

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 10, 2021 at 9:00 o'clock A.M.
in the County Council Chambers, Smoky Lake and through Zoom Meeting
<https://us02web.zoom.us/j/84098416655?pwd=M01EdTFiRXlY0SzBxQzUxV2VtRDBRZz09>
Meeting ID: 840 9841 6655 Passcode: 166445

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 15, 2021 – Utilities Meeting: **Natural Gas Meeting.** ©

Recommendation: Motion to Adopt.

3.2 Utilities Meeting: – June15, 2021 Natural Gas: **Action List.** ©

Recommendation: File for Information

4. Request for Decision:

No Request for Decision

5. Issues for Information:

5.1 Manager's Report. ©

5.2 July 2021 Natural Gas Rates ©

5.3 August 2021 Natural Gas Rates ©

5.4 Federation Audit ©

6. Correspondence:

- 6.1 Kevin Ouderkirk, CEO of Ste Anne Natural Gas Co-op Ltd, on behalf of the Federation Managers Advisory Committee. dated June 18, 2021 – Managers Group Newsletter ©

Recommendation: File for Information

- 6.2 Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated June 28, 2021 – RE: June FedGas Status Report ©

Recommendation: File for Information

- 6.3 Allison Zinnick, Administrative Coordinator, Federation of Alberta Gas Co-ops Ltd. dated June 30, 2021 – RE: 15th Annual Federation Charity Golf Classic ©

Recommendation: Who can attend – Attend

- 6.4 Paul Dunsmore, President & CEO, Gas Alberta Inc. dated July 2, 2021 – RE: Director Nomination Request ©

Recommendation: Request Nomination for Gas Alberta Board

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 15, 2021**, at 11:57 AM. held virtually online through Electronic Communication Technology: Zoom Meeting and in Council Chambers.

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

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, June 15, 2021</u>
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Absent
C.A.O.	Gene Sobolewski	Present in Chambers
Asst. C.A.O.	Lydia Cielin	Present Virtually
Finance Manager	Brenda Adamson	Present Virtually
Nat. Gas Manager	Daniel Moric	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Present Virtually
GIS Officer	Carole Dowhaniuk	Present Virtually

No Members of the Media were present.
One Member of the Public, virtually present.

2. Agenda:

874-21: Gawalko That the Smoky Lake County Natural Gas Meeting Agenda for Tuesday, June 15, 2021, be adopted, as amended:

Additions to the Agenda:

1. Executive Session - Legal Issue - Outstanding Natural Gas Account and Accounts Receivable Account, under the authority of the FOIP Act, Section 24: Advice from Officials.

Carried Unanimously.

3. Minutes:

875-21: Lukinuk That the Minutes of the Smoky Lake County Natural Gas Meeting held on Tuesday, April 13, 2021, be adopted. Carried.

876-21: Cherniwchan That the Action List from the Smoky Lake County Natural Gas Meeting dated Tuesday, April 13, 2021, be accepted as presented. Carried.

3. Request for Decision:

Pipe Fusion Machine
877-21: Cherniwchan

That Smoky Lake County Council approve to purchase a “McElroy Pit Bull 14” socket pipe fusion machine for the Natural Gas Department’s use to fuse 1" IPS to 4"DIPS (32mm to 110mm) pipe, at a cost in the amount of \$7,077.06 including GST, as per Quote #32030055, dated May 12, 2021, from ISCO-McElroy; and approve for the said unbudgeted expense to be funded from Reserves.

Carried.

5. Issues for Information:

Manager's Report

878-21: Gawalko

That Smoky Lake County Council accept the Natural Gas Manager's Report of statistics and activities dated June 8, 2021, and file it for information.

Carried.

Natural Gas Rate – May 2021

879-21: Lukinuk

That the Smoky Lake County Natural Gas Rates for **May 2021**, from Gas Alberta in the amounts of \$2.70 (Gas Alberta Rate) + \$0.20 (Variable) + \$1.90 (Operations & Maintenance Charge) = \$4.80/GJ, be filed for information.

Carried.

Natural Gas Rate – June 2021

880-21: Gawalko

That the Smoky Lake County Natural Gas Rates for **June 2021**, from Gas Alberta in the amounts of \$2.80 (Gas Alberta Rate) + \$0.20 (Variable) + \$1.90 (Operations & Maintenance Charge) = \$4.90/GJ, be filed for information.

Carried.

Gas Alberta Inc. Interim Report Fiscal Year 2021 Quarter 3

881-21: Lukinuk

That financial information received by the Smoky Lake County from the President and CEO of Gas Alberta Inc. titled: Interim Report - Fiscal Year 2021 – Quarter 3, for the nine months ended March 31, 2021, be filed for information.

Carried.

6. Correspondence:

Alberta Gas Co-ops - Ride for Legends Bicycle Ride

882-21: Lukinuk

That the correspondence received by Smoky Lake County from Kevin Ouderkirk, CEO of Ste Anne Natural Gas Co-op Ltd, on behalf of the Federation Managers Advisory Committee, dated May 27, 2021, and June 4, 2021, in regard to an update on the progress of the "Ride for Legends", further to the May 27, 2021, County Council Motion #829-21 approving a donation to the said event, be filed for information.

Carried.

Federation of Alberta Gas Co-ops Ltd.

883-21: Gawalko

That the correspondence received by Smoky Lake County from Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd., dated May 31, 2021, providing information in regard to COVID-19 Return to Work and Vaccinations, concluding: "The ability of an employer to require vaccination or proof of COVID-19 vaccination as a condition of employment is very limited in its application in almost all business or in the public service. Generally, an employer cannot force a worker to accept a vaccination or to require proof of vaccination and must accommodate workers if, for personal or enumerated grounds, an employee refuses to abide by the vaccination policy."; be filed for information.

Carried.

Federation of Alberta Gas Co-ops Ltd. - FedGas Insurance Reciprocal Exchange (FIRE)

884-21: Lukinuk

That Smoky Lake County Council and relevant Administration who can attend – attend, the virtual Board and management of FedGas Insurance Reciprocal Exchange (FIRE) scheduled for June 17, 2021, as per the correspondence received from Allison Zinnick, Administrative Coordinator, Federation of Alberta Gas Co-ops Ltd. dated June 2, 2021.

Carried.

Federation of Alberta Gas Co-ops Ltd.

885-21: Gawalko

That the correspondence received by Smoky Lake County from Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated June 3, 2021, in regard to their benefits providers AUMA and Sun Life partnering to provide a complimentary webinar titled: “Staying the Course” for navigating your future retirement, scheduled for June 23, 2021, be filed for information.

Carried.

7. Delegation:

No Delegations.

8. Executive Session:

Outstanding Accounts - Termination of Natural Gas Services

886-21: Gawalko

That Smoky Lake County Council go into Executive Session to discuss Legal Issues in relating to the outstanding Natural Gas Account #80550.03 and Outstanding Accounts Receivable Invoice for Customer #2109, under the authority of the FOIP Act, Section 24: Advice from Officials, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Office, Finance Manager, Natural Gas Manager and Legislative Service, time 12:17 p.m.

Carried.

887-21: Lukinuk

That Smoky Lake County Council go out of Executive Session, time 12:36 p.m.

Carried.

Outstanding – Natural Gas Account #80550.03

888-21: Lukinuk

That Smoky Lake County Council **take no action** to write off the outstanding Natural Gas Account #80550.03, as discussed in Executive Session on June 15, 2021, under the authority of the FOIP Act, Section 24: Advice from Officials; and provide the account holder the information outlining their natural gas usage under the said account.

Carried.

Outstanding – Accounts Receivable Customer #2109

889-21: Gawalko

That Smoky Lake County Council **approve to write off** the uncollectable Accounts Receivable Invoice in the amount of \$496.21 under Customer #2109 as discussed in Executive Session on June 15, 2021, under the authority of the FOIP Act, Section 24: Advice from Officials.

Carried.

Next Meeting
890-21: Gawalko

That the next Smoky Lake County Natural Gas Meeting be scheduled for **Tuesday, August 10, 2021**, at **9:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

ADJOURNMENT:

891-21: Halisky

That the Smoky Lake County Natural Gas Meeting of June 15, 2021, be adjourned, time, 12:37 p.m.

Carried.

CHAIRPERSON

S E A L

CHIEF ADMINISTRATIVE OFFICER



5 GOALS

● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN
COUNCIL MOTIONS 2021

Table with 5 columns: Meeting, Motion, Goal, Details, Owner, Progress Update. Contains two entries for 2021/06/15 regarding pipe fusion machine and Federation of Alberta Gas Co-ops Ltd.

2021/06/15 889-21

→ **Outstanding – Natural Gas Account #80550.03**

That Smoky Lake County Council **take no action** to write off the outstanding Natural Gas Account 550.03, as discussed in Executive Session on June 15, 2021, under the authority of the FOIP Act, Section 24: Advice from Officials; and provide the account holder the information outlining their natural gas usage under the said account.

Finance Manager **Patti Priest:**

Achievements: See June 24, 2021 Motion #953-21: Council, brought back Motion #888-21 for further discussion, due to the discussion held on June 24, 2021, with the Delegation: Mandy Melnyk, renter.

June 24, 2021 Motion #956-21: Rescinded Motion #888-21.

June 24, 2021 Motion #957-21: waived penalties if paid within 21 days.

Challenges: *No value*

Next Steps: *No value*

Brenda Adamson:

Achievements: The CAO sent an email to the homeowner and the renter June 15, 2021. A copy has been uploaded.

Challenges: *No value*

Next Steps: *No value*

2021/06/15 889-21

→ **Outstanding – Accounts Receivable Customer #2109**

That Smoky Lake County Council **approve to write off** the uncollectable Accounts Receivable Invoice in the amount of \$496.21 under Customer #2109 as discussed in Executive Session on June 15, 2021, under the authority of the FOIP Act, Section 24: Advice from Officials.

Finance Manager **Daniel Moric:**

Achievements: Completed June 16th.

Challenges: *No value*

Next Steps: *No value*



95
GOALS

NATURAL GAS PLAN

Goal	Progress Update
<p>AMR meter expiration replacement Note: Strategic Priorities Chart Feb 6, 2017: 100%</p>	<p>Daniel Moric: Achievements: Completed Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/08/04</p>
<p>Odorant Activity: 100%</p> <p>→Deliver Odorant</p>	<p>Daniel Moric: Achievements: <i>No value</i> Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/08/04</p> <p>Daniel Moric: Achievements: -July 1/21 - July 31/21. 19.5 hrs x 2 servicemen = 39 hrs spent completing odorant deliveries to Chain Lakes Gas Co-op, Lac La Biche Gas Co-op, County of Two Hills Gas Utility, and NOVA Chemicals Joffre. Truck had leaking delivery hoses so was down until new hoses were made by the Federation. Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/08/04</p>

5.1

CNG Trailer 0%

→Compressed natural gas trailer

Daniel Moric:

Achievements: No value

Challenges: No value

Next Steps: No value

2021/08/04

Daniel Moric:

Achievements: No activity for the CNG trailer during this reporting period.

Challenges: No value

Next Steps: No value

2021/08/04

Administrative Activity (GAS):
100%

Daniel Moric:

Achievements:

- Attend weekly manager meetings.
- Receive customer phone calls.
- Respond to emails.
- Assist in producing monthly gas bills.
- July 2021 gas price was \$5.24/GJ. July 2021 gas price has increased to \$5.54/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.
- Posted in the gas bills for customers wanting to go on equalized billing as well as for paperless billing.
- 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

Challenges: No value

Next Steps: No value

2021/08/04

→Service Calls: 100%

Daniel Moric:

Achievements: -2 Gas smells by meters. Found utility regulator venting. Contacted caretakers and replaced regulator. Caretaker agreed to relight and would contact the County if assistance relighting was required. (Bonnie Lake and Warspite)
-Gas smell outside near meter set. Upon inspection, found hot water tank control passing and venting unburnt gas out the outdoors. Advised customer to have appliance replaced. (Smoky Lake)

Challenges: *No value*

Next Steps: *No value*
2021/08/04

→Documentation of jobs

→Daily Vehicle Inspections

→Pre job meetings

Daniel Moric:

Achievements: Employees fill out a Job Safety Analysis while working. They are supplied with a JSA booklet, as well as a simplified JSA is on our Customer Service Report that is completed for every job.

Challenges: *No value*

Next Steps: *No value*
2021/08/04

→Undertake On-Call

Daniel Moric:

Achievements: Employees continue to be on call for after hours issues that may arise.

Challenges: *No value*

Next Steps: *No value*
2021/08/04

→Management meeting

Daniel Moric:

Achievements: Attend weekly managers meetings

Challenges: *No value*

Next Steps: *No value*
2021/08/04

→Complete Invoicing

→Clean truck

→Utility Personnel Meeting

→Tool Box Meeting

Daniel Moric:

Achievements: Started attending the toolbox meetings at the beginning of the week.

Challenges: *No value*

Next Steps: *No value*
2021/08/04

→Gas balancing

Daniel Moric:

Achievements: Every month, monitor the amount of gas purchased from Gas Alberta and compare to the amount of gas sold. Allows us to closely monitor possible under/above ground leaks or metering issues that may occur.

Challenges: *No value*

Next Steps: *No value*
2021/08/04

→Main Office Safety Meeting

→Meter readings

Daniel Moric:

Achievements: Collect meter readings monthly for customer billing

Challenges: *No value*

Next Steps: *No value*
2021/08/04

→Managers reports

Daniel Moric:

Achievements: Create reports for Council for the Natural Gas Utility meetings as required

Challenges: *No value*

Next Steps: *No value*
2021/08/04

→Delinquent accounts

Daniel Moric:

Achievements: -Send out overdue account notices to customers who are over 60 days overdue on paying their gas bill(s).
-Transfer overdue account balances to tax roll.

-In the process of have our legal representatives apply liens on overdue account properties in Vilna.

Challenges: *No value*

Next Steps: *No value*
2021/08/04

→Paperless billing

Daniel Moric:

Achievements: Currently have 357 natural gas accounts receiving bills by email. An increase of 1 since last reporting period.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→Attend Conventions

Daniel Moric:

Achievements: Attended the Federation FIRE AGM with council on June 17th.

