

## SMOKY LAKE COUNTY

**A G E N D A:** County Council Meeting for the purpose of a  
**Utilities Meeting: Natural Gas**  
to be held on

Tuesday, August 18, 2020 at 9:00 o'clock A.M.

Held virtually through Electronic Communication Technology: Zoom Meeting:  
<https://us02web.zoom.us/j/82022437577?pwd=QVBURUxLRWdHa0FvMk9vVVBiSHp5dz09>

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**1. Meeting:**

1.1 Call to Order

**2. Agenda:**

Acceptance of Agenda:  
as presented or  
subject to additions or deletions

**3. Minutes:**

3.1. Adopt minutes of June 16, 2020– Utilities Meeting: **Natural Gas Meeting.** ©

Recommendation: Motion to Adopt.

3.2 Utilities Meeting: – June 16, 2020 Natural Gas: **Action List.** ©

Recommendation: File for Information

**4. Request for Decision:**

No Request for Decisions.

**5. Issues for Information:**

5.1 Manager’s Report. ©

5.2 July 2020 Natural Gas Rates ©

5.3 August 2020 Natural Gas Rates ©

**6. Correspondence:**

- 6.1 Paul Dunsmore, President & CEO, Gas Alberta Inc. dated June 29, 2020 – RE: Director Nomination Request ©

Recommendation: Council Discretion

- 6.2 Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated July 7, 2020 – RE: 2020 Federation Convention and Trade Fair Postponement ©

Recommendation: File for Information

**7. Delegation(s):**

No Delegations.

**8. Executive Session:**

**9. Date and time of Next Meeting(s):**

**Adjournment**

**SMOKY LAKE COUNTY**

Minutes of the Natural Gas Meeting held on Tuesday, June 16, 2020 at 10:38 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting.

The meeting was called to Order by the Chairperson, Lorne Halisky in the presence of the following persons:

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Tuesday, June 16, 2020</u>
1	Dan Gawalko	Virtually Present
2	Johnny Cherniwchan	Virtually Present
3	Craig Lukinuk	Virtually Present
4	Lorne Halisky	Virtually Present
5	Randy Orichowski	Virtually Present
C.A.O.	Cory Ollikka	Virtually Present
Asst. C.A.O.	Lydia Cielin	Virtually Present
Finance Manager	Brenda Adamson	Virtually Present
Nat. Gas Manager	Daniel Moric	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present

\*\*\*\*\*

One Member of the Media in virtual attendance: Smoky Lake Signal.  
One Member of the Public in virtual attendance.

**2. Agenda:**

843-20: Orichowski That the Smoky Lake County Natural Gas Meeting Agenda for Tuesday, June 16, 2020 be adopted, as presented.  
  
Carried Unanimously.

**3. Minutes:**

844-20: Gawalko That the Minutes of the Smoky Lake County Natural Gas Meeting held on Wednesday, April 15, 2020, be adopted.  
  
Carried.

845-20: Lukinuk That the Action List from the Smoky Lake County Natural Gas Meeting dated Wednesday, April 15, 2020, be accepted as for information.  
  
Carried.

Scott Franchuk, Fire Chief, virtually joined the meeting, time 10:49 a.m.

**4. Request for Decision:**

No Requests for Decision.

**5. Issues for Information:**

**Manager's Report**

846-20: Gawalko That Smoky Lake County Council accept the Natural Gas Manager's Report of statistics and activities dated June 10, 2020, and file for information.

Carried.

**Natural Gas Rate – May 2020**

847-20: Lukinuk That the Smoky Lake County Natural Gas Rates for **May 2020**, from Gas Alberta in the amounts of \$2.00 (Gas Alberta Rate) + \$0.22 (Variable) + \$1.90 (Operations & Maintenance Charge) = \$4.12, be filed for information.

Carried.

**Natural Gas Rate – June 2020**

848-20: Cherniwchan That the Smoky Lake County Natural Gas Rates for **June 2020**, from Gas Alberta in the amounts of \$2.00 (Gas Alberta Rate) + \$0.22 (Variable) + \$1.90 (Operations & Maintenance Charge) = \$4.12, be filed for information.

Carried.

**Federation Members Gas Rates**

849-20: Orichowski That the correspondence received by Smoky Lake County from the Federation of Alberta Co-ops Ltd. comparison of Natural Gas Rates from Federation of Alberta Co-ops Ltd. members, be filed for information.

Carried.

**6. Correspondence:**

**Federation of Alberta Gas Co-ops Ltd.**

850-20: Lukinuk That the correspondence received by the Smoky Lake County Natural Gas Manager, from Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated April 29, 2020 in regard to information presented at the FedGas Telephone Town Halls held on April 30, 2020, be filed for information.

Carried.

**Gas Alberta Inc.**

851-20: Gawalko That the correspondence received by the Smoky Lake County Natural Gas Manager, from Allison Moller, CPA, Controller, Gas Alberta Inc. dated May 7, 2020, in regard to the Gas Alberta Inc.'s March 2020 Interim Report, be filed for information.

Carried.

**Federation of Alberta Gas Co-ops Ltd.**

852-20: Lukinuk That the correspondence received by the Smoky Lake County Natural Gas Manager, from Allison Zinnick, Member Services Coordinator, Federation of Alberta Gas Co-ops Ltd. dated May 19, 2020, in regard to the Federation cancelling the June 24, 2020 Members Meeting, and postponing the June 24, 2020 Federation Insurance Reciprocal Exchange (FIRE) Annual General Meeting due to COVID-19 and further information will come at a later date as to the re-scheduling of the FIRE Annual General Meeting.

Carried.

**Federation of Alberta Gas Co-ops Ltd.**

853-20: Orichowski That Smoky Lake County donate in the amount of \$250.00 funded from the Natural Gas Department to the Smoky Lake Food Bank and apply for matching funds from the Federation of Alberta Gas Co-ops Ltd.'s Local Donations Program, recently established as a response to the COVID-19 Pandemic, as per the correspondence received from Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated June 2, 2020.

Carried.

One Member of the Public virtually joined the meeting, time 11:12 a.m.

**Federation of Alberta Gas Co-ops Ltd.**

854-20: Orichowski That Smoky Lake County donate in the amount of \$1,000.00 on behalf of Smoky Lake County through the Federation of Alberta Gas Co-ops Ltd. to MS Society, from the Year-2020 budget allocated to attend the 14th Annual Federation MS Golf Classic, in response to the correspondence received from Allison Zinnick, Member Services Coordinator, Federation of Alberta Gas Co-ops Ltd. dated June 3, 2020, announcing the cancellation of the 14th Annual Federation MS Golf Classic due to COVID-19.

Carried.

**Ste Anne Natural Gas Co-op Ltd. - Managers Group Charity Ride**

855-20: Lukinuk That the correspondence received by the Smoky Lake County Natural Gas Manager, from Kevin Ouderkirk, Chief Executive Officer, Ste Anne Natural Gas Co-op Ltd. dated June 9, 2020, in regard to the cancellation of the Managers Group of Alberta Gas Co-ops' Year-2020 Charity Golf Tournament, and continuation of pursuing their goal of raising \$100,000.00 for the "Kids With Cancer Society" through the Managers Group of AB Gas Co-ops online Downhill Dash Bike Campaign, be filed for information.

Carried.

**8. Executive Session:**

**Personnel – Medical Incident**

856-20: Gawalko That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue in regard to a medical incident involving an employee, which occurred on June 16, 2020, under the authority of the FOIP Act, Section 17: Third Party Personal Privacy, time 11:19 a.m.

Carried.

857-20: Cherniwchan That Smoky Lake County Council go out of Executive Session, time 11: 22 a.m.

Carried.

**Next Meeting**

858-20: Orichowski That the next Smoky Lake County Natural Gas Meeting be scheduled for **Tuesday, August 18, 2020 at 9:00 a.m.** to be held Virtually and/or in the County Council Chambers.

Carried.

**ADJOURNMENT:**

859-20: Halisky That the Smoky Lake County Natural Gas Meeting of June 16, 2020, be adjourned, time, 11:23 a.m.

Carried.

