



**MUNICIPAL DISTRICT OF PEACE NO.135**

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| <b>PREPARED BY:</b> Barbara Johnson      | <b>ADOPTED BY:</b><br>Council | <b>NUMBER:</b> PW- 24        |
| <b>TITLE:</b> Oil & Gas Approvals Policy |                               | <b>DATE:</b> August 14, 2018 |

**PURPOSE OF THIS POLICY:**

To provide administration with guidelines for dealing with requests from oil and gas companies regarding road use, proximity, approach installations and drilling/pipeline notifications.

**POLICY STATEMENT:**

Council recognizes that oil and gas companies often have short timelines and require approvals prior to Council meetings. Unless the requests are of an unusual nature, the following guidelines will be followed by Administration in order that requests do not have to be taken to Council meetings for approvals. All oil/gas activity requests or notifications will be reported to Council in the monthly CAO’s Report.

**Road Use and Proximity Requests**

1. Ensure that a Road Use Agreement is entered into with the oil/gas company to allow the municipality to charge if any damages to roads occur during oil/gas moves or constructions.
2. Have Public Works Foreman determine, prior to any approvals being given, that road infrastructure is able to handle heavy traffic during oil/gas activity.
3. Ensure that the route being followed is not on a weight restricted road.
4. A letter of authorization must be provided by the CAO or Development Officer in the CAO’s absence and will include any conditions pertaining to the specific development.

**Oil and Gas Drilling Notifications**

1. A letter of acknowledgement must be provided by the CAO or Development Officer in the CAO’s absence and will include any conditions such as those included in the Grimshaw Gravels Aquifer Protection Plan (attached to this policy).
2. Verify that any permanent structures such as well heads be located a minimum of 134 feet from an adjacent municipal road, as per the Land Use Bylaw, if at all possible.
3. Setbacks from sour gas facilities shall be determined by AER regulations.



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**POLICY STATEMENT:**

**Approach Installation or Access Requests**

1. The Public Works Foreman will inspect the proposed site for a new approach and will determine if a culvert is required and if so, what size must be installed. All new constructions to be inspected after completion.
2. Ensure that a Road Use Agreement is in place prior to any work being completed.
3. For new approaches and for the use of an existing approach, the CAO or Development Officer in the CAO's absence will send a letter of approval as well as a copy of the "Approval & Inspection Fees" Policy PW-21, an invoice for the new approach and a copy of a completed Access Approach Agreement.
4. If an existing approach is to be used to construct a new padsite, invoice for the use of the existing approach (only charge the first time that the approach is requested to be used).

**Requests for Additional Wells on Municipal Owned Properties**

1. If additional wells are requested on an existing padsite, the CAO or Development Officer in the CAO's absence is authorized to approve the request.
2. If an additional padsite is required, the request must be taken to a Council meeting.
2. The CAO or Development Officer is authorized to sign the Alberta Surface Lease Agreement, once Council has approved the project.