Challenges: *No value*

Next Steps: *No value*

2021/07/12

→Auditor documentation

Daniel Moric:

Achievements: Completed the Federation Audit on June 15th. Received the Audit deficiencies report on June 17th. Currently working on correcting the issues and will be presenting the Audit report at the next Utility meeting.

Challenges: *No value*

Next Steps: *No value*

2021/07/12

→Strategic plan

→Utility meetings

Daniel Moric:

Achievements: Attending the Utility Meeting on August 10th.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→Departmental meetings

Daniel Moric:

Achievements: Attending the Departmental Meeting on August 24th.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→Job Interviews

→Employ evaluations

Daniel Moric:

Achievements: Will be completing employee evaluations this month.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→Other duties

Daniel Moric:

Achievements: Other duties include picking up the mail from the post office every morning, picking up parcels from the post office or Pappy's as needed, delivering mail from the County Office to the post office as needed, cleaning and disinfecting my office daily, and doing misc filing in the vault to ensure the natural gas paperwork is filed to the appropriate land file.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→O & M Policy

Daniel Moric:

Achievements: Continually review and update the Federation O&M Policy Manual, as required.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→Automatic Meter Readings

Daniel Moric:

Achievements: Continue to read natural gas meter using the AMR system monthly

Challenges: *No value*

Next Steps: *No value*

2021/08/04

Training Activity (GAS): 100%

Daniel Moric:

Achievements: William Gray will be attending the Gas Utility Operator Level 2 practical portion of the course which is held on August 24 & 25 at NAIT Campus in Edmonton. There is a remaining 2 week long course that will be held at the Federation office and will be taking place December 6th-17th.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

Natural Gas Construction of Infrastructure: 100%

→Line locates

Daniel Moric:

Achievements: *No value*

Challenges: *No value*

Next Steps: *No value*

2021/08/04

Daniel Moric:

Achievements: -56 line locates were complete since last reporting period.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→RMO Checks

Daniel Moric:

Achievements: -Check each RMO weekly as part of our regular maintenance. This ensures we can rectify any issues as they arise.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→Magazine check

Daniel Moric:

Achievements: Complete explosives magazine inventory monthly.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→Odor sample

Daniel Moric:

Achievements: Monthly odorant intensity checks (20 locations)

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→Vehicle maintenance

Daniel Moric:

Achievements: -Complete vehicle/equipment maintenance as required.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

›Equipment maintenance

›Leak detection

Daniel Moric:

Achievements: Respond to gas leak calls as they arise.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

›PFM check

Daniel Moric:

Achievements: Check Pressure Factor Measurement (PFM) on meter sets measuring above 1 PSI, as required by Measurement Canada. Sent yearly PFM report to MC in January for the year 2020. They audit our PFM reporting every 3 years and complete a scheduled site visit to ensure correct metering practices are followed.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

›Public building inspections

Daniel Moric:

Achievements: Completed our public building inspections in June.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

›Cathodic protection

Daniel Moric:

Achievements:

-Cathodic protection is the protection of the underground metallic pipelines from oxidization and rusting using sacrificial anodes of varying metals. Yearly, we check the condition of these anodes and replace the anodes as they deplete beyond their effectiveness. This helps greatly extend the lifetime of our high pressure pipelines and the risers that extend out of the ground. This is completed during the summer, as the readings are less accurate during the winter due to frozen soil conditions. We also monitor the pipes for the fuel pumps at the County shop as required by the regulatory bodies

-Will be hiring a third party company this year to complete our cathodic protection study, as it is required by the Federation O&M Manual to be completed by a third party company every 2 years.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→Tetler samples

Daniel Moric:

Achievements: Required yearly to ensure the molecular content of the natural gas we are supplying to customers is within acceptable standards

Challenges: *No value*

Next Steps: *No value*
2021/08/04

→Hydro Axing

→End Pressure Test

Daniel Moric:

Achievements: Monitor end of line gas pressures and compare to monthly gas balancing to check for underground leaks.

Challenges: *No value*

Next Steps: *No value*
2021/08/04

→GPS Services and Alterations

Daniel Moric:

Achievements: Will be starting to GPS the new gas lines installed this year.

Challenges: *No value*

Next Steps: *No value*
2021/08/04

→Take Inventory

Daniel Moric:

Achievements: Will be completing inventory in December before year end.

Challenges: *No value*

Next Steps: *No value*
2021/08/04

→Install gas lines

Daniel Moric:

Achievements: -Completed 3 new infills (Smoky Lake, Hillside Acres, and Sunrise Beach)
-Completed 3 new secondaries and 2 secondary alterations.

Challenges: *No value*

Next Steps: *No value*
2021/08/04

→Wash and bleach all equipment.

Daniel Moric:

Achievements: During construction, equipment is washed and bleached prior to entering properties to minimize the risk of Clubroot transfer.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→Sign installation 0 Sign(s)

Daniel Moric:

Achievements: Have repaired 12 road crossings during this reporting period.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→Cut and Caps

Daniel Moric:

Achievements: No cut and caps during this reporting period.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→Maintain Facilities.

→RMO Replacement

Meter recalls and maintenance:
100%

Daniel Moric:

Achievements: *No value*

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→AMR meters

Daniel Moric:

Achievements: Installed 3 meters on new infills.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→Replac effective gas
meters

Daniel Moric:

Achievements: Replace as required. None have failed since last Council update

Challenges: *No value*

Next Steps: *No value*

2021/08/04

→Meter Recalls

**Council Member Inquiry (GAS):
100%**

Daniel Moric:

Achievements: Council has requested a review of Bylaw No. 1332-18 Natural Gas with Gene and Legal prior to bringing it forward to Council. Legal is in the process of reviewing and hope to be receiving updates from Brownlee shortly.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

**2020 INFRASTRUCTURE LINE
REPLACEMENT: 100%**

↳Budget - 2020
INFRASTRUCTURE LINE
REPLACEMENT: \$50k

**2020 RMO STATION
REPLACEMENT PLAN RESERVE:
100%**

↳Budget - 2020 RMO
STATION REPLACEMENT
PLAN RESERVE: \$70k

2020 MODEMS FOR RMO: 100%

↳Budget - 2020 MODEMS
FOR RMO: \$22k

2020 REPLACE TRUCK: 100%

↳Budget - 2020 REPLACE
TRUCK: \$50k

**2021 INFRASTRUCTURE LINE
REPLACEMENT: 100%**

**2021 RMO STATION
REPLACEMENT PLAN RESE:
100%**

**2021 REPLACE TRUCK -
removed: 100%**

**2021 REFURBISH TRUCK BOX:
100%**

**2022 INFRASTRUCTURE LINE
REPLACEMENT: 100%**

**2022 RMO STATION
REPLACEMENT PLAN: 100%**

2022 MAPPING UNIT: 100%

**2022 REPLACE TRUCK -
removed: 100%**

**2022 REFURBISH TRUCK BOX:
100%**

**2023 INFRASTRUCTURE LINE
REPLACEMENT: 100%**

**2023 RMO STATION
REPLACEMENT PLAN RESE:
100%**

**2023 REPLACE TRUCK - re mo
ved: 100%**

**2023 REFURBISH TRUCK BOX:
100%**

**(GAS) Human Resources /
Training / OH&S**

- >(GAS) Attend Annual Safety Meeting
- >(GAS) Training Event Form 2021
- >(GAS) Attend Joint Health & Safety Meetings: 12 Meeting(s)

(GAS) Financial Accountability

- >(GAS) Prepare a Draft 5 Year Function Budget
- >(GAS) Prepare Annual Budget

(GAS) Organizational Efficiency

- >(GAS) Complete Annual Work Plan

**2020 CARRY OVER RMO
STATION PROJECT: 100%**

- >Budget - 2020 CARRY OVER RMO STATION PROJECT: \$50k

Federation of Alberta Gas Co-ops Ltd. O&M Manual Adoption

Patti Priest:

Achievements: Municipal File: 9-16

Challenges: *No value*

Next Steps: *No value*

2021/02/24

Federation of Alberta Gas Co-ops Ltd. - Operations & Maintenance (O&M) Audit

Patti Priest:

Achievements: Retained to document Operational purpose for compliance of Natural Gas System.
Municipal File: is 9-22A

Challenges: *No value*

Next Steps: *No value*

2021/02/24

Quality Management Plan (QMP) – Smoky Lake County Gas Utility

Patti Priest:

Achievements: Retained to document Operational purpose for compliance of Natural Gas System

Municipal File: 9-29

Challenges: *No value*

Next Steps: *No value*

2021/02/24



June 25, 2021

Attention: Manager/CAO

Re: GAS COST RATE EFFECTIVE JULY 2021

Gas Alberta's gas cost rate will increase by \$0.30/GJ to **\$3.10/GJ** for the month of July 2021.

Our variable rate will increase by \$0.04/GJ to \$0.24/GJ for the period July 1, 2021 through June 30, 2022. Attachment #1 provides the variable rate breakdown for FY 2022.

The rates set by the regulated retailers for the month of July 2021 are shown below. As previously discussed, the rates set by Direct Energy and Apex Utilities are impacted by their prior period over and under recoveries.

	Direct Energy	Apex Utilities	Weighted Avg. (Est)	Gas Alberta
GCFR	\$3.028/GJ	\$4.902/GJ	\$3.215/GJ	\$3.10/GJ
Over (Under) riders included in Gas Costs	\$0.20/GJ	\$(1.57)/GJ		

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,

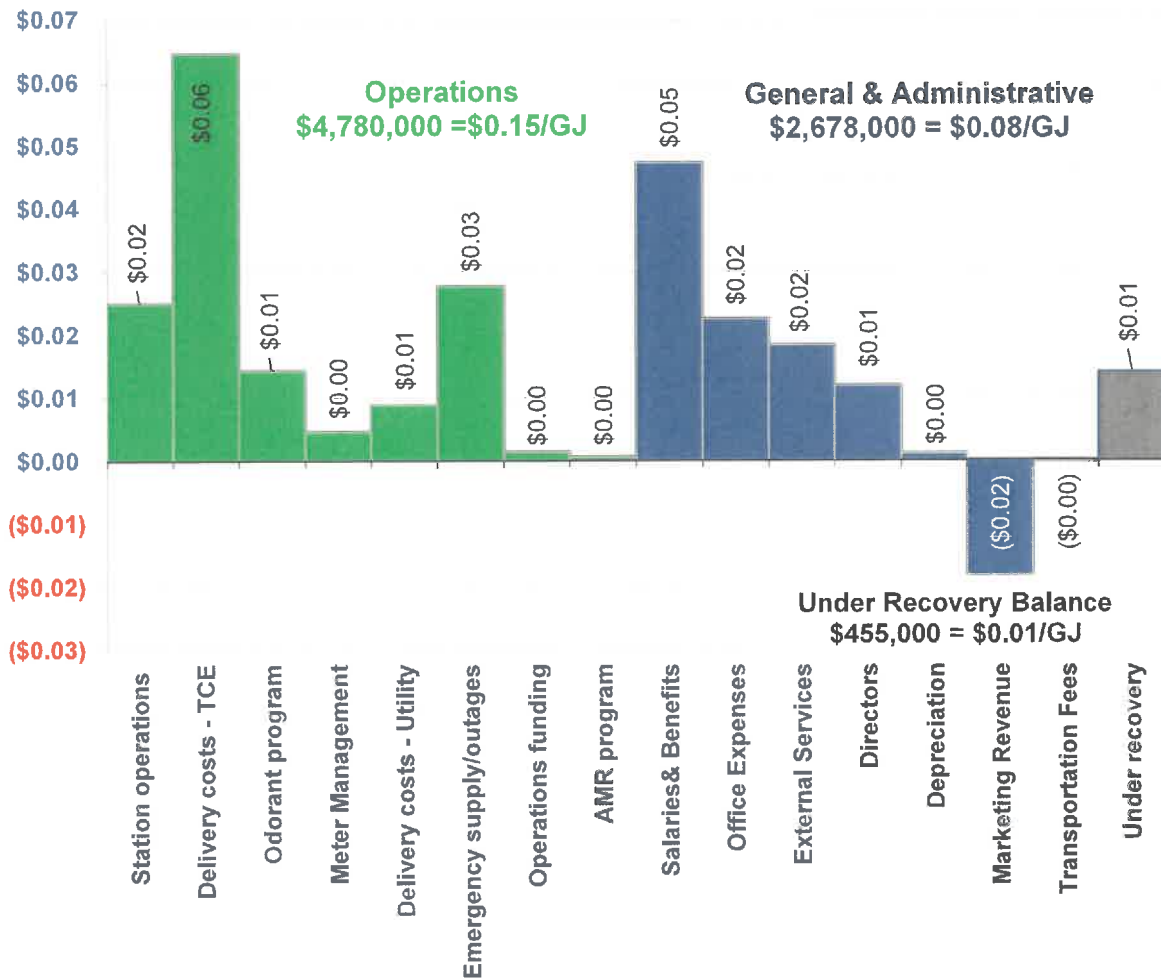
Carlee Martin
Vice President, Gas Supply



FY 2022 VARIABLE RATE CHARGES

		\$	¢/GJ	%
OPERATIONS	Station operations	\$810,000	2.5	
	Delivery costs - TCE	\$2,100,000	6.5	
	Odorant Program	\$465,000	1.4	
	Meter Management Program	\$150,000	0.5	
	Delivery costs - Utility	\$290,000	0.9	
	Emergency supply/outages	\$900,000	2.8	
	Operations Funding	\$45,000	0.1	
	AMR program	\$20,000	0.1	
	Total Operations	\$4,780,000	14.7	60%
GENERAL & ADMINISTRATIVE	Salaries & Benefits	\$1,535,000	4.7	
	Office Expenses	\$730,000	2.2	
	External Services	\$595,000	1.8	
	Directors	\$385,000	1.2	
	Depreciation	\$35,000	0.1	
	Less Marketing Revenue	(\$592,000)	(1.8)	
	Less Transportation Fee Recovery	(\$10,000)	(0.0)	
	Total General & Administrative	\$2,678,000	8.2	34%
Under-Recoveries	\$455,000	1.4	6%	
TOTAL VARIABLE RATE CHARGES	\$7,913,000	24.3		

FY 2022 Variable Rate



Natural Gas Rates July 2021

	Gas Ab. Rate	Variable	O & M charge	Total	
Domestic rate	\$ 3.10	\$ 0.24	\$ 1.90	\$ 5.24	

Sungro

0-35000 gjs	\$ 3.10	\$ 0.24	\$ 0.80	\$ 4.14	X
35-85000 gjs	\$ 3.10	\$ 0.24	\$ 0.60	\$ 3.94	
over 85	\$ 3.10	\$ 0.24	\$ 0.40	\$ 3.74	

Smoky Lake Forest Nursery

0-35000 gjs	\$ 3.10	\$ 0.24	\$ 0.80	\$ 4.14	
35-85000 gjs	\$ 3.10	\$ 0.24	\$ 0.60	\$ 3.94	X
over 85	\$ 3.10	\$ 0.24	\$ 0.40	\$ 3.74	

Tremel	\$ 3.10	\$ 0.24	\$ 0.78	\$ 4.12	
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Domestic riser service charge \$ 25.00 / riser

Fixed charge

\$ 1.90

Systems capital

\$ 0.40

Commercial riser service charge \$ 60.00 / riser

**Town of
Smoky Lake**

	\$ 3.10	\$ 0.24	\$ 0.12	\$ 3.46	
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July 27, 2021

Attention: Manager/CAO

Re: GAS COST RATE EFFECTIVE AUGUST 2021

Gas Alberta's gas cost rate will increase by \$0.30/GJ to **\$3.40/GJ** for the month of August 2021.