\_\_\_\_\_  
CHAIRPERSON

S E A L

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**ACTION LIST:**  
June 16, 2020 Natural Gas Meeting



MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
853-20	That Smoky Lake County donate in the amount of <b>\$250.00</b> funded from the Natural Gas Department to the <b>Smoky Lake Food Bank</b> and apply for matching funds from the Federation of Alberta Gas Co-ops Ltd.'s Local Donations Program, recently established as a response to the COVID-19 Pandemic, as per the correspondence received from Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated June 2, 2020.	Accounts Payable Natural Gas Manager	Cheque Number 853-20 Issued on July 14, 2020.  The Natural Gas Manager applied for matching funds through the Federation of Alberta Gas Co-ops Ltd.'s Local Donations Program.	
854-20	That Smoky Lake County donate in the amount of <b>\$1,000.00</b> on behalf of <b>Smoky Lake County through the Federation of Alberta Gas Co-ops Ltd. to MS Society</b> , from the Year-2020 budget allocated to attend the 14th Annual Federation MS Golf Classic, in response to the correspondence received from Allison Zinnick, Member Services Coordinator, Federation of Alberta Gas Co-ops Ltd. dated June 3, 2020, announcing the cancellation of the 14th Annual Federation MS Golf Classic due to COVID-19.	Natural Gas Manager	Paid through Master Card	



## Natural Gas

Report Created On: Aug 12, 2020

**Report Legend**

 No Update

 Overdue

 **Priority**



# Plan Summary

**Goal 5** Progress 10%  
Owner: Cory Ollikka



	%	#
On Track	90.0	9
Completed	10.0	1

Objective: 4    Action: 37

Infrastructure: Roads, Accesses, Sewage Disposal, Storm-water Management, Potable Water, Natural Gas Utility, Telecommunications (Built Environment)

**Objective 5.1** Progress 10%  
Owner: Daniel Moric



	%	#
On Track	90.0	9
Completed	10.0	1

Action: 10

Natural Gas Manager Work Plan

**Objective 5.1** Progress 100%

**Natural Gas Manager Work Plan**

Owner: Daniel Moric

	%	#
On Track	90.0	9
Completed	10.0	1

Action: 10

Update provided by Daniel Moric on Aug 12, 2020 17:04:29

**Action 5.1.1: Natural Gas Department: Natural Gas Manager Work Plan Daily/Weekly/Monthly Plan detail kept in the Additional details section.**

- See Natural Gas Managers Work Plan for details.

**Action 5.1.2: Natural Gas Line Locates: Service Calls: Meter Recalls: Meter Installs: PFM Checks: Construction: Rural: \_\_\_\_ Urban: \_\_\_\_**

- See the "Measures" for more information.

**Action 5.1.3: Odorant**

June 1/20 - June 30/20

-18.5 hrs x 2 men = 36 man hours spent on the odorant truck.

-Deliveries made to Burnt Lake Gas and Chain Lakes Gas

July 1/20 - July 31/20

-6.5 hrs x 2 men = 53 man hours spent on the odorant truck.

-Deliveries made to Natural Gas Co-op 52, Phoenix Gas Co-op, County of Vermillion River Gas Utility, and Lac La Biche District Gas Co-op.

August 1/20 - August 11/20

-7.5 hrs x 2 men = 15 man hours spent on the odorant truck.

-Deliveries made to County of Two Hills Gas Utility.

**Action 5.1.4: CNG Trailer**

June 1/20 - June 30/20

-CNG trailers still in use at Northeast Gas in Bonnyville. Possible completion mid-July

July 1/20 - July 31/20

-CNG trailers were finished with the Northeast Gas Co-op on July 27/20.

August 1/20 - August 11/20

-CNG trailer was delivered to Fairview to North Peace Gas Co-op for a gas outage in La Crete.

**Action 5.1.5: Administrative**

- Attend weekly toolbox and manager meetings.
- Receive customer phone calls.
- Respond to emails.

- Assist in producing monthly gas bills.
- Continue to record gas consumption readings in order to analysis and monitor gas balancing.
- July 2020 gas price was \$3.90 / GJ. August 2020 gas price has increased to \$4.00 / GJ.
- Apply for new gas services and complete all of the required paperwork.
- Continue to get easements and contracts signed as necessary.
- Working on invoicing construction, odorant and CNG jobs.
- Monthly odorant intensity checks ( 20 locations )
- RMO routine station checks continue.
- Monthly explosives magazine inventory check.
- Working on gas line road crossing sign repairs and replacements. Currently have replaced or repaired 87 locations.
- Continually signing customers up for receiving their gas bills by email. Currently have 263 accounts registered.
- Posted in the gas bills for customers to give us updated account information with very good response. Also included this request in the Grapevine. Will continue to advertise for updated information.
- Practicing social distancing as much as possible during these uncertain times. Staff have been given additional PPE to help prevent contracting and transferring COVID-19
- See the "Measures" for more information

#### ***Action 5.1.6: Training***

- Myself and James Vezeau have completed our PE Fusion re-certification in July.
- No further training.

#### ***Action 5.1.7: Natural Gas Construction of Infrastructure***

June 1/20 - June 30/20

- Cut and capped 3 services temporarily for new construction.
- 3 new infills completed.
- 6 secondary gas lines completed.

July 1/20 - July 31/20

- 1 new infill completed.
- 3 main line alterations completed.
- 1 Grain dryer infill partially completed until dirtwork is completed for grain dryer pad.
- Repaired 1 underground leak in Stry area. Mole damage.
- Repaired one damaged line hit with excavation equipment. L:ine was located and marked, but not hand exposed.
- Re-route gas line at Colony again due to new drainage ditch.
- Continue to plan construction and alterations and prep for when the customers are ready for us to start.

August 1/20 - August 11/20

- temporary cut and caps for construction.
- 1 service line alteration in customers yard for deck.
- 1 service line alteration for new house.
- 2 new applications for infills. Will be completing them later this month.

-Will be starting on new grain dryer line later this month, once customer has area ready for the service.

**Action 5.1.8: Meter recalls and maintenance**

No further update on meter recalls

**Action 5.1.9: Council Member Inquiry**

Council member requested that i forward any ATCO Power requests that i receive to Planning and Development and Public Works departments for their review, after a complaint from a tax payer to a Councillor regarding a new powerline installation. No further requests have come in since the Council members request.

**Action 5.1.10: Tap 5 upgrade (odorant) Note: Strategic Priorities Chart Feb 6, 2017 (100% completed)**

Completed

**Action 5.1.1** Ongoing - Ongoing On Track

Natural Gas Department: Natural Gas Manager Work Plan

Daily/Weekly/Monthly Plan detail kept in the Additional details section.

Owner: Daniel Moric

Update provided by Daniel Moric on Aug 12, 2020 16:38:54

- See Natural Gas Managers Work Plan for details.

**Action 5.1.2** Ongoing - Ongoing On Track

Natural Gas

Line Locates:

Service Calls:

Meter Recalls:

Meter Installs:

PFM Checks:

Construction: Rural: \_\_\_\_ Urban: \_\_\_\_\_

Owner: Daniel Moric

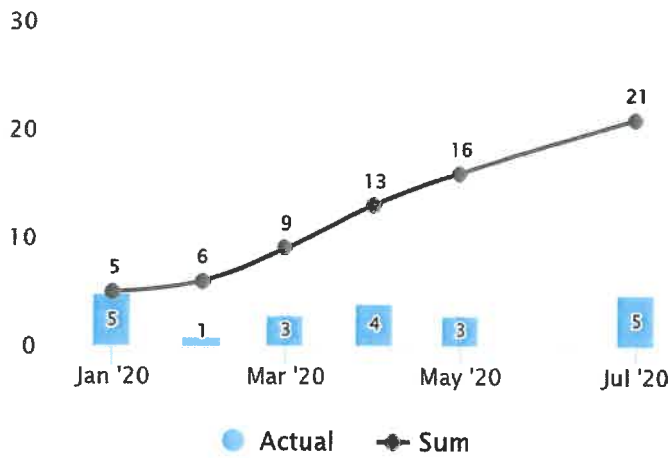
Update provided by Daniel Moric on Aug 12, 2020 16:38:48

- See the "Measures" for more information.

## Custom work

Sales of materials and labour for miscellaneous natural gas work.

Owner: Daniel Moric Last Update: Aug 12, 2020 16:49:28



### Comment

June 1/20 - June 30/20

-No material sales.

July 1/20 - July 31/20

-5 material sales.

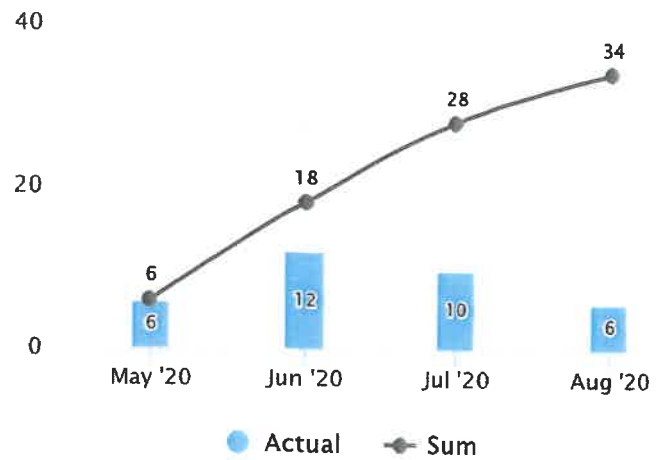
August 1/20 - August 11/20

-4 material sales.

## Construction

New Infills, secondaries, alterations, cut and caps, damaged line repairs and underground leak repairs

Owner: Daniel Moric Last Update: Aug 12, 2020 17:03:38



### Comment

June 1/20 - June 30/20

-Cut and capped 3 services temporarily for new construction.

