

# TOWN OF FOX CREEK

## Policies & Procedures Manual

---

***"Tank Farm Policy"***

**No: P042 - 2010**

---

### **SECTION - 1: DEFINITIONS**

1. For the purposes of this Policy;
  - a. "Authorized Representative" shall mean that person(s) authorized or appointed by Council;
  - b. "Council" shall mean the elected Council of the Town of Fox Creek;
  - c. "Development Officer" shall mean either the Development Officer or Assistant Development Officer appointed by the Council;
  - d. "Development Permit" shall mean a permit authorizing the installation and/or operation of a Tank Farm within the municipality by the Town;
  - e. "Disaster Services Coordinator" shall mean the person appointed for these duties by the Council;
  - f. "Emergency Response Plan" shall mean a detailed set of steps and procedures that the Operator of the Tank Farm shall follow in the event that an emergency originates from the Tank Farm storage facility. This shall include a spill, fire, unauthorized mixture, environment contamination, etc;
  - g. "Fire Chief" shall mean the person appointed to those duties by the Council;
  - h. "Operator" shall mean the developer or operator of the Tank Farm business;
  - i. "PTMAA" shall mean the Petroleum Tank Management Association of Alberta;
  - j. "Tank Farm" shall mean a storage facility;
  - k. "Town" shall mean the Town of Fox Creek;
  - l. "Town Manager" shall mean the person appointed to these duties by the Council.

### **SECTION - 2: PURPOSE OF POLICY**

- 2.1 The Town is committed to general Public Safety, the well being of it's residents, and the protection of the environment and property of its residents and businesses within its corporate limits.
- 2.2 In fulfilling this commitment to protect people, the environment and property, the Town implements this Policy to ensure that Tank Farms meet required Industrial Standards, the Energy Resources Conservation Board (ERCB) Storage Requirements for the Upstream Petroleum Industry, the standards set forth by the Alberta Fire Code, the Alberta Building Code, the PTMAA, and any other existing and future legislation, codes or standards regarding bulk storage of

# TOWN OF FOX CREEK

## Policies & Procedures Manual

---

### ***"Tank Farm Policy"***

**No: P042 - 2010**

---

oilfield or industrial generated fluids, either petroleum products, flammable and/or combustible liquids or hydrocarbon products, whether manufactured or generated elsewhere through resource and/or other industry activities.

### **SECTION - 3: SCOPE OF TOWN POLICY COVERAGE**

- 3.1 All corporations, their management and employees or any other entities who are engaged in the bulk storage of fluids or solids are responsible to ensure these storage facilities conform with rules, regulations, standards and laws which are required by current or future statute, codified law, or Town bylaws.
- 3.2 To ensure that local, provincial and federal requirements are met, the policy of the Town is as follows:
  - a. Pursuant to the Land Use Bylaw, a Development Permit must be obtained from the Town for the proposed site location for a new Tank Farm.
  - b. The proponent or developer must obtain all other necessary provincial approvals or licenses for the Tank Farm.
  - c. If a Development Permit is approved, construction of the facility must meet the requirements of all permits, approvals, applicable codes and licenses.
- 3.3 Prior to commencing operation of the Tank Farm, the Operator must provide two copies of a detailed Emergency Response Plan to the Disaster Services Coordinator of the Town and the Town Fire Chief. If the Emergency Response Plan is unacceptable, the Operator will be required to delay commencing operation until an acceptable plan is provided.

### **SECTION- 4: TANK FARMS EXISTING (AT THE TIME POLICY IS IMPLEMENTED)**

- 4.1 The operation of existing Tank Farms, at the time implementation of this policy, will be considered on a case by case basis. Where, at the time implementation of this policy, existing facilities do NOT meet current standards or requirements, the Tank Farm will be considered for Approval providing the following conditions are met:
  - a. An application for acceptance of an existing Tank Farm must be submitted

# TOWN OF FOX CREEK

## Policies & Procedures Manual

---

***"Tank Farm Policy"***

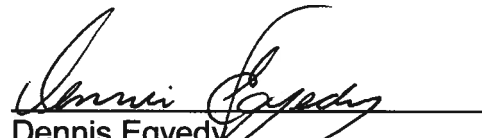
**No: P042 - 2010**

---

- to the Development Officer, accompanied with Certificates of Proof of Adequate Liability Insurance and Worker's Compensation Coverage, and shall include confirmation that the Tanks located within the existing Tank Farm have been registered with the PTMAA.
- b. Testing results of the soil around and immediately adjacent to the Tank Farm must be completed within one year of this Policy Approval Date to provide base-level readings.
  - c. Engineered drawings or plans of the existing site, certified by a P.Eng., must be submitted to the Development Officer, certifying the facility to be in compliance with relevant regulations and standards.
  - d. A detailed Emergency Response Plan must be forwarded and approved as per Section 3.3.
  - e. A list of existing tanks and their manufactures and applicable ULC and API standards.
- 4.2 Existing facilities that do NOT comply with existing legislation may be given time to comply with the policy on a case by case basis. Consideration of environment risk shall be a determining factor.
- 4.3 Should existing Operators NOT comply within the time given, their Development Permit for the Tank Farm, may be suspended or revoked, which may result in the levy of a fine, under the Municipal Government Act, or as determined by other applicable legislation, for every day the operation continues to violate this policy or any related legislation, codes, or industry regulations.

Accepted by Resolution # 229-10 on this the 28<sup>th</sup> day of June, 2010

  
Leora MacKinnon  
Mayor

  
Dennis Egyedy  
Chief Administrative Officer