Our variable rate will remain at \$0.24/GJ for the period July 1, 2021 through June 30, 2022.

The rates set by the regulated retailers for the month of August 2021 are shown below. As previously discussed, the rates set by Direct Energy and Apex Utilities are impacted by their prior period over and under recoveries.

	Direct Energy	Apex Utilities	Weighted Avg. (Est)	Gas Alberta
GCFR	\$3.328/GJ	\$4.454/GJ	\$3.441/GJ	\$3.40/GJ
Over (Under) riders included in Gas Costs	\$0.25/GJ	\$(0.79)/GJ		

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 Martin
Vice President, Gas Supply

Natural Gas Rates August 2021

	Gas Ab. Rate	Variable	O & M charge	Total	
Domestic rate	\$ 3.40	\$ 0.24	\$ 1.90	\$ 5.54	
Sungro					
0-35000 gjs	\$ 3.40	\$ 0.24	\$ 0.80	\$ 4.44	X
35-85000 gjs	\$ 3.40	\$ 0.24	\$ 0.60	\$ 4.24	
over 85	\$ 3.40	\$ 0.24	\$ 0.40	\$ 4.04	
Smoky Lake Forest Nursery					
0-35000 gjs	\$ 3.40	\$ 0.24	\$ 0.80	\$ 4.44	
35-85000 gjs	\$ 3.40	\$ 0.24	\$ 0.60	\$ 4.24	X
over 85	\$ 3.40	\$ 0.24	\$ 0.40	\$ 4.04	
Tremel					
	\$ 3.40	\$ 0.24	\$ 0.78	\$ 4.42	
Domestic riser service charge \$ 25.00 / riser					
Fixed charge			\$ 1.90		
Systems capital			\$ 0.40		
Commercial riser service charge \$ 60.00 / riser					
Town of Smoky Lake	\$ 3.40	\$ 0.24	\$ 0.12	\$ 3.76	



June 17, 2021

Daniel Moric, Gas Manager
Smoky Lake County
Box 310
Smoky Lake, AB T0A 3C0

Dear Mr. Moric:

Re: 2021 Operations & Maintenance (O&M) Audit for Smoky Lake County

On June 15, 2021, I completed an O&M Audit of Smoky Lake County. Observing during the O&M Audit was Jason Cathcart, Chief Officer under the Gas Distribution Act.

- The Audit was completed with;
- * Office Operations Section
Daniel Moric, Gas Manager
 - * Tools & Equipment and Field Operations Sections
Barry Letwin, Service Personnel

Based on my Audit, Smoky Lake County is being run very effectively and are operating and maintaining a safe Utility. The various components of the Gas Utility that were inspected were found to be in good operating condition.

However, a few deficiencies were found that need to be addressed, which are listed on the enclosed O&M Audit Form. The deficiencies that were found in the field need to not only be addressed at the visited site but throughout your entire system.

Please review your deficiencies. Corrective deficiency documentation could include pictures, work orders, invoices, or a detailed letter. Once the corrective deficiency documentation is received, we will review the information and inform you of the status of your Audit.

Documentation Smoky County is to send to the Federation		
Documentation	Description	Due Date
Corrective Action Plan (CAP)	CAP is to include specific dates of when each of the deficiencies has/is expected to be corrected. To be sent to the Federation 10 working days from date of this Audit letter	July 2, 2021

Imminent Findings	Imminent Deficiencies are to be corrected immediately	N/A
Major Deficiencies	Major Deficiencies documentation is to be sent to the Federation within 30 days from the date that any communication whether verbal, via email, or a written Audit Report by either the O&M Auditor or the Federation is discussed/sent to the Distributor	July 15, 2021
Minor Deficiencies	Minor Deficiencies documentation is to be sent to the Federation within 90 days from the date of this Audit letter	September 17, 2021

Failure to comply with any part of the O&M Audit Process, as detailed in the Audit Procedures Section of the O&M Manual, will be reported to the Federation Executive Director who will report to the Federation Board of Directors and the Chief Officer under the Gas Distribution Act for further action.

Thank you for your co-operation during the Audit, for your preparedness, having the documentation readily available, and with keeping your scheduled Audit date.

If you have any questions, please feel free to contact me.

Sincerely,



Delbert G. Beazer, Federation O&M Auditor
dbeazer@fedgas.com / Cell: (403) 849-0311

cc: Craig Lukinuk, Reeve
 Jason Cathcart, Chief Officer under the Gas Distribution Act

O&M Audit Form

Date: June 15, 2021 Distributor: Smoky Lake County
 Participants: Daniel Moric, Gas Manager; Barry Letwin, Service Personnel; Jason Cathcart, Chief Officer under the Gas Distribution Act Auditor: Delbert Beazer

O&M Audit Question	O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
		Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
Office Operations									
<i>Please note: all documentation can be either paper or electronic</i>									
1 Health & Safety Plans	Requirement of OH&S								
a Do you have a Board/Council approved Health & Safety Plan? (Date of Motion)			X				2018		
2 Employee Qualifications/Training	QMP and IMP								
a Provide a completed Employee Qualifications Sheet (Attachment B)			X						
3 Federation O&M Manual	Preface								
a Provide documentation that the O&M Manual has been adopted by your Board/Council? (Copy of Minutes & Date of Motion)			X				Feb-21		
b Provide documentation that updated O&M Manual sections are being reviewed with your Employees?			X						
4 Emergency Response Plan									
a Provide a copy of your Emergency Response Plan	Emergency Preparedness and Response (1.3 and 1.6.2)		X						
b Provide documentation that your Emergency Response Plan has been adopted by your Board/Council? (Copy of Minutes & Date of Motion)	Emergency Preparedness and Response (1.3)		X				2019		
c Provide documentation of Who/When your Emergency Response Plan was last reviewed?	Emergency Preparedness and Response (1.6.1)		X						
d Provide populated copies of the required Emergency Response Attachments (A, B & C)	Emergency Preparedness and Response (2.1)		X						
e Where is your Emergency Response Plan located in the office?	Emergency Preparedness and Response (1.6.2)		X						
f Are copies of your Emergency Response Plan available in every Service Truck?	Emergency Preparedness and Response (4.0)		X						
g Are copies of your Emergency Response Plan available to all Employees?	Emergency Preparedness and Response (1.6.2)		X						
h Emergency Communication Backup Plan (Power Outage, Battery Backup)	Emergency Preparedness and Response (3.2)		X						
i Handling Emergency Telephone Calls Procedure - verbally tell the Auditor the procedure and where is the procedure is written	Emergency Preparedness and Response (3.2 and 4.1.1)		X						
5 Required Reference Manuals									
a Provide copies, via paper or electronic, of the latest versions of: 1) The Technical Standards and Specifications Manual for the Rural Gas Program 2) OH&S Acts and Regulations 3) CSA Z662 Oil and Gas Pipeline Systems 4) CSA B149.1 Natural Gas and Propane Installation Code 5) CSA Z246.2 - Emergency Preparedness and Response for Petroleum Natural Gas Industry Systems	QMP & IMP (N3.1)		X						

O&M Audit Question	O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
		Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
6 Required Reference Documents Provide copies, via paper or electronic, of the current Acts, Codes & Regulations, as identified in the O&M Manual	Preface		X						
7 QMP (Quality Management Plan) Provide documentation that the QMP has been adopted by your Board/Council? (Copy of Minutes & Date of Motion)	Requirement of Rural Utilities & IMP (3.1)		X				Feb-21		
Provide documentation that the QMP has been reviewed by your Board/Council? (Copy of Minutes & Date of Motion)			X						
8 IMP (Integrity Management Program) Provide documentation that the IMP has been adopted by your Board/Council? (Copy of Minutes & Date of Motion)	CSA Z662 - Annex N		X				2019		
Provide documentation that the IMP has been reviewed by your Board/Council? (Copy of Minutes & Date of Motion)			X						
9 Table/Field/Major Field Exercise/Event Provide documentation of a Table/Field Exercise/Event (Annually)	Emergency Preparedness and Response (2.5)		X						
Provide documentation of a Major Field Exercise/Event (Every 3 years)			X						
10 Maps/Asbuilts Provide a copy of your current Maps/Asbuilts?	System Operations (1.3)		X						
11 Agreements Emergency Services Agreement (Zone) - Provide documentation of your current Emergency Services Agreement	Emergency Preparedness and Response (2.3 and 3.5.1.6)		X						
Does your Emergency Services Agreement provide everything you would need in an Emergency?			X						
Provide documentation of your Mutual Aid Agreement(s) for an Emergency with neighboring Municipalities			X						
Provide documentation of any Third Party Agreement(s) with other Gas Utilities/Contractors/Industrial Sites/Oilfield Sites/Battery Sites			X						
12 Gas Odor Call Provide completed documentation from a Gas Odor Call. (eg. time the call came in, details of the call, details of what happened on the call, time the call was complete, what equipment was used, bump test information, etc.)	Emergency Preparedness and Response (4.4.8), Tools and Equipment (Chart A) & System Operations (2.0)		X						

O&M Audit Question	O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
		Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
13 Carbon Monoxide (CO) Report Provide completed CO report documentation. (eg. time the call came in, details of the call, details of what happened on the call, time the call was complete, what equipment was used, bump test information, etc.)	Tools and Equipment (Chart A), System Operations (1.3), & Carbon Monoxide (2.0)		X						
14 Station Relief Valve Maintenance Report									
a Provide documentation of Annual Pressure Relief Device inspections	Inspections & Surveys (5.3)				X		Action Required: Create an Annual maintenance report form to record data, that includes a list of all pressure relief devices. Once completed and recorded, please send a copy to the Federation.		
b Provide documentation of a recent Pressure Relief Devices service report	Pressure Control and Overpressure Protection (3.3)				X		Action Required: Once a recent Service Report on your Pressure Relief Devices is obtained, please send a copy to the Federation.		
c Provide documentation that all Pressure Control and Overpressure Protection devices are current as per the required service intervals					X		Action Required: Create a maintenance report form to record data, that includes a list of all Pressure Control and Overpressure Protection devices. Once completed and recorded, please send a copy to the Federation.		
15 Station Shut Off/Operating Valve Maintenance	Inspections & Surveys (5.0)								
a Provide documentation of your last two Annual inspections			X						
16 Activate Block Valves Report	Inspections & Surveys (5.0)								
a Provide documentation of your last two Annual inspections					X		Action Required: Create a maintenance report form to record data, that includes a list of all Block Valves. Once completed and recorded, please send a copy to the Federation.		
17 Activate Main Underground Valves Report	Inspections & Surveys (5.0)								
a Provide documentation of your last two Annual inspections					X		Action Required: Create a maintenance report form to record data, that includes a list of all Underground Valves. Once completed and recorded, please send a copy to the Federation.		
18 Safety Data Sheets (SDS)	System Operations (5.3)								
a Provide current documentation			X						
19 RMO Documentation	Station Inspection and Maintenance (3.2)								
a Provide documentation of your Monthly Inspection Maintenance for each of your RMOs			X						
20 Alcohol System	Alcohol Systems (2.0) and Station Inspection and Maintenance (3.2.3)								
a Provide documentation of your Annual Maintenance for each of your RMOs			N/A				Do not have any in their system		
21 Catalytic Heater	Catalytic Heater (3.0) and Station Inspection and Maintenance (3.2.3)								

O&M Audit Question	O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
		Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
a Provide documentation of your Annual Maintenance for each of your RMOs					X		Action Required: Modify your current Station Reports to include maintenance items or create an Annual maintenance report form to record data, that includes a list of all catalytic heaters and maintenance items. Once completed and recorded, please send a copy to the Federation		
22 Line Heater	Line Heater (3.0) and Station Inspection and Maintenance (3.2.3)								
a Provide documentation of your Annual Maintenance for each of your Line Heaters					X		Action Required: Modify your current Station Reports to include maintenance items or create an Annual maintenance report form to record data, that includes a list of all line heaters and maintenance items. Once completed and recorded, please send a copy to the Federation		
23 Lockout									
a Provide documentation of your Lockout System	Lockout (3.1 - 3.3)		X						
24 Pre-Job Meetings	Pre-Job (3.0) & Safe Work Permits (3.0)								
a Provide documentation of a completed Pre-Job Meeting with evidence of signatures/attendee list			X						
25 Safe Work Permits	Safe Work Permits (3.0)								
a Provide documentation of a completed Safe Work Permit			X						
28 Leak Reports	Escaping Gas (2.0) & System Operation (3.2 and 3.3)								
a Provide documentation of your Records of Leaks			X						
b Provide documentation of a completed (all applicable fields completed) Leak Report filed with Rural Utilities			X						
27 Quality Assurance (QA)	System Operations (5.3)								
a Provide your QA documentation for all your PE Pipe			X						
28 Release Reporting									
a Are you reporting Releases to the Alberta Energy and Environmental Response Line?	Escaping Gas (2.0) & Release Reporting (3.0)		X						
b If so, provide documentation of the Release Reports you have submitted with AER			X						
c If so, provide documentation of the Release Reports you have submitted with AEP			X						
29 Abnormal Gas Conditions	Gas Conditioning (2.0)								
a How are you documenting your findings?			X						
b If so, are you completing the Gas Quality Incident Report and forwarding to the Federation who forwards on to Gas Supplier?			X						
30 Leak Detection	Inspection and Surveys (2.4)								

