

SMOKY LAKE COUNTY

Minutes of **Utilities Meeting: Natural Gas** held on Monday, **May 9, 2016** at 2:11 P.M. in the County Council Chambers.

The meeting was called to Order by the Chairperson Dareld Cholak in the presence of the following persons:

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Monday, May 9, 2016</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Craig Lukinuk	Present
4	Cary Smigerowsky	Present
5	Randy Orichowski	Present
C.A.O	Cory Ollikka	Present
Asst C.A.O.	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present
N.G. Manager	John Malysh	Present
GIS/Comm.	Paul Miranda	Absent
Legislative Svcs/R.S.	Patti Priest	Present

1 Member of the Public in attendance.

663-16:Lukinuk

2. Agenda:

That the Utilities: Natural Gas Meeting Agenda for Monday, May 9, 2016 be adopted, as presented.

Addition(s):

1. Donation to Red Cross through Alberta Federation of Gas Co-ops Ltd. for Fort McMurray Fire Relief.
2. Legal Issue: Gas odorant issue.

Carried.

3. Minutes:

664-16: Smigerowsky

That the Minutes of the Utilities Meeting: Natural Gas held on Tuesday, March 1, 2016, be adopted.

Carried.

Action List: March 1, 2016

665-16: Bobocel

That the Action List of the Utilities Meeting: Natural Gas dated March 1, 2016, be accepted for information.

Carried.

4. Request for Decision:

Policy Statement No. 09-17-01: Natural Gas Lock Off

666-16: Orichowski

That **Policy Statement No. 09-17-01** entitled "Natural Gas Lock Off", be adopted.

Title: Natural Gas Lock Off	Policy No.: 17-01
Section: 09	Code: P-S
Page No.: 1 of 2	
Legislation Reference: Municipal Government Act, Chapter M-26, R.S.A. 2000.	
Purpose:	To provide guidelines and procedures in those instances when natural gas services must be locked off due to accounts in arrears.

Policy Statement and Guidelines:	
<p>1. STATEMENT:</p> <p>1.1. Whereas Smoky Lake County has made every reasonable effort to collect billings in arrears as per Policy Statement No. 09-06: Collection of Billing in Arrears, there may be instances when natural gas services must be locked off due to accounts in arrears over 90 (ninety) days.</p> <p>2. GUIDELINE:</p> <p>2.1. A consistent procedure will be followed when locking off natural gas services due to accounts in arrears over 90 (ninety) days.</p> <p>3. PROCEDURE:</p> <p>3.1. When a natural gas account becomes 90 (ninety) days in arrears, staff will complete Schedule "A": Natural Gas Lock Off Notice. The notice will include the following information:</p> <p>3.1.1. Reference fees and notification as per Policy Statement No. 09-06: Collection of Billing in Arrears.</p> <p>3.1.2. Contact numbers for Government Agencies that can provide assistance to customers: Alberta Supports Contact Centre 780-644-9992, 1-877-644-9992 or www.albertasupports.ca</p> <p>3.1.3. Contact information for Smoky Lake County Natural Gas Utility.</p> <p>3.1.4. Fee to reinstate service if it should be locked off.</p> <p>3.2. The Lock Off Notice must be hung on the door or hand delivered 3 (three) working days before natural gas service is scheduled to be locked off.</p> <p>3.1. Every reasonable effort must be made to ensure minor children or physically or mentally impaired residents are not traumatized by the lock off of natural gas service.</p> <p>3.2. Lock offs during the winter months must only be done in the presence of an adult resident or customer.</p> <p>3.3. Prior to November 1st of each calendar year (or sooner if weather dictates), each customer which has been locked off within the calendar year should be contacted either by telephone or personal visit to assess if natural gas service can be reinstated.</p> <p>3.3.1. If suitable payment arrangements cannot be made and alternate heating has not been installed, the member or customer will be advised to contact Alberta Supports Contact Centre for assistance.</p> <p>3.3.2. Every effort to contact previously locked off customers must be documented, including phone calls and visits to the property.</p>	

Section 09 Policy 17-01

 **SCHEDULE "A"**
NATURAL GAS LOCK OFF NOTICE

Smoky Lake County
Natural Gas Utility
P.O. Box 310, Smoky Lake, Alberta T0A 3C0

Dear Customer:

Please note the following:

Your account is 90 (ninety) days past due.

Your natural gas service is scheduled to be locked off on
_____, 20_____.

Minimum payment due to avoid lock off is \$ _____.

Please call our office immediately at 780-656-3037 for details.

Lock off will be removed upon the following:

a) Total billing account from Day 1 to Day 90+ is paid in full.
NO post-dated cheques will be accepted.

b) Payment of a \$100.00 + GST Re-connection fee for removal of lock.

c) Re-connection of Natural Gas Service may be performed during
REGULAR BUSINESS HOURS
8:00 a.m. to 4:00 p.m. Monday to Friday.