-3 new infills completed.

-6 secondary gas lines completed.

July 1/20 - July 31/20

-1 new infill completed.

-3 main line alterations completed.

-1 Grain dryer infill partially completed until dirtwork is completed for grain dryer pad.

-Repaired 1 underground leak in Stry area. Mole damage.

-Repaired one damaged line hit with excavation equipment. Line was located and marked, but not hand exposed.

-Re-route gas line at Colony again due to new drainage ditch.

-Continue to plan construction and alterations and prep for when the customers are ready for us to start.

August 1/20 - August 11/20

-2 temporary cut and caps for construction.

-1 service line alteration in customers yard for deck.

-1 service line alteration for new house.

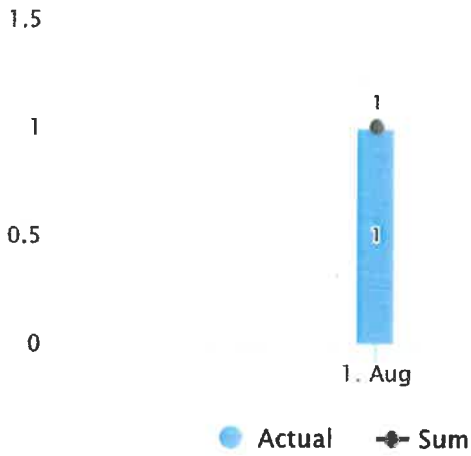
-2 new applications for infills. Will be completing them later this month.

-Will be starting on new grain dryer line later this month, once customer has area ready for the service.

### PFM checks

Pressure Factor Metering verification and adjustments completed as required.

Owner: Daniel Moric Last Update: Aug 12, 2020 16:51:25



#### Comment

June 1/20 - June 30/20  
-No activity

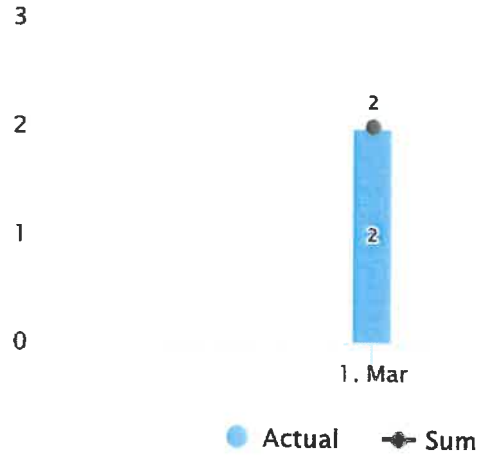
July 1/20 - July 31/20  
-No activity

August 1/20 - August 11/20  
-Convert 4oz meter set to a 5 psi meter set and preform PFM as required.

### Meter Recalls

Number of gas meters changed

Owner: Daniel Moric Last Update: Aug 12, 2020 16:52:18



#### Comment

June 1/20 - June 30/20  
-No activity

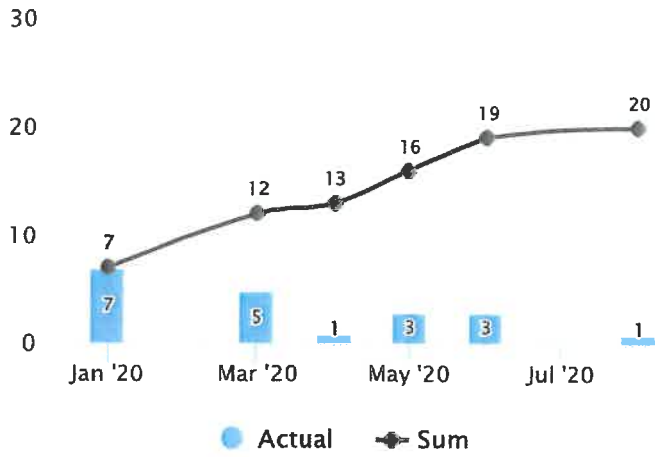
July 1/20 - July 31/20  
-No activity

August 1/20 - August 11/20  
-No activity

## Service Calls

Number of Service Calls

Owner: Daniel Moric Last Update: Aug 12, 2020 16:54:12



### Comment

June 1/20 - June 30/20

- 2 gas smell calls. Appliances leaking internally. (Vilna and Smoky Lake)
- 1 Appliance issue/no gas call. Found to be appliance issue. (Warspite)

July 1/20 - July 31/20

-No activity

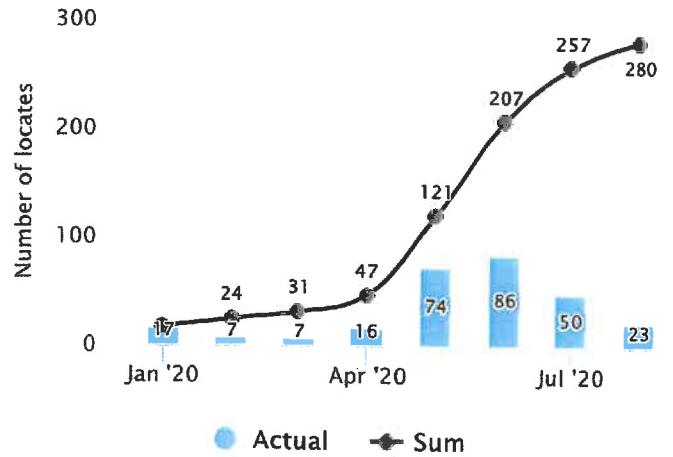
August 1/20 - August 11/20

- 1 gas smell outside by meter. Replaced utility regulator as it was leaking. (Whitefish Lake)

## Line Locates

Volume of Alberta One Call line locates

Owner: Daniel Moric Last Update: Aug 12, 2020 14:32:01



### Comment

June 1/20 - June 30/20

-86 locates

July 1/20 - July 31/20

-50 locates

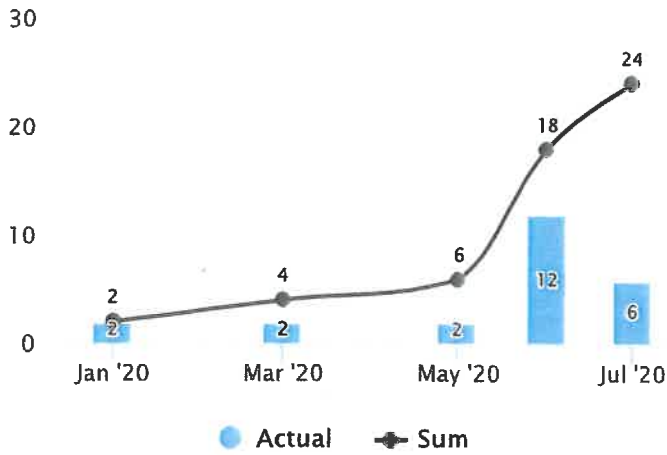
August 1/20 - August 11/20

-23 locates

## Final Readings

Final gas consumption readings

Owner: Daniel Moric Last Update: Aug 12, 2020 15:18:59



### Comment

June 1/20 - June 30/20

-12 Final readings (5 Vilna, Spedden, Hillside Acres, Warspite, 2 Mons Lakes, Birchland, and Bonnie Lake)

July 1/20 - July 31/20

-6 Final readings (2 Warspite, 3 Garner Lake, and Mons Lake)

August 1/20 - August 11/20

-No final readings

## Service Lock-offs and Re-connections

Gas service lock-offs and re-connections

Owner: Daniel Moric Last Update: Aug 12, 2020 15:19:54

### Comment

June 1/20 - June 30/20

-No activity

July 1/20 - July 31/20

-No activity

August 1/20 - August 11/20

-No activity

**Action 5.1.3** Ongoing - Ongoing On Track

Odorant

Owner: Daniel Moric



June 1/20 - June 30/20

-18.5 hrs x 2 men = 36 man hours spent on the odorant truck.

-Deliveries made to Burnt Lake Gas and Chain Lakes Gas

July 1/20 - July 31/20

-26.5 hrs x 2 men = 53 man hours spent on the odorant truck.

-Deliveries made to Natural Gas Co-op 52, Phoenix Gas Co-op, County of Vermillion River Gas Utility, and Lac La Biche District Gas Co-op.

August 1/20 - August 11/20

-7.5 hrs x 2 men = 15 man hours spent on the odorant truck.