O&M Audit Question	O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
		Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
a Provide documentation of your Leak Detection on Public Buildings (Annually)				X			To be corrected within 30 days from the date of your Audit. Action Required: To be completed annually, once completed and recorded, please send a copy to the Federation.		
b Provide documentation of your Leak Detection on your Distribution and Service Lines (Every 3 years for Urban)			X						
c Provide documentation of your Leak Detection on your Distribution and Service Lines (Every 5 years for Rural)			X						
d Provide documentation of your Leak Detection on Reoccurring Problem Areas			X						
31 Right of Way Patrolling	Inspections and Surveys (3.0)								
a Provide documentation of your Annual Right of Way Patrolling on your High Pressure Lines				X			To be corrected within 30 days from the date of the Audit. Documentation provided was from 2019 Action Required: To be completed annually, once completed and recorded, please send a copy to the Federation.		
32 Cathodic Protection	Inspections and Surveys (4.0)								
a Provide documentation of your inspection on your Metallic Pipelines for Cathodic Protection			X						
b Provide documentation of your inspection on your Risers for Cathodic Protection			X						
c Provide documentation of your inspection on your Isolated Sections for Cathodic Protection			X						
33 End of Line Pressures	Inspections and Surveys (8.0)								
a Provide documentation on monitoring of End of Line Pressures					X		End of Line Pressure checks should be checked monthly, to assess system integrity, adequacy of supply, and assist in gas balancing issues. Action Required: Once completed and recorded, please send documentation to the Federation.		
34 Gas Reconciliation	Inspections and Surveys (11.0)								
a Provide documentation of your last 6 monthly Gas Reconciliation Reports (Wholesale to Retail Volumes (by Taps))			X						
35 Meters									
a Provide documentation on how you Identify and Track all In-Service Meters. (Meter Inventory and Seal Dates) (will need a copy of your Meter Inventory available for Field Inspection part of the Audit)	Metering (2.0)		X						
b Provide documentation of your Meter Re-Verifications (seal dates) process	Metering (7.0)		X						
38 Odorization									
a Provide documentation on how you are documenting the Inspection & Service of your Odorization System?	Odorization (2.1, 2.2, 3.1, 3.2, 3.3) and Station Inspection and Maintenance (3.2.2)		X						
b Provide documentation that Sniff Tests (Odorometer Readings) are Taken & Recorded Monthly?	Odorization (3.6)		X						
c Are Employees limited to 12 Sniff Tests (Odorometer Readings) per day? (Not to exceed 6 sites per day, 2 sniffs per site)	Odorization (3.7)		X						

O&M Audit Question	O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
		Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
d Provide documentation that Employees have had Olfactory Testing in the past 4 years	Odorization (3.10)		X						
37 Equipment Calibration Records	Tools and Equipment (2.2)								
a Provide documentation of the equipment you utilize			X						
b Provide documentation that the equipment has recently been calibrated?			X						
c Provide documentation that the equipment has recently been bump tested?			X						

O&M Audit Question	O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
		Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
Tools and Equipment									
38 Personal Protective Equipment	Tools & Equipment (3.1)								
a Head Protection			X						
b Hearing Protection			X						
c Eye And Face Protection			X						
d Fire Retardant Clothing			X						
e Foot Protection			X						
f Traffic Hazard Clothing - Reflective Wear			X						
39 Available on Premises	Tools & Equipment (Chart A & 7.1)								
a Fire Extinguisher (4-A:40-B:C - annually certified)			X						
b First Aid Kit #2			X						
40 Available for Field Use	Tools & Equipment (Chart A & 4.1)								
Barricades And Markers									
a (may have an agreement with a Third Party to provide)			X						
Construction Signs - Traffic Warning									
b (may have an agreement with a Third Party to provide)			X						
Odometer									
c (may have an agreement with a Third Party to provide)			X						
Fusion Equipment (Polyethylene) Alignment Jigs, etc.			X						
High Energy Joining (Aluminum) Pipe Cutters, File, etc.									
e (may have an agreement with a Third Party to provide)			X						
Safety Belts/Harness									
f (may have an agreement with a Third Party to provide)			X						
Pipe Threader			X						
Pipe Vise			X						
Generator/Invertor			X						
Portable Lights									
j (may have an agreement with a Third Party to provide)			X						
Chart Recorder/Digital Recorder			X						
Half-Cell Potential Meter			X						
Portable Gas Flare									
m (may have an agreement with a Third Party to provide)			X						
41 Available for RMO Operations	Tools & Equipment (Chart A & 5.1)								
RMO Spill Containment Kit - Odorant									
a (may have an agreement with a Third Party to provide)			X						
RMO Spill Containment Kit - Glycol									
b (may have an agreement with a Third Party to provide)			X						
When were the Spill Containment Kits last inspected?			X						
42 Material in Inventory Available for Use	Tools & Equipment (Chart A & 6.1)								
Pre-Tested Aluminum Pipe for all sizes and wall thicknesses									
a (may have an agreement with a Third Party to provide)			X						
High Energy Joining Fittings for all sizes									
b (may have an agreement with a Third Party to provide)			X						
Pre-Tested Steel Pipe for all sizes and all thicknesses (High Pressure Only)									
c (may have an agreement with a Third Party to provide)			X						
RTP (Flex) Pipe for all sizes and all thicknesses (High Pressure Only)									
d (may have an agreement with a Third Party to provide)						N/A	Do not have any flexpipe in their system		
PE Pipe for all sizes			X						
Tracer Wire (minimum 14 gauge)			X						

O&M Audit Question	O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
		Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
g Pipeline Repair (Taping) Coating Materials (may have an agreement with a Third Party to provide)			X						
h Mechanical Couplings (Minimum 2 of each size) (Stab Locks - PE Pipe only)			X						
i Static Ground Devices/Bonding Straps			X						
j Methanol			X						
43 Service Vehicle Inventory	Tools & Equipment (Chart A & 3.1)								
a Fire Extinguisher (2-A:10-B:C - annually certified)			X						
b Warning Devices (Flares, Reflectors)			X						
c Squeeze-Off Tools with attached Grounding Straps			X						
d Liquid Leak Detector			X						
e Pipe Cutters (PE)			X						
f Line Locator			X						
g First Aid Kit #2			X						
h Flashlight (Explosion Proof)			X						
i Maps, Plans, and Asbuilts (Paper or Electronic) General Reporting Forms			X						
j (E.g. Work Orders, Diary or Note Books)			X						
k Emergency Response Plan (Paper or Electronic)			X						
l Communication Equipment			X						
m Camera (any digital device capable of taking photos)			X						
n Gas Detector - LEL and %			X						
o Gas Detector - ppm			X						
p Detector - Carbon Monoxide (CO) - 0 ppm - 1000 ppm			X						
q Detector - Oxygen (O2)			X						
r Detector - Hydrogen Sulfide (H2S)			X						
s 4 Head Continuous Monitor			X						
t Pressure Gauges as Required			X						

O&M Audit Question	O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
		Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
Field Inspection									
44 Crossing Signage (with accurate identification)	Inspections and Surveys (5.3) & System Operations (4.3 and 9.2, 9.3)		X						
45 4 oz Location Visited:	Nutrien, Mtr 2088, Insp 2013, HSR 85 Reg								
a Meters Installed are Adequate to Meet Pressure/Sizing	Metering (4.0)		X						
b Meter Sets are Installed to Meet Safety Regulations	Metering (5.2)		X						
c Pressure Control Devices Installed where Required	Pressure Control and Overpressure Protection (3.0)		X						
d All Pressure Control Devices Vented Appropriately	Pressure Control and Overpressure Protection (3.3.4)		X						
e General Observation of the Location Visited			X						
46 5 lbs Location Visited:	St. Trinity Orthodox Church, Mtr 1954, Insp 2013, Rockwell 143								
a Meters Installed are Adequate to Meet Pressure/Sizing	Metering (4.0)		X						
b Meter Sets are Installed to Meet Safety Regulations	Metering (5.2)		X						
c Pressure Control Devices Installed where Required	Pressure Control and Overpressure Protection (3.0)		X						
d All Pressure Control Devices Vented Appropriately	Pressure Control and Overpressure Protection (3.3.4)		X						
e General Observation of the Location Visited			X			X	Recommend: As part of your continued maintenance, update painting to prevent corrosion.		
47 10 - 30 lbs Location Visited: (1st Location)	Semeniek, Mtr 3198, Insp 2017, Sensus, 243 RPC, 15#, 289 Relief								
a Working Alone/Call Back Procedure (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
b Safe Station Entry Procedures including Testing for Gas & Recording Concentrations (Sniffer Port) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
c Remove Sources of Ignition (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
d Risk Assessment (Smell, Sight & Sound) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
e Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
f Meters Installed are Adequate to Meet Pressure/Sizing	Metering (4.0)		X						
g Meter Sets are Installed to Meet Safety Regulations	Metering (5.2)		X						
h Pressure Control Devices Installed where Required	Pressure Control and Overpressure Protection (3.0)		X						
i All Pressure Control Devices Vented Appropriately	Pressure Control and Overpressure Protection (3.3.4)		X						
j General Observation of the Location Visited			X						
48 Line Pressure Location Visited:	Two Co, Mtr #2093, Insp 2013, EVC #2103, Insp 2013								
a Working Alone/Call Back Procedure (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
b Safe Station Entry Procedures including Testing for Gas & Recording Concentrations (Sniffer Port) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
c Remove Sources of Ignition (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
d Risk Assessment (Smell, Sight & Sound) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
e Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
f Meters Installed are Adequate to Meet Pressure/Sizing	Metering (4.0)		X						
g Meter Sets are Installed to Meet Safety Regulations	Metering (5.2)		X						

O&M Audit Question	O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
		Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
h Pressure Control Devices Installed where Required	Pressure Control and Overpressure Protection (3.0)		N/A						
i All Pressure Control Devices Vented Appropriately	Pressure Control and Overpressure Protection (3.3.4)		N/A						
j General Observation of the Location Visited			X						
49 Block Valve Location Visited:	Block Valve, 2 - 2" Risers and 1 1/2" Riser, Tap 7								
a Working Alone/Call Back Procedure (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
b Safe Station Entry Procedures including Testing for Gas & Recording Concentrations (Sniffer Port) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
c Remove Sources of Ignition (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
d Risk Assessment (Smell, Sight & Sound) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
e Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
f Signage (with accurate identification)	Inspections and Surveys (5.3), System Operations (9.1 - 9.3), and Station Inspection and Maintenance (3.2.3)				X		Action Required: Update signage to meet all the Regulations (eg. CSA Z662, etc.). Once the signage has been updated, please send a picture to the Federation. Refer to Picture 01. 49. Block Valve		
g Station Protection (Fence)	IMP (N.10.2) & Technical Standards Manual (6.1)		X						
h Vegetation Control	Inspections and Surveys (5.3) & IMP (N10.2)				X		Action Required: Once completed, please send a picture to the Federation. Refer to Pictures 01. 49. Block Valve & 02. 49. Block Valve		
i Painting & Corrosion	Metering (5.2)				X		Action Required: As part of your continued maintenance, update painting to prevent corrosion. Once completed, please send a picture to the Federation. Refer to Picture 02. 49. Block Valve		
j Piping Stress Free	Inspections and Surveys (5.3)		X						
k Operation of Valves	Inspections and Surveys (5.3)		X						
l General Observation of the Location Visited			X						
50 Reg/Intermediate Station Location Visited:	Tap RS - SE 15-59-18-W4, Aluminum 370# to 60#, 627 Regs, Double Run Single Cut, 1805 Relief Valve								
a Working Alone/Call Back Procedure (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
b Safe Station Entry Procedures including Testing for Gas & Recording Concentrations (Sniffer Port) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
c Remove Sources of Ignition (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
d Risk Assessment (Smell, Sight & Sound) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
e Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
f Lockout System	Lockout (3.1 - 3.3)		X						
g Signage (with accurate identification)	Inspections and Surveys (5.3), System Operations (9.1 - 9.3), and Station Inspection and Maintenance (3.2.3)				X		Action Required: Update signage to meet all the Regulations (eg. CSA Z662, etc.). Once the signage has been updated, please send a picture to the Federation. Refer to Picture 03. 50. Reg-Intermediate - Tap RS - SE-15-59-18-W4		
h Station Protection (Fence)	IMP (N.10.2) & Technical Standards Manual (6.1)		X						
i Vegetation Control	Inspections and Surveys (5.3) & IMP (N10.2)		X						

