officer

LAC LA BICHE COUNTY POLICY

TITLE: NATURAL GAS SYSTEM OPERATIONS AND MAINTENANCE GUIDELINES	POLICY NO: PI-44-003
RESOLUTION: 15.741	EFFECTIVE DATE: JULY 31, 2015
LEAD ROLE: MANAGER, UTILITIES	NEXT REVIEW DATE: DECEMBER 31, 2018
SPECIAL NOTES/CROSS REFERENCE: Natural Gas System Quality Management Plan	AMENDMENT DATE: NOVEMBER 10, 2015

POLICY STATEMENT:

Lac La Biche County recognizes the importance of a systematic, coordinated method of maintenance and operations of Lac La Biche County’s Natural Gas System. The policy is to promote the most efficient operation and maintenance of the system, comply with all regulatory requirements, while maintaining the safety of the customers, employees, and the general public.

Lac La Biche County will adhere to the “Quality Management Plan” which has been provided by the Alberta Agriculture and Rural Development Rural Utilities Branch, in accordance with the Gas Distribution Act for the design, construction and operation of the Lac La Biche County Natural Gas System.

Lac La Biche County will design, construct, operate, maintain, and repair the Natural Gas Distribution System in accordance with the following standards:

- The Gas Distribution Act
- The Pipeline Act and Regulations
- The Municipal Government Act
- The Technical Standards and Specifications Manual for the Rural Gas Program, issued by Rural Utilities Branch in the Department of Agriculture and Rural Development (ARD)
- Guidelines for Operation and Maintenance Practices in Alberta Natural Gas Utilities issued by the Federation of Alberta Gas Co-ops Ltd. and co-sponsored by ARD.
- The Water Gas and Electric Companies Act (as applicable)
- All Occupational Health and Safety Act, code and regulations, as applicable
- Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard
- Canadian Standards Association (CAN/CSA) Z731 Emergency Planning for Industry
- Canadian Standards Association (CSA) B149.1

In performing any duties at the Lac La Biche County Natural Gas System, SAFETY shall be the number one priority.

Chief Administrative Officer

Date

Mayor

Date

QUALITY MANAGEMENT PLAN

LAC LA BICHE COUNTY GAS UTILITY

This Quality Management Plan is intended to cover the design, construction and operation of a rural gas utility.

PREAMBLE

The Lac La Biche County (hereinafter referred to as "the County"), owns and operates a rural gas distribution system in Alberta and, in accordance with provisions of the Municipal Government Act and the franchise issued under the Gas Distribution Act, it has assumed the responsibility to provide natural gas service to residents in a specific area of the province. The Mayor and Council, with the support of the municipal administration and staff, take full responsibility for ensuring that its distribution system is designed, constructed, operated and maintained in a manner that will ensure the safety of its customers, employees, and the general public.

QUALITY MANAGEMENT PLAN FUNCTIONS

Standards

The County will design, construct, operate, and maintain its rural gas distribution system in accordance with the following standards:

- The Gas Distribution Act
- The Pipeline Act and Regulations
- The Municipal Government Act
- The Water Gas and Electric Companies Act (as applicable)
- All Occupation Health and Safety Act, code and regulations, as applicable
- Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard
- Canadian Standards Association (CAN/CSA) Z731 Emergency Planning for Industry
- The Technical Standards and Specifications Manual for the Rural Gas Program, issued by Rural Utilities Branch in the Department of Agriculture and Rural Development (ARD).
- Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities issued by the Federation of Alberta Gas Co-ops Ltd. and co-sponsored by ARD.

Design

The County will ensure that its distribution system is designed to safely deliver the required volumes of gas to each consumer under the most extreme conditions by:

- Acquiring the services of a qualified gas distribution design specialist to determine system requirements.
- Working with the design specialist to establish minimum end line pressure, appropriate route selection, and design and material requirements.

- Acquiring pipe that has been inspected under the Quality Assurance Program and approved by the Rural Utilities Branch.

Construction Testing and Commissioning

In order to ensure that all pipelines are constructed, tested and commissioned in the appropriate manner, the County will:

Have a documentation process in place that systematically identifies and tracks all the specific approvals, agreements, utility rights-of-way, permissions and consents required and the dates each are acquired.