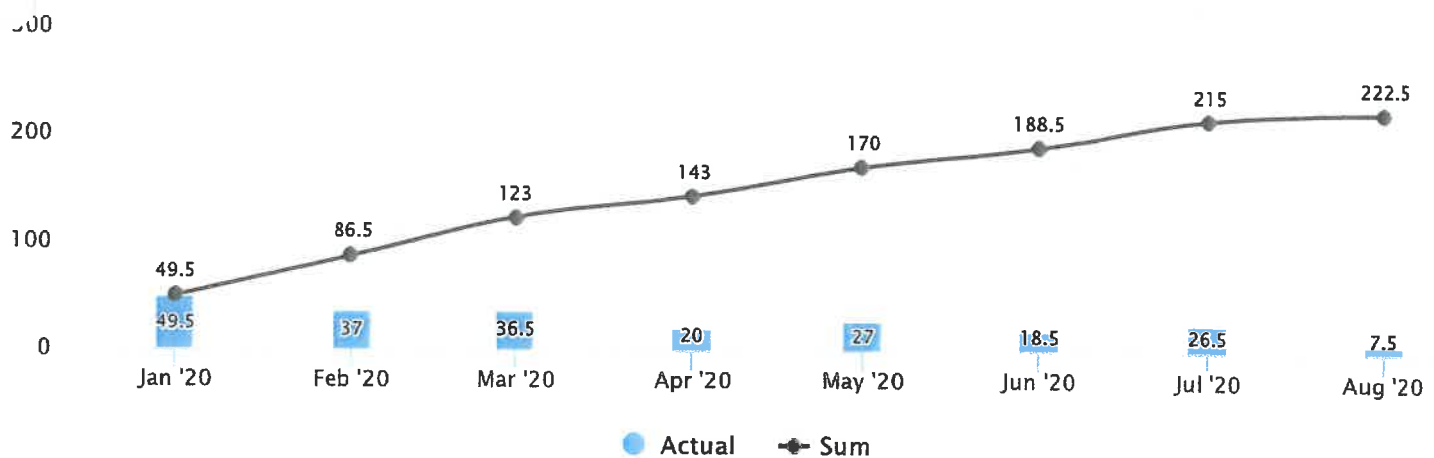
-Deliveries made to County of Two Hills Gas Uitlity.

Action 5.1.3 > Measures

**Odorant Deliveries**

Hours spent delivering odorant

Owner: Daniel Moric Last Update: Aug 12, 2020 16:38:11



**Comment**

June 1/20 - June 30/20

-18.5 hrs x 2 men = 36 man hours spent on the odorant truck.

-Deliveries made to Burnt Lake Gas and Chain Lakes Gas

July 1/20 - July 31/20

-26.5 hrs x 2 men = 53 man hours spent on the odorant truck.

-Deliveries made to Natural Gas Co-op 52, Phoenix Gas Co-op, County of Vermillion River Gas Utility, and Lac La Biche District Gas Co-op.

August 1/20 - August 11/20

-7.5 hrs x 2 men = 15 man hours spent on the odorant truck.

-Deliveries made to County of Two Hills Gas Uitlity.

**Action 5.1.4** Ongoing - Ongoing On track

### CNG Trailer

Owner: Daniel Moric

Update provided by Daniel Moric on Aug 12, 2020 16:38:41

June 1/20 - June 30/20

-CNG trailers still in use at Northeast Gas in Bonnyville. Possible completion mid-July

July 1/20 - July 31/20

-CNG trailers were finished with the Northeast Gas Co-op on July 27/20.

August 1/20 - August 11/20

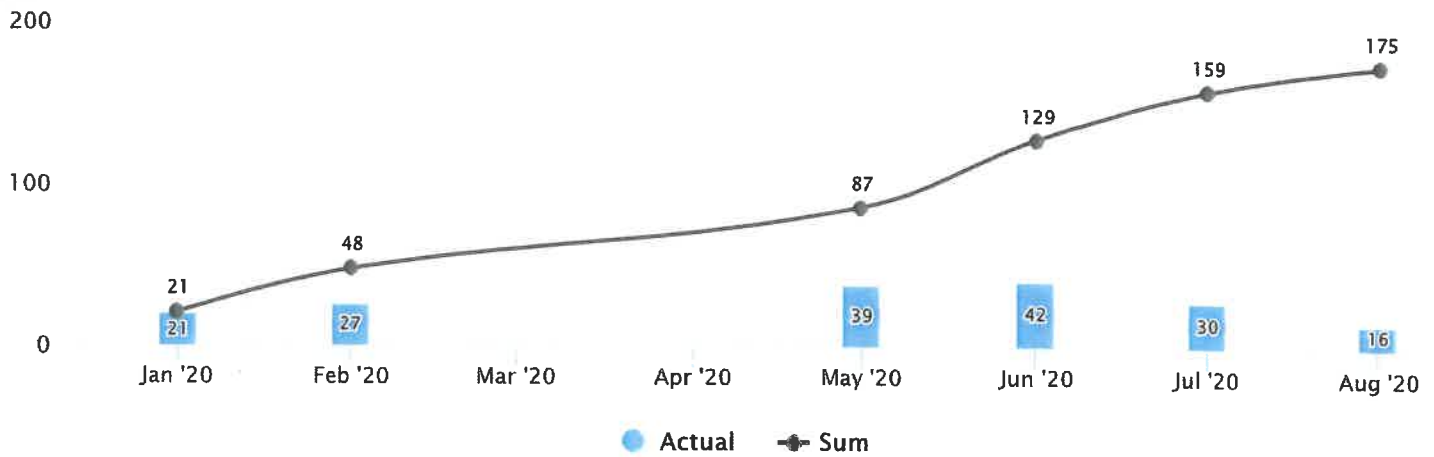
-CNG trailer was delivered to Fairview to North Peace Gas Co-op for a gas outage in La Crete.

Action 5.1.4 > Measures

### CNG Trailer

Hours spent on CNG Trailer

Owner: Daniel Moric Last Update: Aug 12, 2020 15:09:37



#### Comment

June 1/20 - June 30/20

-CNG trailers still in use at Northeast Gas in Bonnyville. Possible completion mid-July

July 1/20 - July 31/20

-CNG trailers were finished with the Northeast Gas Co-op on July 27/20.

August 1/20 - August 11/20

-CNG trailer was delivered to Fairview to North Peace Gas Co-op for a gas outage in La Crete.

**Action 5.1.5** Ongoing - Ongoing On Track

### Administrative

Owner: Daniel Moric

Update provided by Daniel Moric on Aug 12, 2020 16:47:59

- Attend weekly toolbox and manager meetings.
- Receive customer phone calls.
- Respond to emails.
- Assist in producing monthly gas bills.
- Continue to record gas consumption readings in order to analysis and monitor gas balancing.
- July 2020 gas price was \$3.90 / GJ. August 2020 gas price has increased to \$4.00 / GJ.
- Apply for new gas services and complete all of the required paperwork.
- Continue to get easements and contracts signed as necessary.
- Working on invoicing construction, odorant and CNG jobs.
- Monthly odorant intensity checks ( 20 locations )
- RMO routine station checks continue.
- Monthly explosives magazine inventory check.
- Working on gas line road crossing sign repairs and replacements. Currently have replaced or repaired 87 locations.
- Continually signing customers up for receiving their gas bills by email. Currently have 263 accounts registered.
- Posted in the gas bills for customers to give us updated account information with very good response. Also included this request in the Grapevine. Will continue to advertise for updated information.
- Practicing social distancing as much as possible during these uncertain times. Staff have been given additional PPE to help prevent contracting and transferring COVID-19
- See the "Measures" for more information

**Action 5.1.6** Ongoing - Ongoing On Track

### Training

Owner: Daniel Moric

Update provided by Daniel Moric on Aug 12, 2020 16:41:02

- Myself and James Vezeau have completed our PE Fusion re-certification in July.
- No further training.

**Action 5.1.7** Ongoing - Ongoing On Track

### Natural Gas Construction of Infrastructure

Owner: Daniel Moric

Update provided by Daniel Moric on Aug 12, 2020 17:03:58

June 1/20 - June 30/20

- Cut and capped 3 services temporarily for new construction.
- 3 new infills completed.
- 6 secondary gas lines completed.

July 1/20 - July 31/20

- 1 new infill completed.
- 3 main line alterations completed.
- 1 Grain dryer infill partially completed until dirtwork is completed for grain dryer pad.
- Repaired 1 underground leak in Stry area. Mole damage.
- Repaired one damaged line hit with excavation equipment. Line was located and marked, but not hand exposed.
- Re-route gas line at Colony again due to new drainage ditch.
- Continue to plan construction and alterations and prep for when the customers are ready for us to start.

August 1/20 - August 11/20

- 2 temporary cut and caps for construction.
- 1 service line alteration in customers yard for deck.
- 1 service line alteration for new house.
- 2 new applications for infills. Will be completing them later this month.
- Will be starting on new grain dryer line later this month, once customer has area ready for the service.

**Action 5.1.8** Ongoing - Ongoing On Track

Meter recalls and maintenance

Owner: Daniel Moric

Update provided by Daniel Moric on Aug 12, 2020 16:41:50

No further update on meter recalls

**Action 5.1.9** Ongoing - Ongoing On Track

Council Member Inquiry

Owner: Daniel Moric

*Update provided by Daniel Moric on Aug 12, 2020 16:45:14*

Council member requested that i forward any ATCO Power requests that i receive to Planning and Development and Public Works departments for their review, after a complaint from a tax payer to a Councillor regarding a new powerline installation. No further requests have come in since the council members request.