O&M Audit Question	O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
		Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
j Painting & Corrosion	Metering (5.2)		X						
k Current Log Book (paper or electronic)	Station Entry (3.2)		X						
l Catadyne Heater Installation	Manufacturers Specifications		N/A						
m Line Heater Installations	Manufacturers Specifications		N/A						
n Pressure Control Devices Installed where Required	Inspections and Surveys (5.2, 5.3) & Pressure Control and Overpressure Protection (3.0)		X						
o All Pressure Control Devices Vented Appropriately	Metering (5.2) & Pressure Control and Overpressure Protection (3.3.4)		X						
p Piping Stress Free	Inspections and Surveys (5.3)		X						
q Operation of Valves	Inspections and Surveys (5.3)		X						
r Pressure Gauges Operational	Tools and Equipment (3.1)		X						
s General Observation of the Location Visited			X						
51 RMO Location Visited: (1st location)	Tap 6/4841, 15-36-59-18-W4, Blue Box, TCPL, 600#, 63 Reg to 130#, 99 Reg to 80#, Mtr 20-262, Insp 2019, EVC 10-851, Insp 2014, Catalytic Line Heater, PSV Reliefs								
a Working Alone/Call Back Procedure (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		X						
b Safe Station Entry Procedures including Testing for Gas & Recording Concentrations (Sniffer Port)	Station Entry (1.1, 1.3, and 3.2)		X						
c Remove Sources of Ignition	Station Entry (1.1, 1.3, and 3.2)		X						
d Risk Assessment (Smell, Sight & Sound)	Station Entry (1.1, 1.3, and 3.2)		X						
e Lockout System	Lockout (3.1 - 3.3)		X						
f Signage (with accurate identification)	Inspections and Surveys (5.3) and Station Inspection and Maintenance (3.2.3)				X		Action Required: Update signage to meet all the Regulations (eg. CSA Z662, etc.). Once the signage has been updated, please send a picture to the Federation. Refer to Picture 04. 51. RMO - Tap 6-4841		
g Station Protection (Fence)	IMP (N.10.2) & Technical Standards Manual (6.1)		X						
h Vegetation Control	Inspections and Surveys (5.3) & IMP (N10.2)		X						
i Painting & Corrosion	Metering (5.2)				X		Action Required: As part of your continued maintenance, update painting to prevent corrosion. Once completed, please send a picture to the Federation. Refer to Picture 05. 51. RMO - Tap 6-4841		
j Current Log Book (paper or electronic)	Station Entry (3.2)		X						
k Catadyne Heater Installation	Manufacturers Specifications		N/A						
l Line Heater Installations	Manufacturers Specifications		X				Catalytic Line Heater		
m Pressure Control Devices Installed where Required	Inspections and Surveys (5.2, 5.3) & Pressure Control and Overpressure Protection (3.0)		X						
n All Pressure Control Devices Vented Appropriately	Metering (5.2) & Pressure Control and Overpressure Protection (3.3.4)		X						
o Piping Stress Free	Inspections and Surveys (5.3)		X						
p Operation of Valves	Inspections and Surveys (5.3)		X						
q Pressure Gauges Operational	Tools and Equipment (3.1)		X						

O&M Audit Question	O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
		Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
r General Observation of the Location Visited			X						
51 RMO Location Visited: (2nd location)	Tap 7/4382, 9-15-59-18-W4, TCPL 730#, Shunt, Big Joe Backup, 370# Set, PSV Reliefs, EVC 10-852								
a Working Alone/Call Back Procedure (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		X						
b Safe Station Entry Procedures including Testing for Gas & Recording Concentrations (Sniffer Port)	Station Entry (1.1, 1.3, and 3.2)		X						
c Remove Sources of Ignition	Station Entry (1.1, 1.3, and 3.2)		X						
d Risk Assessment (Smell, Sight & Sound)	Station Entry (1.1, 1.3, and 3.2)		X						
e Lockout System	Lockout (3.1 - 3.3)		X						
f Signage (with accurate identification)	Inspections and Surveys (5.3) and Station Inspection and Maintenance (3.2.3)				X		Action Required: Update signage to meet all the Regulations (eg. CSA Z662, etc.). Once the signage has been updated, please send a picture to the Federation. Refer to Picture 06. 51. RMO - Tap 7-4382		
g Station Protection (Fence)	IMP (N.10.2) & Technical Standards Manual (6.1)		X						
h Vegetation Control	Inspections and Surveys (5.3) & IMP (N10.2)		X						
i Painting & Corrosion	Metering (5.2)				X		Action Required: As part of your continued maintenance, update painting to prevent corrosion. Once completed, please send a picture to the Federation. Refer to Picture 07. 51. RMO - Tap 7-4382		
j Current Log Book (paper or electronic)	Station Entry (3.2)		X						
k Catadyne Heater Installation	Manufacturers Specifications		X						
l Line Heater Installations	Manufacturers Specifications		N/A						
m Pressure Control Devices Installed where Required	Inspections and Surveys (5.2, 5.3) & Pressure Control and Overpressure Protection (3.0)		X						
n All Pressure Control Devices Vented Appropriately	Metering (5.2) & Pressure Control and Overpressure Protection (3.3.4)		X						
o Piping Stress Free	Inspections and Surveys (5.3)		X						
p Operation of Valves	Inspections and Surveys (5.3)		X						
q Pressure Gauges Operational	Tools and Equipment (3.1)		X						
r General Observation of the Location Visited			X						
Additional Comments									
Recommend checking your entire system to ensure that the deficiencies found during the Field Inspection of your O&M Audit are addressed and updated.									

01. 49. Block Valve



• 02. 49. Block Valve



03. 50. Reg- Intermediate - Tap RS SE-15-59-18-W4

SMOKY LAKE-
COUNTY
PHONE
780-656-3037
SE-15-59-18-W4

**HIGH PRESSURE
GAS
PIPE LINE
SMOKY LAKE
COUNTY
PH. 780-656-3037**



04. 51. RMO - Tap 6/4841



SMOKY LAKE COUNTY
NATURAL GAS UTILITY
STATION 4381-TAP 6
LSD 15-NE-36-59-18-W4
EMERGENCY PH. 780-656-3037

18035 TWP RD

05. 51. RMO - Tap 6/4841

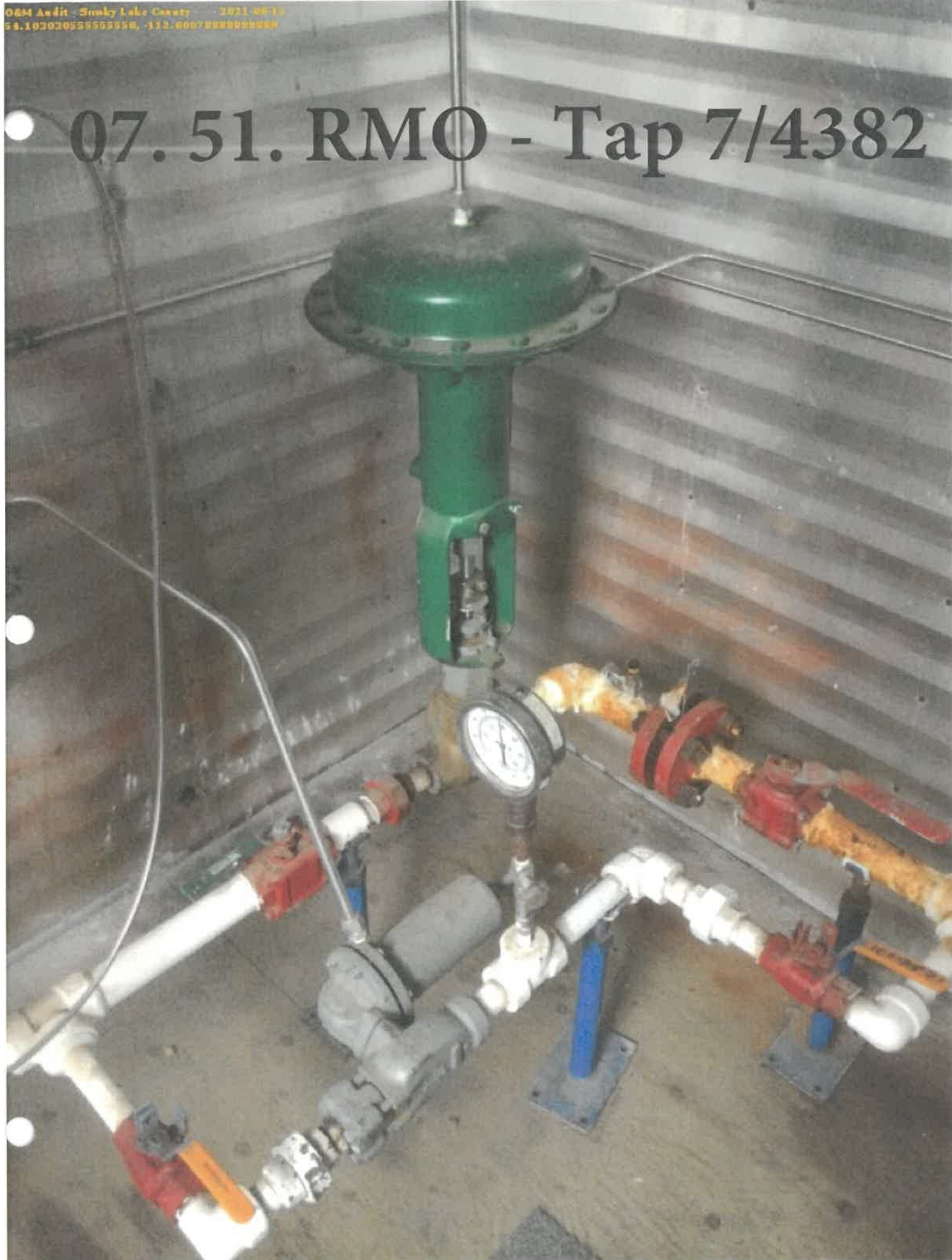


06. 51. RMO - Tap 7/4382



SMOKY LAKE COUNTY
NATURAL GAS UTILITY
STATION 4382-TAP 7
LSO 09-NE-15-50-18-W4
EMERGENCY PH. 780-656-3037

07. 51. RMO - Tap 7/4382





Smoky Lake County

P.O. Box 310
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T0A 3C0

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1-888-656-3730

Fax: 780-656-3768
www.smokylakecounty.ab.ca

June 18, 2021

Delbert Beazer, Federation O&M Auditor

Re: Smoky Lake County 2021 Federation Audit Corrective Action Plan.

Mr. Beazer

I would like to thank you and Mr. Jason Cathcart for attending this years audit of Smoky Lake County Natural Gas Utility and for reviewing our operations and maintenance procedures. As this was my first Federation audit as manager, I appreciate your co-operation and your helpful advice to help make this Utility better for all its members.

In regards to the deficiencies found during the June 15, 2021 audit, the following is my Audit Corrective Action Plan, in order by O&M Audit Question #;

#14a – Will be incorporating the Annual Pressure Relief Device inspections into the yearly RMO maintenance checklist for documentation purposes.

#14b & 14c – Will be sending in the ASME rated pressure reliefs away to a service shop for inspection and testing on a rotational basis, as to be cost effective. We currently have 3 used PRV's in inventory and will be sending those 3 away for servicing. Once those are back in service, will send away another 3 for servicing, and so on, until the 12 we have in service have been inspected. Expected to be complete by August 31, 2021.

#16a – Created a Block Valve Inspection form based off a Federation supplied template. Will be creating a list of all block valves and will provide documentation to the Federation of completed inspections. Expected to provide compliance by July 31, 2021.

#17a – Will be documenting operation of Main Underground Valves. As there is only 2 underground valves in our system, will update Federation once documentation is complete. Expected to provide compliance by July 31, 2021.

#21a – Created a Catalytic Heater inspection form based off a Federation supplied template. Will be completing these during our yearly RMO maintenance. Expected to provide compliance by July 31, 2021.

#22a – Created a Line Heater inspection form based off a Federation supplied template. Will be completing these during our yearly RMO maintenance. Expected to provide compliance by July 31, 2021.

#30a – Have created a Public Building Inspection form based off a Federation supplied template. These will be completed and copies provided to the Federation and yourself prior to July 15, 2021.



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31a – Gas Recon has been scheduled to complete the high pressure right-of-way patrolling later this summer. Will provide proof once it has been completed.

33a – Have added end of line pressure monitoring to our monthly odorant inspection forms and will forward copies of completed forms. Expected to provide compliance by July 31, 2021.

49f, 49h, & 49i – Will update signage, control the vegetation, and paint the piping. Will supply the Federation with photo evidence of completion prior to August 31, 2021.

50g – Will update signage and supply the Federation with photo evidence of completion prior to August 31, 2021.

51f & 51g (both locations TAP 6 & TAP 7) - Will update signage and paint the piping. Will supply the Federation with photo evidence of completion prior to August 31, 2021.

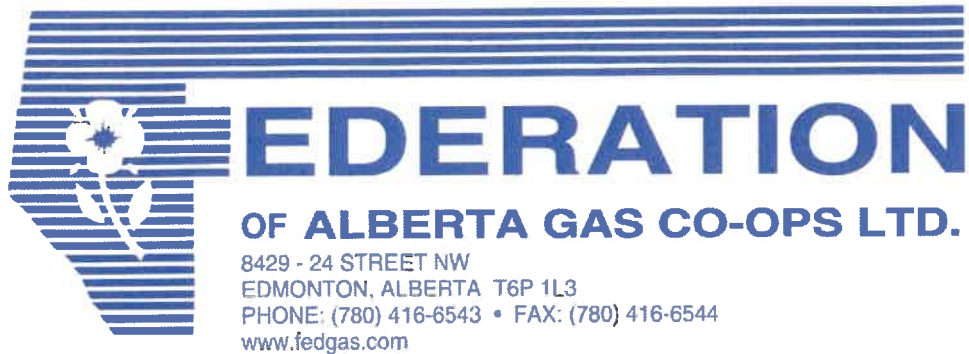
I will be sending the evidence of compliance as it is completed.

Sincerely,

A handwritten signature in blue ink, appearing to read "Daniel Moric".

Daniel Moric
Smoky Lake County
Natural Gas Utility Manager
PH: Office: 780-656-3037
Cell: 780-656-5734

c.c. Jason Cathcart, Chief Officer under the Gas Distribution Act
Craig Lukinuk, Reeve, Smoky Lake County



June 21, 2021

Daniel Moric, Gas Manager
Smoky Lake County
Box 310
Smoky Lake, AB T0A 3C0

Dear Mr. Moric:

Re: 2021 Operations & Maintenance (O&M) Audit for Smoky Lake County

The Federation of Alberta Gas Co-ops Ltd. has received the O&M Audit Corrective Action Plan (CAP) for Smoky Lake County.

We have reviewed the CAP and look forward to receiving your corrective deficiency documentation by the dates specified.

We will track corrective deficiency documentation until all deficiencies have been completed.

Failure to comply with any part of the O&M Audit Process, as detailed in the Audit Procedures Section of the O&M Manual, will be reported to the Federation Executive Director who will report to the Federation Board of Directors and the Chief Officer under the Gas Distribution Act for further action.

Thank you for your co-operation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Delbert G. Beazer", is located below the "Sincerely," text.

Delbert G. Beazer, Federation O&M Auditor
dbeazer@fedgas.com / Cell: (403) 849-0311

cc: Craig Lukinuk, Reeve
Jason Cathcart, Chief Officer under the Gas Distribution Act

Daniel Moric

From: Kevin Ouderkirk <KOuderkirk@steannegas.com>
Sent: June 18, 2021 2:05 PM
To: Kurt Pearson
Cc: Len Spratt (lenspratt@aol.com); Kyle Patterson; Paul Dunsmore; Tom Kee
Subject: NEWSLETTER
Attachments: Managers group news letter.pdf

Good afternoon All!
Attached is the first edition of the Managers Group Newsletter.

