E D M O N T O N
ADMINISTRATIVE PROCEDURE

TITLE		NUMBER	A1453
ALLOCATION OF SCARCE FUEL SUPPLY		DEPARTMENT	CORPORATE SERVICES
		DELEGATED AUTHORITY	BYLAW 12005, THE CITY ADMINISTRATION BYLAW
		CONTACT	BRANCH MANAGER MES (780) 496-6455
DEFINITIONS		DATE	MAY 22, 2009

Bulk Fuel Supplier – An external vendor. Materials Management is responsible for the relationship with bulk fuel suppliers.

Fuel Allocation – A ranking of City business areas and other entities that use City owned fuel in priority order to receive fuel during a shortage in supply.

Essential Services Rankings/Tiers – The Office of Emergency Preparedness (OEP) defines four categories or tiers of services, based on their effect on citizen's life, health and safety.

City fuel – Fuel distributed to City vehicles or equipment, through a City fuel site or fuel truck.

Commercial Fuel – Fuel distributed to City vehicles or equipment, via a retail fuel station or a commercial fuel delivery service.

Other Entities - An outside entity that has a servicing agreement with the City that addresses provision of City-owned fuel

Shortage – A period of time in which the City's bulk fuel suppliers cannot meet the City's demand for fuel.

PROCEDURES AND GUIDELINES

The Bulk Fuel supplier would notify the City of any inability to meet the City's fuel supply demands.

If a fuel shortage occurs and is severe, The City Manager or designate may activate a fuel allocation, in consultation with Materials Management and the Branch Manager, Mobile Equipment Services.

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The Branch Manager of MES has the authority to lift fuel allocation restrictions.

Communication of a fuel allocation to business areas and other entities that use City owned fuel is the responsibility of the Branch Manager of MES or designate.

MES may pursue other sources of fuel if necessary (dependent on the duration and degree of shortage).

Fuel allocation guidelines and related documents are maintained by MES.

Ranking Criteria

Business areas and other entities that use City fuel to deliver services are ranked in order of priority. Tier 1 departments have the highest priority access to fuel, and Tier 4 departments have the lowest priority.

The tiers align with the Office of Emergency Preparedness's (OEP) ranking of Essential Services. Essential Services are ranked in terms of the impact on citizen's life, health and safety if the service were to be suspended.

Tier	Essential Services Rank	Health, Life and Safety Impact
1	Critical Services	High
2	Vital Services	Medium
3	Necessary Services	Low
4	Desired Services	Negligible

Once a fuel allocation is in effect, City fuel would be allocated based on the business area ranking. Business areas in Tier 1 would receive fuel on a priority basis. Tier 2 business areas would receive fuel if fuel is left over after Tier 1 demands are satisfied. Similarly, Tier 3 business areas would receive fuel after Tier 2 demands are satisfied, and Tier 4 business areas would receive fuel only after Tier 3 demands are met.

The Fuel Allocation Guidelines (Attachment I) are for guidance and can be overridden by the circumstances of the situation. Other factors which dictate priority may include the type of fuel reduced, weather conditions, duration of the shortage and the types of vehicles or equipment affected. All business areas would be expected to conserve fuel and reduce demand on the fuel supply.

MES will mitigate the effects of a fuel shortage by managing the fuel contracts and fuel storage capacity.

MES will maintain partnerships with regional contacts in the surrounding region to prepare contingency plans.

Compliance

Enforcement is the responsibility of each business area's General Manager or designate.

Any incidents of non-compliance with this Directive will be reported to the appropriate department General Manager and the City Manager.

ATTACHMENTS

Attachment I – Fuel Allocation Guideline

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