Ensure that all pipelines are buried to the depths specified in the applicable codes, regulations and standards by:

- Providing the contractor with the depth specifications and documenting the information and time of presentation.
 - Spot checking pipeline depths during and/or after the time of installation and documenting the findings.

Establish a system for recording and auditing the location, and material information for all pipe installed.

Ensure that all pipelines are tested to the pressures and times specified in the applicable codes, regulations and standards.

- Spot checking charts/pressure data (i.e. start time/location information) during testing and document these checks.
- Record all the test, location, and material data on a test confirmation report.
- Purging each pipeline using an approved method, prior to putting the line into service, and documenting the findings.

Ensure proper regulator and relief valve configuration and capacities are in place to adequately protect the distribution system and customer installations from excessive pressures by:

- Providing the technical information required to determine the proper capacities and configuration of the equipment to a qualified installer.
- Developing a specific audit procedure to ensure the correctness of the regulator and relief valve installation.

Ensure pipeline warning signs are properly installed by inspecting all new crossings and above ground facilities, after completion, to confirm the placement of signs, and document accordingly.

Operation, Maintenance and Repair

In order to ensure that the distribution system is properly operated, maintained, and repaired, the County will:

- Employ or contract the services of qualified field staff to safely operate and maintain the system. The level of manpower requirements will be established by developing a plan or formula, based on historical performance, system requirements and the level of service committed to by the distributor to complete these functions in accordance with industry standards.
- Ensure that the level of safety equipment for both the shop and emergency response vehicles (as adopted in the Operation and Maintenance Manual), is provided, inventoried, maintained, and calibrated as required.

- Monitor the levels of gas loss by:
 - Recording and comparing wholesale tap purchases on a weekly basis.
 - Comparing the wholesale purchases to the retail sales on a monthly basis
 - Physically checking the system for leaks by performing line walks on the distribution pipe lines as per industry standards.

- Ensure that the proper levels of odorant are maintained in the system by:
 - Checking the odorant levels at predetermined locations on each tap each month and recording findings.
 - Testing or monitoring for levels of detectable odorant on a regular basis, with samples being taken not less than once a month at each test location.
 - Maintaining records of monthly readings taken by contracted qualified parties, and spot checking and documenting those results at reasonable intervals.

- Ensure all underground damage and leaks are diligently repaired and reported to the appropriate regulatory body:
 - Damage or leaks to high pressure (> 700 kPa) pipelines or facilities must be reported to the Alberta Energy Regulator (AER) and a copy sent to Rural Utilities Branch (ARD).
 - Damage or leaks to low pressure (< 700 kPa) pipelines or facilities must be reported to Rural Utilities Branch (ARD)

- Develop and maintain a regular preventative maintenance program (i.e. line walks, cathodic protection surveys, reg. station operation and painting of above ground facilities) to safeguard the distribution system against premature deterioration. The frequency of these activities must be scheduled as established in the County's Operations & Maintenance program.

- Establish a maintenance/control system of equipment used to locate pipelines, measure concentrations of odorant and gas, levels of cathodic protection, pressure gauges, etc.

Emergency Response

To ensure that employees understand how to respond appropriately to emergency situations, the utility will:

- Develop a safety program and document the frequency and results of each employee's involvement. This program should cover the following situations:
 - Gas odor calls.
 - Carbon monoxide poisoning.
 - Explosions and fires.
 - Major system outages.
 - Major ruptures on low pressure and high pressure pipelines.

- Ensure that employee orientation session include the above safety program.

- Actively participate in community and internal mock emergency response exercises, involving the above situations, and review the results of the exercise.

Surveying and Plant Records

In order to ensure the completeness, accuracy and timely completion of the County's as-built drawings and ensure that the Alberta One Call data base is current, the County will:

- Monitor the progress of as-built surveys and mapping to ensure that the license/as-built application is submitted to ARD by March 31 of the year following construction.

- Review the as-built drawings and license submission against each year's new customer location listing for completeness.
- Complete, check and return Alberta One-Call updates forms from information contained on the as-built drawing updates or construction application drawings.

RESPONSIBILITY

This Quality Management Plan highlights the safety related components of the Lac La Biche County Gas Utility's design, construction, operation, and maintenance programs. The County Mayor, Council and Administration hereby accepts the responsibility for compliance with this plan.

Approved and Adopted

By-Law # or Resolution _____

Dated this _____ Day of _____ 2015

County Mayor

Utility Manager

Chief Administrative Officer