Thanks to everyone that gave me some content and I would encourage everyone to submit.

Kind Regards,



Kevin Ouderkirk | Chief Executive Officer
Chairman - Managers Advisory Committee

T: [780-967-2246](tel:780-967-2246) | M: [780-777-6975](tel:780-777-6975)
E: kouderkirk@steannegas.com | W: <http://steannegas.com>



This email including all attachments is considered confidential; any redistribution or copying of this message is prohibited.

MANAGER'S GROUP NEWSLETTER

June 2021

Greeting and Salutations from perfectly adequate Lac Ste Anne County! If you are reading this, you are one of the hard-working gas utility employees across Alberta or you found it on the gas station floor in Vauxhall; either way I hope you enjoy.

The Managers Group "Ride for Legends" will commence June 21, 2021, from Kehewin Cree Nation and conclude at SANG Co-op, June 29, 2021. Len has arranged to have a few brave souls join him on different legs of his trip and we have several utilities arranging some meet and greets to help cheer Len along his way.

Len, we cannot thank you enough for all you do for the Kids and letting us be part of it!



NO CHILD WILL FIGHT CANCER ALONE!

Len's route: <https://maps.app.goo.gl/Mt5xcAW25aUvi6EP9>

DONATIONS: <https://kwc.akaraisin.com/ui/rideforthelegends>

The last year and a half has been challenging. It is hard to believe we have not met face to face since February of 2020. The MAC is in the process of booking a venue for a **September Managers meeting**. The exact date and location will be released as soon as we get confirmation as the hotel conference staff are just starting to go back to work. As always, we are looking for topics and presenters so if you have any ideas or suggestions, please let me or your zone rep know as soon as possible.

Since we last met, there have been several changes in managers around the province. These are the ones I have been made aware of but if I missed someone, please let me know.

Recent Management Changes:

- John Fordham: Cochrane Lake.
- Brian Paetsch: Sunshine
- Troy Hellekson: Ankerton.
- Stephanie Hunter: Big Country.
- Ryan Bourque: Central Peace.
- Doug Christman: Pioneer.
- John Martin: Meota
- Simone Richter: Meota (assist Mgr.)



Questions:

What are others doing about the new regulation for reliefs in RMO stations? We can no longer service and test Anderson Greenwood reliefs in house. We have looked at a couple alternatives, but they come at a costly price. Thoughts on how others are handling this at their utilities.

If you have any suggestions, please send to me (kouderkirk@steannegas.com) or your zone reps and I will disseminate to the group.

Local Initiatives:

4H is a big part of our communities; and more and more of our member utilities are giving back by purchasing a steer or two.



Scott Bagshaw with Paintearth write ...



“Something we at Paintearth did this year for our local communities is we purchased 2, 4-H steers from different clubs. One steer has been processed and distributed to our 3 local food banks. This was very well received by community members, and it sure does feel good to be able to help a bunch of families that are in need.”

Great initiative Scott and thank you for sharing.

Best Practices:

Electronic/mail in voting: Submitted by: John Martin (manager@meotagas.com) Meota Gas Co-op.

With the ongoing pandemic and constant changes in restrictions, Meota elected to host its AGM on a virtual platform for the first time ever on May 31/2021. With our small team and the lack of experience with hosting a meeting of this capacity, we selected **Pragmatic Conferencing** to host and facilitate the meeting on our behalf. Pragmatic is a leader in the virtual meeting world with customers such as The Government of Alberta, University of Toronto, McGill, and Clemson University in the United States just to name a few. Part of Pragmatics roll was to manage registration for members, screen and slide show sharing and moderating the question-and-answer period. With voting still being an outstanding issue, we hired our financial auditor (Don Ozli and his team at Pivotal LLP in Red Deer) as our third-party scrutineer to tally votes, as we elected to complete this through a mail in ballot process following the AGM. In the beginning, running a virtual AGM was considered a one-off solution to get us through this year.

What we were not expecting is that we may just in fact continue with this practice in the future for the following reasons.

- Registered members attending the meeting increased **from less than .5% in person to 4% on the virtual platform.**

- We were required to mail physical AGM packages to all members which included the meeting registration link, meeting agenda, Chairman/ Managers Reports, incumbent and nominee's personal bio's/backgrounds, financials, and the member declaration/voting ballot. We also included a prepaid return envelope addressed to Pivotal LLP for the ballot. As the 10-day window to vote just closed we have had **over 20% of our membership submit votes.**
- One drawback is that it was an expensive and time-consuming exercise on the staff getting all the material circulated properly. Now that we have the process nailed down along with the positive feedback we have received from our members, it is something our Board is going to consider doing again in the future. In order find some efficiencies and cost savings in the future we are planning on creating a "members only" login portal on our website which will include future AGM material and will ultimately cut down on paper/postage etc.

If any of the Managers are still in the process of trying to host a virtual AGM, Meota would be more than happy to assist in any way possible. manager@meotagas.com

REFLEX ERP Billing Software

SANG has rolled out its new REFLEX ERP billing software. We did have a few glitches and like any software, changes are in the works to makes things a bit smoother. There are six (6) utilities making the switch to Reflex over the next few months and a user's group is being talked about. Reflex will provide further updates at the September Managers meeting.



Committee Reports

Health and Safety Working Group

The Federation Health and Safety Working Group continues to support member's safety programs by providing critical review and input for health and safety systems, procedures, practices, and processes. A review of the Health and Safety Management System (HSMS) Manual took place, and final formatting is pending. The completed manual will be forwarded to the Federation Board of Directors for approval and adoption. The Working Group started to review some specific procedures and practices within the Federation HSMS and the larger task of reviewing all procedures, practices, templates, and forms was discussed at the last Working Group meeting.

A prioritized evaluation of sections within the HSMS will be triggered for review and revision when:

- A serious or potentially serious incident occurs, and the review is aimed to ensure practices are safe and meet current standards.
- New equipment and processes are introduced within a larger percentage of the membership.
- Critical tasks are introduced that have significant potential to injure workers or damage equipment.
- New legislation is introduced such as changes to the OH&S Act, Regulation, and Code.
- Seasonal messages of safety importance prompt a review of specific sections, e.g., Dealing with Extreme Weather (Heat).
- Organizational needs are required from a significant portion of membership.

Examples of some sections already reviewed by the Working Group:

- Pandemic Response
- Skid Steer Operations
- Construction Operations (Backhoe)
- Dealing with Extreme Weather (Heat)

The Working Group continues to monitor the COVID-19 situation within Alberta and recently revised the Safe Work Practice (SWP) Pandemic Response Practice for distribution to all members. Information sharing is a primary objective of the Working Group and plans are being made to share more information related to incidents, safety bulletins, and safety-related correspondence from organizations outside the Federation. An example of an organization with noteworthy correspondence is the Canadian Gas Association. Plans are being made to share key information within the Federation website. The Working Group recognizes the importance of information sharing to provide members with news and important updates for improvement of your internal practices, processes, and incident prevention. Sharing is important for learning.



Thank you to the working group members.

- Dave Koopman, Health & Safety Specialist
- Christina Baumgardt, Crossroads – (Chairperson)
- Dallas Schneider, SANG (Vice-chair),
- Chris Neureuter, County of Vermillion River
- Rick Vickery, Battle River
- Lenore Pizzey, Buck Mountain



Thanks to everyone who submitted and with your support we can build on this so keep sending content!

Future issues will include:

- Over pressure protection – Dan Tompkins
- O&M Committee report – Jeff Skeith
- Training Committee report – Darren Weening

PLEASE REMEMBER to support the “**RIDE FOR LEGENDS**”

<https://kwc.akaraisin.com/ui/rideforthelegends>

6.2

Daniel Moric

From: Kevin Crush <kcrush@fedgas.com>
Sent: June 28, 2021 10:34 AM
To: Kevin Crush
Subject: June FedGas Status Report
Attachments: June 2021 FedGas Status Report.pdf

To All Federation Members:

Attached is the June 2021 Federation Status Report.

It is also on the FedGas website (www.fedgas.com) in the Members Area at [MEMBERS AREA](#) | [COMMUNICATIONS](#) | [FEDERATION STATUS UPDATES](#) (You will need to be logged in for the links to work).



Kevin Crush
Corporate Services Manager
Federation of Alberta Gas Co-ops Ltd.
O:780-416-6543 | D:780-416-6535
www.fedgas.com



8429 24 Street NW, Edmonton, AB T6P 1L3

~Ensuring Successful Co-operative and Community Utilities~



Federation Status Report

June 2021

GOVERNMENT & INDUSTRY RELATIONS

i Federation Board and Administration frequently meet government and industry to discuss issues relevant to utilities and the natural gas industry.

GOVERNMENT RELATIONS

Federation Board and Administration have frequent meetings with Government Members and officials. Primarily, these are with Alberta Agriculture, but may include other Ministries or meetings with MLAs for educational purposes.

Updates

- Met with Associate Minister of Natural Gas Dale Nally in May to discuss supply, hydrogen, and carbon levy
- Met with Chief of Staff of Finance in April to discuss loan mechanisms for gas co-ops
- Taking part in Hydrogen Hub to receive and provide information on using hydrogen in natural gas utilities
- Met with Agriculture Minister Devin Dreeshen following provincial budget to discuss the Rural Gas Grant
- Met with Chief of Staff of Service Alberta with ACCA in winter to discuss rural broadband
- Ongoing meetings with Rural Utilities to discuss Rural Gas Grant and Technical Standards

INDUSTRY RELATIONS

The Federation meets with other organizations to discuss areas of common interest. Organizations may include, but are not limited to: ATCO, AltaGas, Alberta Community and Co-operative Association, Alberta Common Ground Alliance, Alberta One-Call, Canadian Gas Association, Measurement Canada.

Updates

- Meetings wrapped up with Rural Utilities, ATCO Gas, and AltaGas to revise the Technical Standards Manual.
- Discussed with ATCO their hydrogen projects, and taking part in Hydrogen Hub
- Worked with Alberta One Call in regards to their new fee system
- Worked with Canadian Gas Association on voluntary emissions reporting. They have now released their report on industry-wide emissions.

OPERATIONS

i Federation undertakes activities to assist Member Utilities in their field operations, including Measurement and Meter Management Services, O&M Guidelines and O&M Audits, and Odorant delivery

MEASUREMENT

Measurement inspects all RMO stations on a biennial basis, and performs EVC inspection. It oversees the residential AMR program, the Meter Management Program, collects station data, and monitors station/pressure alarms.

Updates

- Kevin Baird was hired as new Measurement Technician in Winter 2021
- Measurement inspection program is ongoing. Station reports will be issued electronically at the time of inspection for your records.
- Measurement contract invoice timing has been changed
- Measurement personnel have been taking training on SCADA
- MMP for RMO meters forecasted 2021 have been sent to those respective Utilities to be changed.
- AMR program ongoing as utilities continue to install, and for meter changeouts. Audits are conducted to ensure the accreditation and install process is being followed. Ed Keef conducts training and audits to ensure compliance with the Measurement Canada requirements

O&M

O&M Committee meets 11 times a year or more to review the Guidelines For Operation and Maintenance Practices in Alberta Natural Gas Utilities (O&M Manual) sections. O&M Audit questions are asked based on the information in the O&M Manual to ensure all utilities are meeting the requirements.

Updates

- O&M sections continue to be reviewed on a 3 year basis to ensure that legislative and code requirements are met. As sections are reviewed, they are sent to the membership for comment prior to final approval by the Federation Board.
- O&M sections revised and distributed to the membership in 2021 include: High Pressure Unodorized Gas Awareness, Meter Management Program, Definitions, Line Heater, Pressure Control and Overpressure Protection, Carbon Monoxide, Alcohol Systems, Catalytic Heater, and Definitions.
- 2021 O&M audits are now complete. Corrective Action Plans (CAPs) and deficiency documentation has been arriving within the timelines set out in the Audit Procedures Section of the O&M Manual.

ALBERTA ODORANT SERVICES

The Federation along with Bow River Gas Co-op Ltd., East Smoky Gas Co-op Ltd., and Smoky Lake County administrate the subsidiary Alberta Odorant Services to provide mercaptan deliveries to Member Utilities and third parties.

Updates

- Odorant committee has provided feedback on changes to the Odorant Service contract to members and third-parties. Changes for consistency and administration are being reviewed. These changes will not impact odorant delivery. Clarification on some insurance questions and responsibility are being clarified.
- Odorant Fill records now being completed electronically, a fill report is sent directly to the appropriate manager after the fill is completed. Using the form allows the fill record information to be collected consistently and used for review of the program as required.

GIS

The Federation works with the GIS Users Group and GIS Users Group Executive Committee to develop a central GIS accessible by Member Utilities.

Updates

- County of Vermilion River is currently housing the Federation GIS server and are updating data as it comes in. This maintains the mapping repository.
- The Federation enterprise GIS server is being set up, with the help of Vermilion. Once this is complete any utility with Esri products will be able to access the database and update their own information. Currently, utilities with Esri products can download their data and work on it independently
- Once the enterprise server is complete, utilities will be sent information on what they need to do to access the information

Health & Safety

The Federation Health and Safety Program is a suite of services allowing individual utilities the ability to maintain their health and safety programs, and to audit utilities on their individual programs.

Updates

- Health and Safety Program has 20 members – thirteen at Level 1 and seven at Level 2.
- Health and Safety Working Group meets on a monthly basis developing and updating Task Hazard Assessments, SOPs, etc. Updates and changes are sent to the program members to update their respective programs.
- The committee has been working on reformatting the health and safety manual
- Some of the manual sections reviewed by the Group include: Pandemic Response, Skid Steer Operations, Construction Operations (Backhoe), and Dealing with Extreme Weather (Heat)
- Health and Safety program shares information related to incidents, safety bulletins, and safety-related correspondence from external organizations.
- Safety Bulletin released in June on working with Punch tools
- Revised Pandemic Response Safe Work Practice was distributed to all Member Utilities in May

SCADA

In response to requests and concerns, a SCADA Working Group was formed to look into a centralized SCADA system.