**Action 5.1.10** Jan 01, 2017 - Sep 01, 2018 Completed Progress 100%

Tap 5 upgrade (odorant)

Note: Strategic Priorities Chart Feb 6, 2017

Owner: Daniel Moric

*Update provided by Daniel Moric on Aug 12, 2020 17:04:19*

Completed



June 25, 2020

**Attention: Manager/CAO**

**Re: GAS COST RATE EFFECTIVE JULY 2020**

Gas Alberta's gas cost rate will decrease by \$0.20/GJ to **\$1.80/GJ** for the month of July 2020. We followed the same rate setting methodology as June and opted to set a rate that reflects forecast market prices for the month of July.

The variable rate will decrease by \$0.02/GJ to \$0.20/GJ for the period July 1, 2020 through June 30, 2021. Attachment #1 provides the variable rate breakdown for FY 2021.

The rates set by the regulated retailers for the month of July 2020 are shown below. As previously discussed, the rates set by regulated retailers are impacted by their prior period over and under recoveries.

	Direct Energy	AltaGas Utilities	Weighted Avg. (Est)	Gas Alberta
GCFR	\$1.53/GJ	\$0.953/GJ	\$1.472/GJ	<b>\$1.80/GJ</b>
Over (Under) riders included in Gas Costs	\$0.50/GJ	\$1.00/GJ		

Gas Alberta has continued to provide uninterrupted service to its customers while working remotely during the COVID-19 pandemic. As the province continues to progress through its relaunch strategy, Gas Alberta's Board and Management have had ongoing discussions regarding a return to work plan. Protecting the health of our staff is paramount, and after reviewing our physical office space and the challenges of sharing a commercial building with other tenants, we do not believe reopening our office is prudent at this time. Gas Alberta staff will therefore continue to work remotely through July and August. We will continue reviewing the situation over the summer months and will update our customers accordingly.

As always, we will continue to manage our recoveries and gas costs on a monthly basis and keep you informed of changes to market prices and gas rates. If you have any questions regarding Gas Alberta's rates, please contact me at (403) 509-2603.

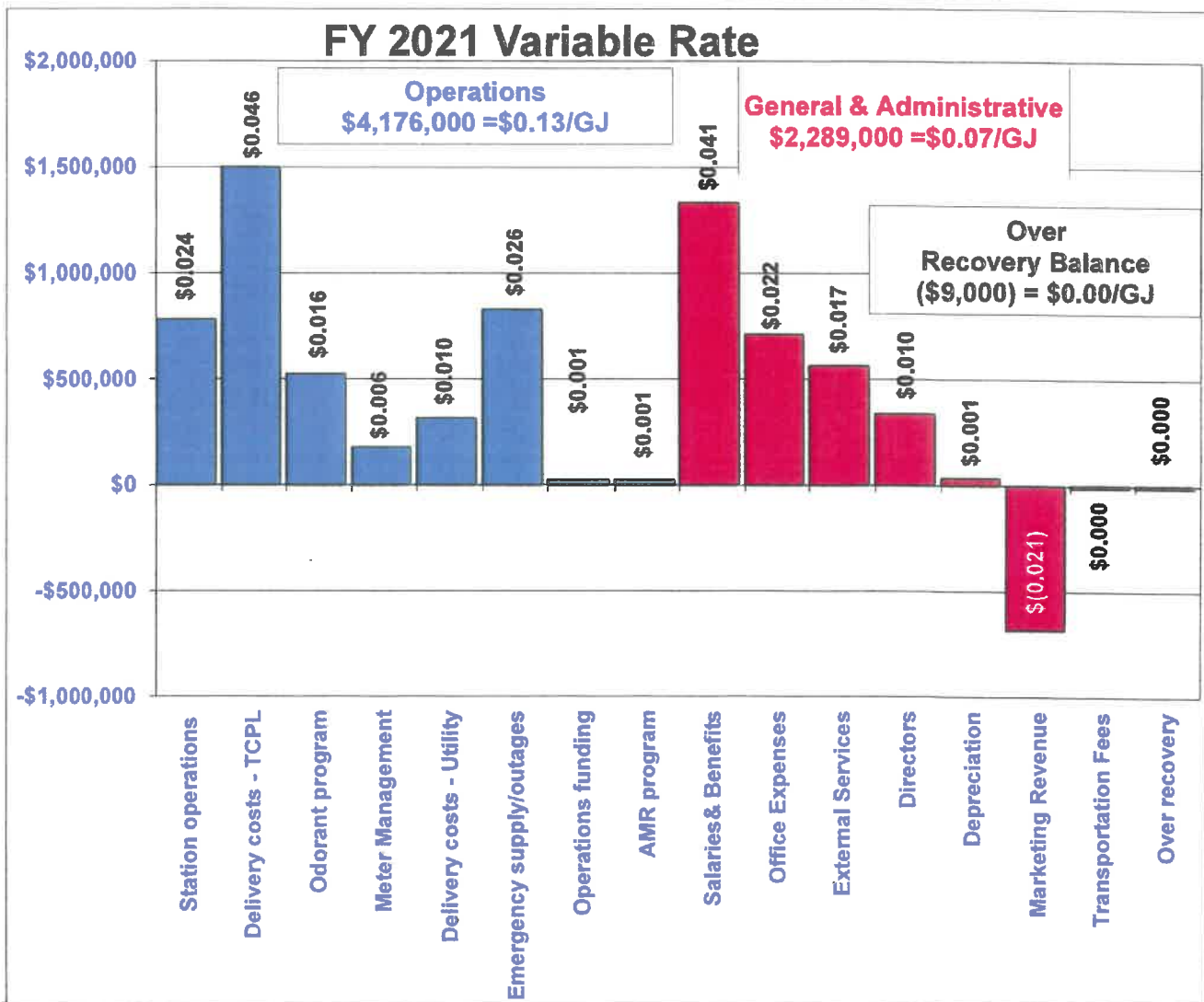
Yours truly,

Carlee Nowakowski  
Vice President, Gas Supply



**FY 2021 VARIABLE RATE CHARGES**

	\$	¢/GJ	%
<b>OPERATIONS</b>			
Station operations	\$783,000	2.4	
Delivery costs - TCPL	\$1,500,000	4.6	
Odorant Program	\$526,000	1.6	
Meter Management Program	\$180,000	0.6	
Delivery costs - Utility	\$317,000	1.0	
Emergency supply/outages	\$830,000	2.6	
Operations Funding	\$20,000	0.1	
AMR program	\$20,000	0.1	
<b>Total Operations</b>	<b>\$4,176,000</b>	<b>12.9</b>	<b>65%</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>			
Salaries & Benefits	\$1,333,000	4.1	
Office Expenses	\$712,000	2.2	
External Services	\$564,000	1.7	
Directors	\$338,000	1.0	
Depreciation	\$35,000	0.1	
Less Marketing Revenue	(\$683,000)	(2.1)	
Less Transportation Fee Recovery	(\$10,000)	(0.0)	
<b>Total G&amp;A</b>	<b>\$2,289,000</b>	<b>7.1</b>	<b>35%</b>
<b>Over-Recoveries</b>	<b>(\$9,000)</b>	<b>0.0</b>	<b>0%</b>
<b>TOTAL VARIABLE RATE CHARGES</b>	<b>\$6,456,000</b>	<b>20.0</b>	





July 28, 2020

**Attention: Manager/CAO**

**Re: GAS COST RATE EFFECTIVE AUGUST 2020**

Gas Alberta's gas cost rate will increase to **\$1.90/GJ** for the month of August 2020. We have utilized the same rate setting methodology as June/July and have opted to set a rate that reflects forecast market prices for the month of August. Our variable rate will remain at \$0.20/GJ for the period July 1, 2020 through June 30, 2021.

The rates set by the regulated retailers for the month of August 2020 are shown below. As previously discussed, the rates set by Direct Energy and AltaGas are impacted by their prior period over and under recoveries.

	Direct Energy	AltaGas Utilities	Weighted Avg. (Est)	Gas Alberta
GCFR	\$1.359/GJ	\$2.151/GJ	\$1.438/GJ	<b>\$1.90/GJ</b>
Over (Under) riders included in Gas Costs	\$0.57/GJ	\$(0.17)/GJ		

Gas Alberta would like to recognize the ongoing efforts made by our customers to pay their wholesale invoices in a timely manner during the COVID-19 pandemic. Your efforts have further strengthened our relationship with key suppliers and partners during this challenging time.

We will continue to manage our recoveries and gas costs on a monthly basis and keep you informed of changes to market prices and gas rates. If you have any questions regarding Gas Alberta's rates, please contact me at (403) 509-2603.