If you require assistance paying your natural gas bill, please contact:

Alberta Supports Contact Centre
780-644-9992, 1-877-644-9992 or
www.albertasupports.ca

5. Issues for Information:

Donation to Red Cross

667-16: Smigerowsky That Smoky Lake County donate in the amount of **\$5,000.00** to the Alberta Federation of Gas Co-ops to forward to the Red Cross in support to the Fort McMurray Fire Relief Fund.

Carried.

Purchase of New Truck

668-16: Bobocel That County Council approve the Natural Gas Department's unbudgeted capital expense in the amount of **\$1,140.00** towards the purchase of a new truck.

Carried.

Manager's Report

669-16: Bobocel That the report presented by the Natural Gas Manager dated May 9, 2016, be accepted as presented and be filed for information.

Carried.

670-16: Orichowski That the report on the 2016 April Gas/May Billing, be filed for information.

Carried.

671-16: Bobocel That Smoky Lake County commend Daniel Malysh for passing the First Period Apprenticeship Technical Training for Gasfitter (A).

Carried.

6. Correspondence(s):

Federation of Alberta Gas Co-ops Ltd. – Carbon Levy

672-16: Lukinuk That the letter received from Kevin Crush, Manager of Communications, Federation of Alberta Gas Co-ops Ltd. dated April 15, 2016 in regards to Carbon Levy Update, be filed for information..

Carried.

C & J Energy Services

673-16: Bobocel That the letters received from Irene Ly, B.Sc., Environmental Specialist, C & J Energy Services, in regards to Pipe line Abandonments dated January 12, 2016 and January 15, 2016 described as:

Pipeline License 40878-15 from 11-03-64-17W4 to 03-04-64-17W4

Pipeline License 40878-73 from 04-04-64-17W4 to 03-04-64-17W4

Pipeline License 40878-78 from 03-04-64-17W4 to 10-29-63-17W4

Pipeline License 40052-04 from 09-28-63-16W4 to 09-21-63-16W4

Pipeline License 40878-69 from 10-20-63-16W4 to 09-21-63-16W4

Pipeline License 45494-05 from 10-19-63-16W4 to 16-13-63-17W4

Pipeline License 40878-54 from 16-13-63-17W4 to 06-14-63-17W4

Pipeline License 48617-02 from 09-21-63-16W4 to 10-20-63-16W4, be filed for information.

Carried.

Federation of Alberta Gas Co-ops Ltd. – 2016 Convention and Trade Fair

674-16: Lukinuk That County Council who can attend, and relevant administration attend the 2016 Federation of Alberta Gas Co-ops Ltd. Convention and Trade Show: "Solutions Today for the Challenges Tomorrow" on Sunday, November 27, 2016 to Tuesday December 1, 2016 at the Delta Edmonton South Hotel and Radisson Hotel Edmonton South.

Carried.

Federation of Alberta Gas Co-ops Ltd. – Golf Classic

675-16: Lukinuk That Smoky Lake County register eight (8) spots (two teams of 4 people each) for the Federation of Alberta Gas Co-ops: 10th Annual Federation Charity Golf Classic on August 11, 2016 at the Goose Hummock Golf Resort in Gibbons, Alberta.

Carried.

Federation of Alberta Gas Co-ops Ltd. - Minutes

676-16: Bobocel That the Agenda and Minutes of the Federation of Alberta Gas Co-ops, Business Strategy Committee, dated Friday, March 11, 2016, be filed for information.

Carried.

Federation of Alberta Gas Co-ops Ltd. – Annual General & Members Meetings

677-16: Lukinuk That County Council who can attend and relevant administration attend the Federation of Alberta Gas Co-ops Ltd. FIRE Annual General Meeting & Members Meeting on Wednesday, June 22, 2016 at the Radisson Hotel Edmonton South.

Carried.

Executive Session:

Gas Odorant

678-16: Bobocel That County Council go into Executive Session to discuss a legal issue in regards to the delivery of Gas Odorant, time 2:30 p.m.

Carried.

679-16: Bobocel That County Council go out of Executive Session, time 2:40 p.m.

Carried.

680-16: Smigerowsky That Administration in conjunction with Brian Ryder, P. Eng., Campbell Ryder Engineering Ltd., prepare a “draft” Contract Agreement in regards to the sale of Natural Gas to the Town of Smoky Lake.

Carried.

Next Meeting

681-16: Lukinuk That the next **Utilities Meeting: Natural Gas** be scheduled for Tuesday, **August 9, 2016** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

ADJOURNMENT:

682-16: Cholak That this meeting be adjourned, time 2:49 p.m.

Carried.

CHAIRMAN

S E A L

CHIEF ADMINISTRATIVE OFFICER