Updates

- Federation is developing a centralized SCADA system to replace PowerSpring currently being used for measurement data and alarm reporting. Expecting to have the new system running by the end of 2021
- A contract has been awarded to Blade Automation for the development of SCADA, and VTSCADA will be the software used
- All utilities will have the same access to information that is currently available through PowerSpring
- Utilities wanting enhanced information will be able to receive it. They may need to install additional equipment at their own cost
- The SCADA program is being fully funded through the existing Measurement contract with no additional costs

ADMINISTRATION & CORPORATE SERVICES



Administration and Finance manages most of the day to day operations of the Federation. This includes responsibilities such as: Finance, Office Administration, Member Services, Convention and Training Administration, RUBIS Billing Services, Communications, Human Resources, and works with the Board of Directors on governance matters.

FINANCE

The Finance section approves purchases, sends out invoices, maintains payroll and tax rolls, provides assistance to financial auditors, develops and monitors budgets. It also provides accounting for the Federation, grant program, measurement, Federation Insurance Reciprocal Exchange (FIRE), RUBIS, Alberta Odorant Services, and Alberta Federation of Rural Water Co-operatives.

Updates

- Audited financial statements for 2019-2020 were completed. Prep work is beginning on financial statements for 2020-2021
- Draft budget for 2021-2022 has been approved by the Federation Board. It contemplates no riser levy increase for the fiscal year
- Federation went through a zero-based budget process this year, with all departments reviewing all line items to ensure costs are controlled. This will help to align the Federation's budgeting processes with the financial statements
- New Finance Controller Michael Senchuk was hired in June
- An investment strategy and policy is being developed

COVID-19

Updates

- The Federation worked with the Alberta Utilities Commission and Utilities Consumer Advocate on developing the province's utility payment deferral program
- Special section on website created to post information on Covid-19, in particular guidelines or best practices
- Health and Safety Working Group developed Pandemic Response Safe Work Practice shared with all Member Utilities. This was also revised in Spring 2021.

ADMINISTRATION

Administration is responsible for maintaining the Federation calendar and booking all meeting rooms or offsite meetings. It is also responsible for planning Federation meetings and events, filing, mail-outs, maintaining the Federation Centre and its tenants, maintaining information technology, maintaining Federation website and the Alberta Federation of Water Co-ops website, and is normally the first point of contact for enquiries or customer complaints.

Updates

- 15th annual Federation Charity Golf Classic has been rescheduled for September 16. Preparation is underway to get ready, including developing an online portal for registration and sponsorship
- Request for Proposals for renovations to the Federation Centre have gone out. These were planned renovations to build out the Training Centre, move and enhance the reception area, and install a manlift

- Old Federation Centre was sold with most of the proceeds being used to pay down the mortgage on the new Federation Centre. A portion of the funds was kept to help pay for the renovations.
- New videoconferencing system put in place for the multipurpose room. The Federation Centre now has three meeting rooms with videoconferencing abilities
- Committees have been reviewed by the Governance Committee. New template terms of references have been created to better standardize each committee
- Business Strategy Development Committee was disbanded in January, however the Business Strategy Committee is being reconstituted as a Federation Board Director committee with some working groups focused on more specific tasks reporting to the committee. A new Research and Development Working Group is to be formed and will report to the committee
- Supplemental Bylaws are being reviewed for revisions

BENEFITS & PENSION

The Federation works with Alberta Municipal Services Corporation (AMSC) to provide benefits and pension to employees and directors of Member Utilities. AMSC provides the actual administration of the benefits and pension program. The Federation negotiates rates and works with AMSC to ensure employees and directors are being treated as best as possible. The Federation sits on the AMSC Pension Advisory Group, and the AMSC Benefits Advisory Group. In addition, the Federation reviews Human Resources policies with legal and AMSC, and makes recommended changes to utilities as required.

Updates

- Flex Spending Accounts became available for Member Utilities in 2021

COMMUNICATIONS

Communications is responsible for internal bulletins such as the Board to Board newsletter, Federation Status Report, Federation meeting presentations, and email bulletins. It is also responsible for external communications such as Federation briefing packages, brochures, trade fairs, advertising, social media, and provides assistance for government and industry relations.

Updates

- Approximately 22,000 bill stuffers were circulated to Member Utility customers in June
- The bill stuffers were used to communicate to Member Utility customers a Market Research link to determine awareness of utility co-operatives and to look at effectiveness of current marketing. Y Station Research has been contracted for the research.
- Working with Lindisfarne Productions to produce updated videos focusing on awareness of utility co-operatives, and one video on digging safely
- The Federation has contracted with Western Media Group to deliver video and audio ads on a variety of digital streaming platforms. These are set to postal codes so that they will only broadcast in areas with a Member Utility franchise.
 - Between December 2020 and May 31, 2021, there were 272,686 completed ad impressions on digital audio platforms, and 400,828 completed ad impressions on Connected TV platforms.
- Video advertisements continue to run on YouTube and Facebook. They are available to view at www.youtube.com/fedgasab

- From January 1-May 31, 2021, these ads had over 166,000 impressions on YouTube and its partners, and the ads had over 600,000 impressions on Facebook.
- Federation is a Bronze Clover Sponsor of 4-H in 2020-2021.
- Learn to Curl events had to be cancelled in 2020-2021
- Radio ads in support of Len Spratt's Ride for Legends event for Kids with Cancer were aired in June on CFCW
- The Federation has several social media accounts:
 - Facebook - www.facebook.com/fedgasab
 - Twitter - [@fedgasab](https://twitter.com/fedgasab)
 - YouTube – www.youtube.com/fedgasab
- Always looking for content for social media and newsletters, so any pictures, video, or events that you may want posted can be sent to kcrush@fedgas.com.

TRAINING

Works with Training Committee, Trainers, and Third-Party Organizations to modify and develop training courses, and to put on training courses for Member Utilities – including setting facilities, working with hotels, ordering materials, and maintaining a database of course history.

Updates

- Fewer courses than usual were scheduled in 2021 due to COVID-19, however some were still scheduled with lowered limits on class sizes to better allow for social distancing
- Gas Utility Operator had a number of scheduling changes due to COVID-19. Level 1 was completed in March 2021. Level 2 completed the online portion on the Federation Learning Management System, however the in-class portion coincided with the third wave of COVID-19 and had to be postponed. Work is ongoing between facilities and instructors to find the best dates to re-schedule Level 2.
- PE Fusion switched to having theory portions of the class held via Zoom and the Federation Learning Management System, and in-class portions had class sizes reduced. These classes went well, with over 150 students taking either PE Fusion New Certification or Recertification courses
- High Energy Joining courses were held this year (typically they occur every two years). Most classes were able to be scheduled and held, however one class had to be rescheduled to July due to COVID-19
- Training Needs Assessment Survey was sent out. Thank you to those utilities that filled it out and returned it as it helps to prepare our upcoming training season. It was sent out earlier than usual to better align with the Federation's budgeting process. The survey was reviewed by the Training Committee in June

CONVENTION

Federation Convention and Trade Fair typically occurs over 5 days at the end of November. It incorporates a Trade Fair, training for Service and Office personnel, Managers Meeting, Chair's Meeting, general training, and an AGM. Over 600 people take part. Meetings are required with multiple hotels, speakers, and others to organize the event.

Updates

- Convention and Trade Fair has been scheduled for November 28-December 2, 2021 in Edmonton

- Information on hotel bookings will be distributed to Member Utilities toward the end of June 2021
- The Federation will continue to use a fee model allowing participants to attend the entire convention, or choose which days/events are best suited for them

QUALITY ASSURANCE & TECHNICAL SAFETY

Federation oversees program to ensure pipe has proper quality, and takes part in numerous Technical Safety Committees such as CSA Z662, CSA B137, CSA B137.4, Alberta Common Ground Alliance, and others.

Updates

- UV stability for outdoor storage has been increased to 3 yrs. Working on capturing if any of our piping is affected by this due to the downturn in the economy.
- Asking AER for exemption for Composites and thermoplastic pipes suitable for HP.

RURAL INTERNET COMMITTEE

- Discussions have occurred with government on being able to allow fiber lines within gas utility rights of ways. Work is occurring on allowing for utilities to plow fiber conduit at the same time as gas lines
- Working to get technical standards to allow for fiber to be installed on power pole systems
- Committee includes some Business Strategy Committee members, co-op managers, Alberta Federation of REAs, XPlorNet, Alberta Urban Municipalities Association, Rural Municipalities of Alberta, and Service Alberta.

GRANTS AND EASEMENTS

i Department oversees the distribution of the Rural Gas Grant and Ancillary Services, including easements. Federation annually receives \$2.475 Million from Alberta Government for the Grant and Ancillary Services.

RURAL GAS GRANT

Alberta Agriculture and Forestry has authorized the Federation to be the distributor for the Rural Gas Grant to the non-investor-owned utilities.

Updates

- Rural Gas Grant of \$2.475 Million was received for the 2020 construction year.
- Currently working on completing the 2020 Construction Year.
- The Rural Gas Grant Agreement for the 2021 construction year is being discussed. The threshold will be increasing from \$7,000 to \$8,000, the maximum threshold will be increasing from \$20,000 to \$30,000, and the Unit Rates have been reviewed with some changes made.
- Discussions are continuing for a multi-year agreement beginning with the 2021 construction year.

EASEMENT SERVICES AND AUDITS

Federation provides services to help utilities gain rights-of-ways or determine what easements/parcels are already on a land area. This service is provided to Member Utilities, Non-Member Gas Utilities, REAs, and Water Co-ops on a fee basis. Construction audits for the Rural Gas Grant. Cadastrals are provided to Member Utilities.

Updates

- 2019 construction audits were completed.

FEDERATION INSURANCE RECIPROCAL & EXCHANGE (FIRE)

f Reciprocal has been set up to manage insurance needs of Member Utilities, the Federation, and Gas Alberta

FIRE

Aon Reed Stenhouse manages the reciprocal on behalf of the Federation. Federation Board acts as the Board of Directors for FIRE. The Co-operators is the insurance holder for the Reciprocal.

Updates

- FIRE annual general meeting was held June 17
- Financial statements for 2020 were completed
- Work is continuing on reviewing FIRE Supplemental Bylaws
- FIRE is reviewing how to support the Federation Health and Safety program on an ongoing basis

Daniel Moric

From: Allison Zinnick <azinnick@fedgas.com>
Sent: June 30, 2021 3:41 PM
Subject: 15th Annual Federation Charity Golf Classic
Attachments: Golf Invite 2021.pdf

It's tee off time at Goose Hummock Golf Resort!

Mark September 16th, 2021 on your calendars and join the Alberta Federation of REAs and the Federation of Alberta Gas Co-ops Ltd. in raising money for a great cause!

Over the past 14 years, your generosity has raised over \$340,000 for the MS Society of Canada, Alberta & Northwest Territories Division!

Score your spot, before it's too late, by clicking the below links as soon as possible.

<https://www.fedgas.com/golf/>

<https://www.fedgas.com/golf/sponsorship.cfm>

Thank you and hope to see you there!

(Subject to AHS Guidelines, tournament will proceed only if restrictions allow)



Allison Zinnick
Administrative Coordinator
Federation of Alberta Gas Co-ops Ltd.
M:780-416-6543 | D:780-416-6538
www.fedgas.com



8429 24 Street NW, Edmonton, AB T6P 1L3
~Ensuring Successful Co-operative and Community Utilities~



&



15th Annual Federation Charity Golf Classic

Proudly supporting the



Multiple
Sclerosis
Society of
Canada

Alberta & Northwest Territories Division

Thursday, September 16, 2021

Goose Hummock Golf Resort
Gibbons, AB



&



15th Annual Federation Charity Golf Classic

Thursday, September 16, 2021

Proudly supporting the



Multiple Sclerosis Society of Canada

Alberta & Northwest Territories Division

Women are more than **three times** as likely to develop MS than men.

Over **100,000** Canadians live with MS.

Approximately **1,000 new cases** of MS are diagnosed each year in Canada.

Canada has the **highest rate** of MS in the World.

Over **14,000** Albertans are living with MS.

3 new people are diagnosed each day in Canada.

Proceeds from the tournament will continue to support the Multiple Sclerosis (MS) Society of Canada, Alberta & Northwest Territories Division. The proceeds are allocated to offset the costs in producing education, information, advocacy and awareness events in rural Alberta for both community members and their health professionals.

MS is usually diagnosed between the ages of **15 to 40**.

This Charity Golf Classic is a highly anticipated event that sells out every year. Sponsorship opportunities and Golf spots are limited and fill up quickly!



15th Annual Federation Charity Golf Classic

Thursday, September 16, 2021

Important Information

- **Entry Fee** - \$190 per golfer
(included Green Fees, Cart, Full Breakfast, Food Holes, and BBQ)
- **Sponsorship, Donation, and Prize Opportunities available**
- Goose Hummock Golf Resort is **located** 4 km north of Gibbons on Hwy 28

Register online at www.fedgas.com/golf/ or www.fedgas.com/golf/sponsorship.cfm

Proudly supporting the



Alberta & Northwest Territories Division

Tentative Schedule

- 7 a.m. - 8:30 a.m.** - Registration & Full Breakfast
(Located at The Marsh - south side of the parking lot)
- 8:45 a.m.** - Golf Cart Parade to your Starting Hole
- 9 a.m.** - Shot Gun Start
- Approx. 3:30 p.m.** (following the day of golf) - BBQ & Speeches
(Located at The Marsh - south side of the parking lot)



&



15th Annual Federation Charity Golf Classic
Thursday, September 16, 2021

Thank you

In 14 years, we have raised

over \$340,000

for the



Multiple
Sclerosis
Society of
Canada

Alberta & Northwest Territories Division



15th Annual Federation Charity Golf Classic
Thursday, September 16, 2021

Thank you to everyone that donated online in 2020 to the We
Challenge MS website.

We were disappointed we were unable to hold last year's
Federation Charity Golf Classic due to COVID-19,
BUT with those donations we were still able to raise \$11,350!

Bringing our grand total over 14 years to over \$340,000

Daniel Moric

From: officeadmin <officeadmin@gasalberta.com>
Sent: July 2, 2021 2:25 PM
To: officeadmin
Subject: Director Nomination Request
Attachments: 2021 Director Nomination Request - Cover Letter.pdf; 2021 Director Nomination Request - Main Document.pdf

Attached is Gas Alberta Inc.'s annual request regarding Director Nominees for the Company's AGM to be held November 30, 2021. All completed Director Nomination Forms and related information must be returned to Gas Alberta by **August 27, 2021**.