Yours truly,

Carlee Nowakowski  
Vice President, Gas Supply



**Daniel Moric**

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**From:** officeadmin <officeadmin@gasalberta.com>  
**Sent:** June 29, 2020 4:18 PM  
**To:** officeadmin  
**Subject:** Director Nomination Request  
**Attachments:** 2020 Director Nomination Request.pdf

Attached is Gas Alberta Inc.'s annual request regarding Director Nominees for the Company's AGM to be held November 24, 2020. We ask that all completed Director Nomination Forms and related information be returned to Gas Alberta by **August 28, 2020**.

If you have any questions, please contact me directly at (403) 509-2601 or Len Spratt (Nominating Committee member) at (780) 490-9484.

Thank you,  
Paul Dunsmore

**Paul Dunsmore, CFA | President and CEO | Gas Alberta Inc.**

Suite 350, 2618 Hopewell Place N.E., Calgary, Alberta T1Y 7J7  
T (403) 509-2601 | C (403) 909-0003 | F (403) 509-2611  
E | [pdunsmore@gasalberta.com](mailto:pdunsmore@gasalberta.com) W | [www.gasalberta.com](http://www.gasalberta.com)



June 29, 2020

To: Gas Alberta Inc.'s Shareholders

Re: DIRECTOR NOMINEES

Gas Alberta Inc.'s annual meeting to elect Directors and conduct other business is scheduled to be held at 5:00 p.m. on Tuesday, November 24, 2020 at the Radisson Hotel South in Edmonton. Note that due to the current COVID-19 pandemic and the Government of Alberta restrictions on public gatherings, it is not yet known if the annual meeting will proceed in person as scheduled or through an electronic platform. Further communication will be released closer to the date of the scheduled meeting.

The purpose of this request is to seek candidates to serve on the Company's Board of Directors.

The following Directors currently serve on Gas Alberta's Board:

<u>Directors</u>	<u>Representing</u>	<u>Election Term</u>
Allen Dietz, Terry Holmes	Class A Shareholders	Three-year term expires Nov 2020
Delbert Beazer, Denis Dubrule	Class A Shareholders	Three-year term expires Nov 2021
Michelle Gallagher, Len Spratt	Class A Shareholders	Three-year term expires Nov 2022
Perry Ellis, Jack Goodall	Federation	Appointed annually by the Federation

At this year's annual meeting, Class A shareholders will elect two Director Nominees for three-year terms. Allen Dietz and Terry Holmes have indicated that they will be seeking nomination for re-election at this annual meeting.

The attached Director Nominee Information outlines the procedures for candidates to follow in submitting their nominations to serve on Gas Alberta's Board. Each candidate must also complete a skills self-assessment, which will be followed up by an interview with the Company's Nominating Committee. The candidates' self-assessments will be summarized in the Advance and Final Management Information Circulars to assist shareholders with their voting decisions.

Completed Director Nomination forms and related information must be returned to Gas Alberta by 5:00 p.m. on August 28, 2020.

If you have any questions regarding the Company's nomination process, please contact the undersigned at (780) 490-9484, or Paul Dunsmore, President & CEO of Gas Alberta Inc., at (403) 509-2601.

Regards,

Len Spratt  
Member, Nominating Committee



**GAS ALBERTA INC.  
DIRECTOR NOMINEE INFORMATION**

**Relating to the Annual Meeting of Shareholders  
to be held November 24, 2020**

**CONTENTS**

	<u>Page</u>
<b>I. BOARD STRUCTURE .....</b>	<b>2</b>
<b>II. DIRECTOR QUALIFICATIONS &amp; RESPONSIBILITIES .....</b>	<b>3</b>
<b>III. DIRECTOR NOMINATION INSTRUCTIONS .....</b>	<b>5</b>
<b>Attachment 1 - Director Nomination Form .....</b>	<b>6</b>
<b>Attachment 2 - Director Nominee Self-Assessment Form .....</b>	<b>7</b>

The purpose of this document is to provide information for candidates seeking to serve on the Board of Directors for Gas Alberta Inc. (the Company), including the Board's structure, Director qualifications and responsibilities, skills self-assessment form and the process for submitting nominations.

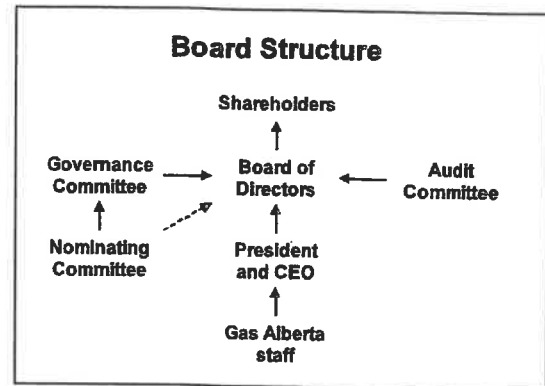
This document has been prepared by management in advance of forwarding the Company's Advance Information Circular to shareholders in September 2020.

## SECTION I - BOARD STRUCTURE

### i) How is Gas Alberta Inc.'s Board structured?

Gas Alberta Inc.'s Board of Directors is a governing body that is elected by the Company's shareholders to represent the best interests of the Company.

The Board consists of eight Directors: six elected by the Company's Class A shareholders (two elected each year for three-year terms) and two appointed annually by the Federation of Alberta Gas Co-ops for one-year terms. Directors also serve on either the Governance Committee or the Audit Committee, which report to the Board.



### ii) What are the Board's main responsibilities?

The Board maintains sound corporate governance practices in the Company and establishes policies and procedures that protect shareholder interests as follows:

- hire, train and monitor the President & CEO;
- oversee the hiring process for senior management and approve related budget amounts;
- identify principal risks and establish policies to manage those risks;
- ensure the integrity of the Company's internal controls and management information systems;
- review/approve annual business plans;
- review/approve financial and operating results;
- develop effective communications policies;
- approve/carry out the annual strategic planning process to establish business initiatives, and
- represent the Company at meetings with customers and other stakeholders.

### iii) Board Committees

Each year, the Board appoints Directors to serve on its Governance Committee and Audit Committee to undertake various duties on behalf of the Board. The Board establishes the terms of reference for these Committees and may form other committees during the year if necessary.

The Governance Committee ensures that proper corporate governance policies and practices are in place within Gas Alberta. The mandate of this Committee includes maintaining an effective process for nominating and electing Board members, assessing overall performance of the Board and its Committees, evaluating management performance and reviewing compensation for senior management and Directors.

A Nominating Committee reports to the Governance Committee and is comprised of the Board Chair, the Governance Committee Chair and the Audit Committee Chair. If a member of the Nominating Committee is up for re-election, an alternate Director will be appointed to the Committee for that year. The mandate of this Committee is to ensure that appropriate skill sets are maintained on the Board and to administer the Director nomination and election process.

The Audit Committee reviews the Company's financial reports, internal controls, year-end audit results and financial risk policies. This Committee makes recommendations to the Board regarding various financial matters and performs a central role in maintaining strong communications between Directors, management and the Company's external auditor.

## SECTION II - DIRECTOR QUALIFICATIONS & RESPONSIBILITIES

### i) What qualifications would be of benefit in serving on Gas Alberta's Board?

Desirable skills and experience for serving on the Board are summarized in **Attachment 2** ("Director Nominee Self-Assessment") under the following categories: governance skills, industry knowledge, technical skills and personal attributes. Each category contains a list of primary duties and responsibilities, along with a scale for candidates to rate their skills and experience.

Candidates will be interviewed by the Company's Nominating Committee, which will involve discussions of each candidate's self-assessment ratings and other areas considered important in serving on the Board and its Committees. The self-assessment ratings, which have been agreed upon by candidates and the Nominating Committee, will be included in the Company's Advance and Final Information Circulars to assist shareholders in their voting decisions.

### ii) What are the qualifications and eligibility requirements for Directors?

The following is taken from Gas Alberta's Corporate Bylaws and outlines the eligibility requirements for the Company's Directors. The Company has the right to verify a candidate's qualifications and eligibility for becoming a Director.

#### **8.3 Qualification/Eligibility - No person shall be qualified or eligible for election as a Director if:**

- (1) is less than eighteen (18) years of age;
- (2) is:
  - (a) a dependent adult as defined in the Dependent Adults Act or is the subject of a certificate of incapacity under that Act;
  - (b) a formal patient as defined in the Mental Health Act, 1972;
  - (c) found to be a person of unsound mind by a court of competent jurisdiction in Canada;
- (3) is a person who is not an individual;
- (4) is a person who has the status of a bankrupt;
- (5) been convicted of an indictable offence; or
- (6) is, either individually or in partnership, or in conjunction with any other person or persons, firm, association, syndicate, company or corporation as principal, agent, shareholder, officer, employee, lender, guarantor or in any other manner whatsoever directly or indirectly, employed or engaged in, concerned with, or interested in or with, provides financial support by way of loan or guarantee or otherwise, or permits his name or any part thereof to be used or employed by any person, firm, association, syndicate, principal business or undertaking which is similar to and in competition with the Corporation's principal businesses, which includes, but is not limited to, the gas purchase, sale and exchange business, the gas brokerage business or the gas marketing business or if he is a principal, agent, officer, employee, or director of a utility company or a pipeline transmission company.