If you have any questions, please contact me directly at (403) 509-2601 or Len Spratt 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 **W** | www.gasalberta.com



July 2, 2021

To: Gas Alberta Inc. Shareholders

Re: DIRECTOR NOMINEES

Gas Alberta Inc.'s annual meeting to elect Directors and conduct other business will be held at 5:00 p.m. on Tuesday, November 30, 2021 at the Radisson Hotel South in Edmonton. Due to the COVID-19 pandemic and restrictions on public gatherings, the meeting may be held via an electronic format. Communication of any changes to the format of the meeting will be provided closer to the date.

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:

Directors	Representing	Election Term
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
Allen Dietz, Terry Holmes	Class A Shareholders	Three-year term expires Nov 2023
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. Delbert Beazer and Denis Dubrule 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' agreed upon 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 27, 2021.

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

Regards,

Len Spratt
Board Chair



Gas Alberta Inc.

DIRECTOR NOMINEE INFORMATION

For the Annual Meeting of Shareholders to be held November 30, 2021

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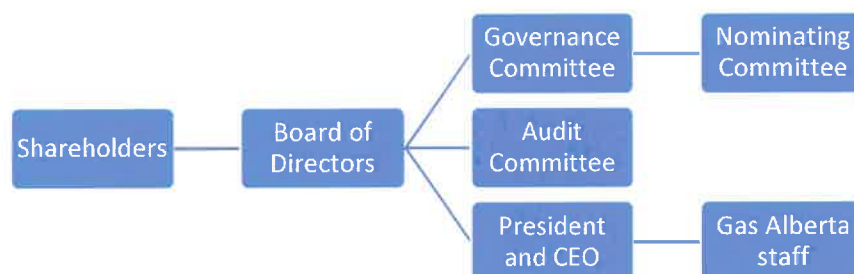
The purpose of this document is to provide information for candidates seeking to serve on the Board of Directors for Gas Alberta Inc. (the Company), including the Board’s structure, Director qualifications and responsibilities, skills self-assessment form and the process for submitting nominations.

This document has been approved by the Board in advance of forwarding the Company’s Advance Information Circular to shareholders in September 2021.

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 their interests in the Company. The Board consists of eight Directors; six are elected by the Company's Class A shareholders for three-year terms, and two are appointed annually by the Federation of Alberta Gas Co-ops (the Federation) for one-year terms. Notwithstanding their appointment, Directors appointed by the Federation and confirmed by shareholders act as Directors of the Company and must act in the best interest of the Company. Directors also serve on either the Governance Committee or the Audit Committee, both of which report to the Board. The Nominating Committee reports to the Governance Committee and may present information at Board meetings regarding the status of the Company's Director nomination process.



ii. What are the Board's main responsibilities?

The Board implements and maintains sound corporate governance practices and establishes policies and procedures that protect shareholder interests, such as:

- hiring, training and guiding the President and CEO;
- identifying principal risks and establishing policies to manage those risks;
- ensuring the integrity of the Company's internal controls and management information systems;
- reviewing and approving annual business plans;
- reviewing and approving financial and operating statements;
- developing effective communications policies;
- guiding the strategic direction of the Company, and
- representing the Board at meetings with shareholder 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 Directors and the President and CEO.

The Nominating Committee reports to the Governance Committee and is comprised of the Board Chair, and either the Governance Committee Chair or the Audit Committee Chair. The third position is filled by other Directors. Directors seeking re-election to the Board are not eligible to serve on the Nominating Committee. 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 AND RESPONSIBILITIES

i) What qualifications are needed to serve 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, business knowledge, technical skills and personal attributes. Each category contains a list of primary duties and responsibilities, along with a scale on which candidates can 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 eligibility requirements for Directors?

The following description is included in Gas Alberta’s Corporate Bylaws and it outlines the eligibility requirements for Company 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 they are:

- a) anyone who is less than 18 years of age;
- b) anyone who
 - i) is a represented adult as defined in the Adult Guardianship and Trusteeship Act or is the subject of a certificate of incapacity that is in effect under the Public Trustee Act,
 - ii) is a formal patient as defined in the Mental Health Act,
 - iii) is the subject of an order under The Mentally Incapacitated Persons Act, RSA 1970 c232, appointing a committee of the person or estate, or both, or
 - iv) has been found to be a person of unsound mind by a court elsewhere than in Alberta;
- c) a person who is not an individual;
- d) a person who has the status of bankrupt, 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 endeavours 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.

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

On average, Directors attend a total of approximately ten to twelve Board or Committee meetings per year. The time commitment for these meetings, including preparation and travel time, is approximately two to three 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, or by video conference.

vi) Where can I get additional information?

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

Director	Phone	Email
Len Spratt, Board Chair	780-490-9484	lspratt@gasalberta.com
Allen Dietz, Governance Committee Chair	403-742-9610	adietz@gasalberta.com
Michelle Gallagher, Board Vice Chair	780-297-2202	mgallagher@gasalberta.com

SECTION III – DIRECTOR NOMINATION INSTRUCTIONS

vii) Nomination and election timeline

Task	2021
- Return completed Director Nomination forms to Gas Alberta.	July 5 – August 27
- Director Nominees interviewed by Nominating Committee.	August 30 – September 3
- Advance Information Circular distributed to shareholders.	September 6
- Final Information Circular, with Proxy and Ballot form, distributed to shareholders.	November 1
- Return completed Proxy and Ballot forms to Gas Alberta.	November 1 – 30
- Director election results announced at the Company’s annual meeting.	November 30

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

viii) 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 of this document.
- Include a one-page profile with 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.
- Include a picture of the Nominee.
- Attach the completed Director Nominee’s Self-Assessment Form (Attachment 2).
- Include any additional nomination comments for publication in the Company’s Management Information Circular.

ix) 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 will contact all candidates to arrange interview times. Candidates will be reimbursed for travel and lodging expenses to attend these interviews.

x) Closing date for nominations

Completed Director Nomination forms and related documents must be received by Gas Alberta by 5:00 p.m. on August 27, 2021.

DIRECTOR NOMINATION FORM

For the annual meeting on November 30, 2021

We, the undersigned, nominate

to stand for election to the Board of Directors of Gas Alberta Inc. (the Corporation).

<u>NOMINATORS (please print)</u>	<u>SIGNATURE</u>	<u>DATE</u>
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 27, 2021 by one of the following delivery methods:

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

By email: amoller@gasalberta.com

By fax: 403-509-2611
Attn: Allison Moller

DIRECTOR NOMINEE SELF-ASSESSMENT

For the annual meeting on November 30, 2021

Director Nominee: _____

Date: _____

RATINGS
O = Outstanding
E = Exceeds expectations
C = Competent
N = Needs improvement

- INSTRUCTIONS: 1) Rate your skills based on the descriptions provided.
 2) Enter comments after each item to support your rating.
 3) Complete survey on a separate sheet if preferred.

	X	RATING	RATING GUIDELINES
I. GOVERNANCE SKILLS			
1)			Formal board training
			<i>A record of continued professional development and formal training in board and governance matters.</i>
		O	Hold a designation from the Institute of Corporate Directors (ICD), along with extensive governance experience.
		E	Formal board training (other than ICD), extensive experience in governance matters, continued governance education.
		C	Formal board training (other than ICD), proven experience in governance matters.
		N	No formal Board training.
			<i>comments:</i>

2)	Executive recruitment and succession planning	<i>Experience understanding human resource, personnel and other considerations for executive recruitment and compensation structures.</i>	
		O	Extensive experience developing and implementing executive recruitment and compensation structures.
		E	Proven experience overseeing executive recruitment and compensation structures.
		C	Basic understanding of executive recruitment and compensation structures.
		N	No experience with executive recruitment and compensation structures.
	comments:		
3)	Strategic planning and focus	<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>	
		O	Extensive experience preparing and implementing strategic plans.
		E	Proven experience reviewing and evaluating strategic plans.
		C	Basic understanding of an organization's strategic planning process.
		N	No involvement in strategic planning activities.
	comments:		

4)	Risks and compliance	<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>	
		O	Specialized risk training and extensive experience in risk identification and compliance.
		E	Proven experience with systems and policies to mitigate an organization's risks.
		C	Basic knowledge of systems and policies that mitigate an organization's risks.
		N	No experience with identifying and mitigating risks.
	comments:		
5)	Management performance	<i>Experience in evaluating senior management's performance.</i>	
		O	Extensive experience developing and evaluating senior management's performance structures.
		E	Proven experience evaluating senior management's performance.
		C	Some experience evaluating senior management's performance.
		N	No experience evaluating senior management's performance.
	comments:		

6)	Organizational management	<i>Experience in monitoring the integrity of internal controls and management reporting processes.</i>	
		O	Extensive experience developing internal controls and management reporting processes.
		E	Proven experience overseeing internal controls and management reporting processes.
		C	Basic understanding of internal controls and management reporting processes.
		N	No involvement with internal controls and management reporting.
	comments:		
7)	Policy development	<i>Ability to identify key issues for an organization and develop policy parameters for an organization's operations.</i>	
		O	Extensive experience identifying an organization's key issues and developing related policy parameters.
		E	Proven experience identifying an organization's key issues and developing related policy parameters.
		C	Some experience discussing and monitoring an organization's key issues and policies.
		N	No involvement with identifying an organization's key issues and policies.
	comments:		

8)	Other board experience	<i>Experience in serving on boards and a good understanding of corporate governance practices.</i>	
		O	Extensive experience serving on multiple boards.
		E	Proven experience serving on more than one board.
		C	Proven experience serving on a board.
		N	No experience with serving on boards.
	<i>comments:</i>		
II. BUSINESS KNOWLEDGE			
1)	Business judgement	<i>A broad range of commercial and business experience.</i>	
		O	Extensive leadership roles in commercial and/or business organizations.
		E	Proven experience working for commercial and/or business organizations.
		C	Some experience with commercial and/or business organizations.
		N	No commercial or business experience.
	<i>comments:</i>		

2)	Natural gas industry	Experience and knowledge of the gas supply network from suppliers to consumers.	
		O	Extensive operational experience working with a natural gas utility.
		E	Proven experience in key areas of the gas supply network.
		C	Basic understanding of the gas supply network.
		N	Limited knowledge of the gas supply network.
	comments:		
3)	Gas management	Understanding of natural gas trading activities using physical and financial products.	
		O	Extensive experience with natural gas or commodities trading.
		E	Proven experience with natural gas or commodities trading.
		C	Basic understanding of natural gas or commodities trading activities.
		N	Very limited understanding of natural gas trading activities.
	comments:		

4)	Stakeholder relations	<i>Experience with an organization’s stakeholder relations, which involves interactions, negotiations and consensus-building.</i>	
		O	Extensive experience with stakeholder relations.
		E	Proven experience with stakeholder relations.
		C	Some experience with stakeholder relations.
		N	No experience with stakeholder relations.
	<i>comments:</i>		
III. TECHNICAL SKILLS			
1)	Internal controls	<i>Understanding of the proper application of internal controls within an organization.</i>	
		O	Extensive experience developing, implementing and monitoring an organization’s internal controls.
		E	Thorough understanding of an organization’s internal controls to mitigate risks.
		C	Basic knowledge of internal controls required for an organization.
		N	Limited experience with internal controls.
	<i>comments:</i>		

2)	Financial reporting	<i>Understanding of financial reports in order to assess an organization's financial performance and viability.</i>	
		O	Extensive experience assessing an organization's financial reports for performance and viability.
		E	Proven experience assessing an organization's financial reports for performance and viability.
		C	Basic understanding of financial reports.
		N	No understanding financial reports.
	comments:		
3)	Business planning	<i>Experience in developing and overseeing budgets and forecasts.</i>	
		O	Extensive experience preparing budgets and forecasts.
		E	Proven experience evaluating and approving budgets and forecasts.
		C	Basic understanding of the budgeting and forecasting process.
		N	No experience with budgets and forecasts.
	comments:		

4)	Auditing requirements	Knowledge of the auditing requirements and processes for an organization.	
		O	Actively involved with accounting staff and auditors in planning and carrying out audits.
		E	Oversee the accounting and audit processes for year-end audits.
		C	Basic knowledge of year-end accounting and audit requirements.
		N	Limited knowledge of year-end accounting and audit.
	comments:		
5)	Formal financial training	Completion of financial courses or seminars.	
		O	Hold an accounting designation.
		E	Completed multiple financial courses.
		C	Attended financial seminars.
		N	Have not taken any financial courses or seminars.
	comments:		

6)	Information technology	Knowledge and experience in the strategic implementation and use of information technology within an organization.	
		O	Direct involvement with planning and implementation of an organization's information technology.
		E	Understanding of strategic implementation and utilization of an organization's information technology.
		C	Basic understanding of information technology within organizations.
		N	No knowledge of an organization's information technology requirements.
	comments:		
IV. PERSONAL ATTRIBUTES			
1)	Interpersonal skills	Ability to effectively interact with others.	
		O	Regularly assume a leadership role in groups or committees.
		E	Extensive experience as a member of groups or committees.
		C	Experience working within groups or committees as required or requested.
		N	Limited experience with groups or committees.
	comments:		

2)	Communication skills	Ability to present information and listen effectively in small and large groups.	
		O	Extensive experience in regularly presenting to small and large groups.
		E	Occasionally present to small and large groups.
		C	Experience as an active participant in small and large groups.
		N	Limited experience interacting with small and large groups.
	comments:		
3)	Teamwork	Experience serving on an organization's teams or committees.	
		O	Extensive experience in leadership roles on an organization's teams or committees.
		E	From five to ten years' experience in serving on an organization's teams or committees.
		C	Some experience in serving on an organization's teams or committees.
		N	No experience serving on an organization's teams or committees.
	comments:		

4)	Leadership	<i>Experience serving as the Chair of a board or committee/ or other equivalent leadership position.</i>	
		O	Extensive experience serving as the Chair of a board or committee, or equivalent position.
		E	Proven experience serving as the Chair of a board or committee, or equivalent position.
		C	Some experience serving as the Chair of a board or committee, or equivalent position.
		N	No experience serving as the Chair of a board or committee.
	<i>comments:</i>		