A Director need not be a shareholder.

A majority of the Directors shall be resident Albertans.

### **iii) Board Diversity**

The Board endeavors to achieve best practices for corporate governance and recognizes the value of diversity in discussing issues and making effective decisions. We encourage diversity on our Board with respect to age, gender, background, industry and governance experience, and other technical and management skills. While the Board promotes an environment that encourages qualified candidates to run for our Board, the final decision on electing Directors is the responsibility of our shareholders.

### **iv) Director Orientation and Continuing Education**

New Directors are given an orientation program, including the Board Handbook that provides a thorough understanding of the Company's business and corporate governance practices.

The Company is committed to continuing education for all Directors, such as formal training regarding various governance matters that conform to best practices in industry. Directors are encouraged to enroll in courses and seminars to assist them in carrying out their responsibilities while serving on the Board.

At regularly scheduled Board and Committee meetings, management updates Directors on the Company's operations and financial results. The Board also receives management's reports regarding the status of various business initiatives that form part of the annual business plan or are identified during the year.

### **v) What is the time commitment for serving on the Board?**

On average, Directors attend approximately ten to twelve Board and Committee meetings per year. The time commitment for these meetings, including preparation and travel time, is approximately one to two days per meeting. Directors are expected to thoroughly review their information packages prior to each meeting and actively participate in Board and Committee discussions.

Meetings are normally held at the Company's office in Calgary, by teleconference or by video conference.

### **vi) Where may I get additional information?**

The following members of the Nominating Committee may be contacted for further information regarding the Director nomination process:

- Len Spratt, Director (780) 490-9484
- Denis Dubrule, Director (780) 910-5747
- Michelle Gallagher, Director (780) 297-2202

## SECTION III - DIRECTOR NOMINATION INSTRUCTIONS

<b>i) Nomination &amp; Election Timeline</b>	<b>2020</b>
- Shareholders return completed Director Nomination forms to Gas Alberta.	July 17 - Aug 28
- Nominating Committee interviews Director Nominees.	Aug 31 - Sept 4
- Advance Information Circular emailed to shareholders.	Sept 7
- Final Information Circular with Proxy & Ballot forms forwarded to shareholders.	Nov 2
- Shareholders return completed Proxy & Ballot forms to Gas Alberta.	Nov 9-24
- Election results for Directors announced at the Company's annual meeting.	Nov 24

The purpose of the Advance Information Circular is to allow adequate time for shareholders to evaluate the Director Nominees. The Final Information Circular in November provides Proxy & Ballot forms for shareholders to vote on Director Nominees and other Company business.

### ii) Nomination of Candidates

We ask that shareholders nominate qualified candidates by completing the Director Nomination Form (**Attachment 1**) as follows:

- Three Nominators are required to nominate a candidate. Nominators must be Directors, Councilors, Officers or delegates of Gas Alberta's shareholder organizations.
- Nominees must sign the Director Nomination Form to indicate acceptance of their nomination and that they comply with the qualifications and eligibility requirements for Director Nominees as outlined in Section II in this document.
- Attach a one-page profile to the Director Nomination Form that includes the following information:
  - Nominee's name, address and phone number;
  - Nominee's occupation, business or employment (current or previous);
  - number of Gas Alberta's Class A shares that are directly or indirectly owned by the Nominee, or over which the Nominee may control or exercise direction, and
  - Nominee's direct or indirect material interests, including associates or affiliates, in any transaction since October 1, 1998, that has or may materially affect Gas Alberta.
- Attach a portrait picture of the Nominee.
- Attach the Director Nominee's Self-Assessment Form (**Attachment 2**).
- Director Nominees may provide nomination comments for inclusion in the Company's Management Information Circular.

### iii) Candidate Interviews

After all nominations have been received by the Company, candidates will be interviewed by the Company's Nominating Committee to discuss each candidate's profile and agree upon self-assessment ratings. The candidates' profiles and agreed-upon self-assessment ratings will be included in the Advance and Final Information Circulars to assist shareholders in electing qualified individuals to serve on Gas Alberta's Board.

The Nominating Committee Candidates will contact all candidates to set up interview times. Candidates will be reimbursed for travel and lodging expenses to attend these interviews.

### iv) Closing Date for Nominations

Completed Director Nomination forms and related information must be received by Gas Alberta by **5:00 p.m. on August 28, 2020**.



**GAS ALBERTA INC.  
DIRECTOR NOMINATION FORM  
for the Annual Meeting on November 24, 2020**

We, the undersigned, nominate \_\_\_\_\_  
to stand for election to the Board of Directors of Gas Alberta Inc. (the Corporation)

NOMINATORS (please print)	SIGNATURES	DATE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

A conflict of interest occurs when an individual's private interest interferes, or appears to interfere, in any way with the interests of the Corporation. Individuals being considered for nomination as a Director of the Corporation must disclose in writing all interest and relationships of which the Nominee is aware of at the time of consideration that will or may give rise to a conflict of interest. If such an interest or relationship should arise while the individual is a Director, the individual must make immediate disclosure of all relevant facts to the Corporation's Board of Directors. For further information, Director Nominees may request a copy of Gas Alberta Inc.'s policy titled Code of Business Conduct and Ethics.

If the Board of Directors is making a decision that may result in a benefit to a Director's private interests, the Director shall withdraw from the deliberations altogether. Disclosure may alleviate a conflict of interest or allow the Corporation to appropriately avoid a potential conflict. However, a conflict may be so significant as to only be resolved by the Director's resignation from one or more of the conflicting positions.

I comply with the "Disclosure of Potential Conflicts of Interest" above and the "Qualifications and Eligibility" requirements for Director Nominees as outlined in Section II of this document.

I accept the nomination to the Board of Directors of Gas Alberta Inc.

\_\_\_\_\_

**DIRECTOR NOMINEE'S SIGNATURE** **DATE**

**RETURNING COMPLETED FORMS**

All completed Director Nomination Forms and related information must be received at Gas Alberta Inc.'s office by 5:00 p.m. on August 28, 2020 as follows:

by mail: Gas Alberta Inc. (Attn: A. Moller)  
Suite 350, 2618 Hopewell Place NE  
Calgary, Alberta T1Y 7J7

by email: amoller@gasalberta.com

or by fax: (403) 509-2611 (attn: A. Moller)





## DIRECTOR NOMINEE SELF-ASSESSMENT for the Annual Meeting on November 24, 2020

Director Nominee: \_\_\_\_\_

RATINGS	
<b>O</b>	<b>Outstanding</b>
<b>E</b>	<b>Exceeds expectations</b>
<b>C</b>	<b>Competent</b>
<b>N</b>	<b>Needs improvement</b>

Please use the "comments" area in each section to support your ratings.

<b>YOUR RATING</b>
✓

I. GOVERNANCE SKILLS		
<b>1) Formal board training</b>	<i>A record of continued professional development and formal training in board and governance matters.</i>	
	<b>O</b>	Holds a designation from the Institute of Corporate Directors (ICD), along with extensive governance experience.
	<b>E</b>	Formal board training (other than ICD), extensive experience in governance matters, continued governance education.
	<b>C</b>	Formal board training (other than ICD), proven experience in governance matters.
	<b>N</b>	No formal Board training.
<i>comments:</i>		
<b>2) Executive recruitment &amp; succession planning</b>	<i>Experience at understanding human resource, personnel and other considerations for executive recruitment and compensation structures.</i>	
	<b>O</b>	Extensive experience developing and implementing executive recruitment and compensation structures.
	<b>E</b>	Proven experience overseeing executive recruitment and compensation structures.
	<b>C</b>	Basic understanding of executive recruitment and compensation structures.
	<b>N</b>	No experience with executive recruitment and compensation structures.
<i>comments:</i>		
<b>3) Strategic planning and focus</b>	<i>Experience with planning, evaluation and implementation of strategic plans, including a demonstrated ability to focus on longer-term goals and strategic outcomes, as separate from day-to-day management and operational experience.</i>	
	<b>O</b>	Extensive experience preparing and implementing strategic plans.
	<b>E</b>	Proven experience reviewing and evaluating strategic plans.
	<b>C</b>	Basic understanding of an organization's strategic planning process.
	<b>N</b>	No involvement in strategic planning activities.
<i>comments:</i>		
<b>4) Risks and compliance</b>	<i>Ability to identify key risks in an organization's primary operations and ensure that management has implemented appropriate systems and policies to manage these risks.</i>	
	<b>O</b>	Specialized risk training and extensive experience in risk identification and compliance.
	<b>E</b>	Proven experience with systems and policies to mitigate an organization's risks.
	<b>C</b>	Basic knowledge of systems and policies that mitigate an organization's risks.
	<b>N</b>	No experience with identifying and mitigating risks.

Please use the "comments" area in each section to support your ratings.

YOUR RATING

✓

<b>5) Management performance</b>	<i>Experience in evaluating senior management's performance.</i>		
	<b>O</b>	Extensive experience developing and evaluating senior management's performance structures.	
	<b>E</b>	Proven experience evaluating senior management's performance.	
	<b>C</b>	Some experience evaluating senior management's performance.	
	<b>N</b>	No experience evaluating senior management's performance.	
<i>comments:</i>			
<b>6) Organizational management</b>	<i>Ensuring the integrity of internal controls and management reporting processes.</i>		
	<b>O</b>	Extensive experience developing internal controls and management reporting processes.	
	<b>E</b>	Proven experience overseeing internal controls and management reporting processes.	
	<b>C</b>	Basic understanding of internal controls and management reporting processes.	
	<b>N</b>	No involvement with internal controls and management reporting.	
<i>comments:</i>			
<b>7) Policy development</b>	<i>Ability to identify key issues for an organization and develop policy parameters for an organization's operations.</i>		
	<b>O</b>	Extensive experience identifying an organization's key issues and developing related policy parameters.	
	<b>E</b>	Proven experience identifying an organization's key issues and developing related policy parameters.	
	<b>C</b>	Some experience discussing and monitoring an organization's key issues and policies.	
	<b>N</b>	No involvement with identifying an organization's key issues and policies.	
<i>comments:</i>			
<b>8) Other board experience</b>	<i>Experience in serving on boards and a good understanding of corporate governance practices.</i>		
	<b>O</b>	Extensive experience serving on multiple boards.	
	<b>E</b>	Proven experience serving on more than one board.	
	<b>C</b>	Proven experience serving on a board.	
	<b>N</b>	No experience with serving on boards.	
<i>comments:</i>			
<b>II. INDUSTRY KNOWLEDGE</b>			
<b>1) Business judgement</b>	<i>A broad range of commercial and business experience.</i>		
	<b>O</b>	Extensive leadership roles in commercial and/or business organizations.	
	<b>E</b>	Proven experience working for commercial and/or business organizations.	
	<b>C</b>	Some experience with commercial and/or business organizations.	
	<b>N</b>	No commercial or business experience.	
<i>comments:</i>			

Please use the "comments" area in each section to support your ratings.

YOUR RATING

✓

<b>2) Natural gas industry</b>	<i>Experience and knowledge of the gas supply network from suppliers to consumers.</i>		
	<b>O</b>	Extensive operational experience working with a natural gas utility.	
	<b>E</b>	Proven experience in key areas of the gas supply network.	
	<b>C</b>	Basic understanding of the gas supply network.	
	<b>N</b>	Limited knowledge of the gas supply network.	
<i>comments:</i>			
<b>3) Gas management</b>	<i>Understanding of natural gas trading activities using physical and financial products.</i>		
	<b>O</b>	Extensive experience with natural gas or commodities trading.	
	<b>E</b>	Proven experience with natural gas or commodities trading.	
	<b>C</b>	Basic understanding of natural gas or commodities trading activities.	
	<b>N</b>	Very limited understanding of natural gas trading activities.	
<i>comments:</i>			
<b>4) Stakeholder relations</b>	<i>Experience with an organization's stakeholder relations, which involves interactions, negotiations and consensus-building.</i>		
	<b>O</b>	Extensive experience with stakeholder relations.	
	<b>E</b>	Proven experience with stakeholder relations.	
	<b>C</b>	Some experience with stakeholder relations.	
	<b>N</b>	No experience with stakeholder relations.	
<i>comments:</i>			
<b>III. TECHNICAL SKILLS</b>			
<b>1) Internal controls</b>	<i>Understanding of the proper application of internal controls within an organization.</i>		
	<b>O</b>	Extensive experience developing, implementing and monitoring an organization's internal controls.	
	<b>E</b>	Thorough understanding of an organization's internal controls to mitigate risks.	
	<b>C</b>	Basic knowledge of internal controls required for an organization.	
	<b>N</b>	Limited experience with internal controls.	
<i>comments:</i>			
<b>2) Financial reporting</b>	<i>Understanding of financial reports in order to assess an organization's financial performance and viability.</i>		
	<b>O</b>	Extensive experience assessing an organization's financial reports for performance and viability.	
	<b>E</b>	Proven experience assessing an organization's financial reports for performance and viability.	
	<b>C</b>	Basic understanding of financial reports.	
	<b>N</b>	No understanding financial reports.	
<i>comments:</i>			

Please use the "comments" area in each section to support your ratings.

YOUR RATING



<b>3) Business planning</b>	<i>Experience in developing and overseeing budgets and forecasts.</i>		
	<b>O</b>	Extensive experience preparing budgets and forecasts.	
	<b>E</b>	Proven experience evaluating and approving budgets and forecasts.	
	<b>C</b>	Basic understanding of the budgeting and forecasting process.	
	<b>N</b>	No experience with budgets and forecasts.	
<i>comments:</i>			
<b>4) Auditing requirements</b>	<i>Knowledge of the auditing requirements and processes for an organization.</i>		
	<b>O</b>	Actively involved with accounting staff and auditors in planning and carrying out audits.	
	<b>E</b>	Oversee the accounting and audit processes for year-end audits.	
	<b>C</b>	Basic knowledge of year-end accounting and audit requirements.	
	<b>N</b>	Limited knowledge of year-end accounting and audit.	
<i>comments:</i>			
<b>5) Formal financial training</b>	<i>Completion of financial courses or seminars.</i>		
	<b>O</b>	Hold an accounting designation.	
	<b>E</b>	Completed multiple financial courses.	
	<b>C</b>	Attended financial seminars.	
	<b>N</b>	Have not taken any financial courses or seminars.	
<i>comments:</i>			
<b>6) Information technology</b>	<i>Knowledge and experience in the strategic implementation and use of information technology within an organization.</i>		
	<b>O</b>	Direct involvement with planning and implementation of an organization's information technology.	
	<b>E</b>	Understanding of strategic implementation and utilization of an organization's information technology.	
	<b>C</b>	Basic understanding of information technology within organizations.	
	<b>N</b>	No knowledge of an organization's information technology requirements.	
<i>comments:</i>			
<b>IV. PERSONAL ATTRIBUTES</b>			
<b>1) Interpersonal skills</b>	<i>Ability to effectively interact with others.</i>		
	<b>O</b>	Regularly assume a leadership role in groups or committees.	
	<b>E</b>	Extensive experience as a member of groups or committees.	
	<b>C</b>	Experience working within groups or committees as required or requested.	
	<b>N</b>	Limited experience with groups or committees.	
<i>comments:</i>			

Please use the "comments" area in each section to support your ratings.

YOUR RATING

✓

<b>2) Communication skills</b>	<i>Ability to present information and listen effectively in small and large groups.</i>		
	<b>O</b>	Extensive experience in regularly presenting to small and large groups.	
	<b>E</b>	Occasionally present to small and large groups.	
	<b>C</b>	Experience as an active participant in small and large groups.	
	<b>N</b>	Limited experience interacting with small and large groups.	
<i>comments:</i>			
<b>3) Teamwork</b>	<i>Experience serving on an organization's teams or committees.</i>		
	<b>O</b>	Extensive experience in leadership roles on an organization's teams or committees.	
	<b>E</b>	From five to ten years' experience in serving on an organization's teams or committees.	
	<b>C</b>	Some experience in serving on an organization's teams or committees.	
	<b>N</b>	No experience serving on an organization's teams or committees.	
<i>comments:</i>			
<b>4) Leadership</b>	<i>Experience serving as the Chair of a board or committee, or other equivalent leadership position.</i>		
	<b>O</b>	Extensive experience serving as the Chair of a board or committee, or equivalent position.	
	<b>E</b>	Proven experience serving as the Chair of a board or committee, or equivalent position.	
	<b>C</b>	Some experience serving as the Chair of a board or committee, or equivalent position.	
	<b>N</b>	No experience serving as the Chair of a board or committee.	
<i>comments:</i>			

**Daniel Moric**

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**From:** Kevin Crush <kcrush@fedgas.com>  
**Sent:** July 7, 2020 3:49 PM  
**To:** Kevin Crush  
**Subject:** 2020 Federation Convention and Trade Fair Postponement

To All Federation Members:

These continue to be uncertain times for Alberta. Regulations around COVID-19 have forced numerous events to be cancelled or postponed, including several Federation events. In June, the Federation Board of Directors made the difficult decision to postpone the 2020 Federation Convention and Trade Fair.

However, we are actively working on opportunities to continue to hold a one-day Annual General Meeting in the November timeframe. The Federation has been working with Rural Utilities on potential options to allow us to continue with the AGM and we will let all Member Utilities know once something has been decided.

If your utility has booked rooms at the hotels in the area, you may want to consider cancelling them soon so that the hotels can free up the space for other guests.



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