

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, October 12, 2021 at 9:00 o'clock A.M.
in the County Council Chambers, Smoky Lake and through Zoom Meeting
<https://us02web.zoom.us/j/85628465396?pwd=OGpkbVYyMWIBS29EcStva1lBaXQ3Zz09>

Meeting ID: 856 2846 5396 Passcode: 182590

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 August 10, 2021 – Utilities Meeting: **Natural Gas Meeting.** ©

Recommendation: Motion to Adopt.

3.2 Utilities Meeting: – August 10, 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 September 2021 Natural Gas Rates ©

5.3 October 2021 Natural Gas Rates ©

5.4 Gas Alberta Gas Cost Refund ©

5.5 July Gas/August Billing Survey ©

5.6 Federation COVID-19 Vaccination Policy Template ©

6. Correspondence:

- 6.1 Allison Zinnick, Administrative Coordinator, Federation of Alberta Gas Co-ops Ltd. dated August 12, 2021 – 2021 Fall Zone Meetings ©

Recommendation: Who Can Attend - Attend

- 6.2 Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated August 30, 2021 – RE: Federation Status Update ©

Recommendation: File for Information

- 6.3 Paul Dunsmore, President & CEO, Gas Alberta Inc. dated September 10, 2021 – RE: 2021 Advance Information Circular©

Recommendation: File for Information

- 6.4 Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated October 1, 2021 – RE: FedGas Health and Safety Program ©

Recommendation: File for Information

7. Delegation(s):

No Delegations.

8. Executive Session:

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

Adjournment

SMOKY LAKE COUNTY

Minutes of the **Natural Gas Meeting** held on Tuesday, **August 10, 2021**, at 12:38 P.M. 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, Aug. 10, 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	Present in Chambers
C.A.O.	Gene Sobolewski	Present in Chambers
Asst. C.A.O.	Lydia Cielin	Present Virtually
Finance Manager	Brenda Adamson	Absent
Nat. Gas Manager	Daniel Moric	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Present Virtually

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

2. Agenda:

1039-21: Orichowski That the Smoky Lake County Natural Gas Meeting Agenda for Tuesday, August 10, 2021, be adopted, as presented.

Carried Unanimously.

3. Minutes:

1040-21: Gawalko That the Minutes of the Smoky Lake County Natural Gas Meeting held on Tuesday, June 15, 2021, be adopted.

Carried.

Gene Sobolewski, Chief Administrative Officer, left Council Chambers, time 12:40 p.m.

1041-21: Lukinuk That the Action List from the Smoky Lake County Natural Gas Meeting dated Tuesday, June 15, 2021, be accepted as presented.

Carried.

3. Request for Decision:

No requests for Decision.

One Member of the Public virtually joined the meeting, time 12:41 p.m.

5. Issues for Information:

Manager's Report

1042-21: Cherniwchan That Smoky Lake County Council accept the Natural Gas Manager's Report of statistics and activities dated August 4, 2021, and file it for information.

Carried.

Natural Gas Rate – July 2021

1043-21: Lukinuk That the Smoky Lake County Natural Gas Rates for **July 2021**, from Gas Alberta in the amounts of \$3.10 (Gas Alberta Rate) + \$0.24 (Variable) + \$1.90 (Operations & Maintenance Charge) = \$5.24/GJ, be filed for information.

Carried.

Gene Sobolewski, Chief Administrative Officer, virtually joined the meeting, time 12:47 p.m.

Natural Gas Rate – August 2021

1044-21: Orichowski That the Smoky Lake County Natural Gas Rates for **August 2021**, from Gas Alberta in the amounts of \$3.40 (Gas Alberta Rate) + \$0.24 (Variable) + \$1.90 (Operations & Maintenance Charge) = \$5.54/GJ, be filed for information.

Carried.

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

1045-21: Lukinuk That Smoky Lake County acknowledge receipt of the letter from Delbert G. Beazer, Federation O&M Auditor, dated June 17, 2021 in respect to Smoky Lake County Natural Gas O&M Audit, completed on June 15, 2021; and provide the Federation of Alberta Gas Co-ops Ltd., with the following corrective deficiency documentation:

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

Carried.

6. Correspondence:

Alberta Gas Co-ops - Ride for Legends Bicycle Ride

1046-21: Gawalko That the correspondence received by Smoky Lake County from Kevin Ouderkirk, Chief Executive Officer of Ste Anne Natural Gas Co-op Ltd, on behalf of the Federation Managers Advisory Committee, dated June 18, 2021 titled: Manager's Group Newsletter, dated June 2021, be filed for information.

Carried.

Federation of Alberta Gas Co-ops Ltd.

1047-21: Lukinuk That the correspondence received by Smoky Lake County from Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd., dated June 28, 2021, titled: Federation Status Report, dated June 2021, be filed for information.

Carried.

Federation of Alberta Gas Co-ops Ltd. - 15th Annual Federation Charity Golf Classic

1048-21: Gawalko That Smoky Lake County Council approve for a team of four consisting of relevant Staff and Administration who can attend – attend, the 15th Annual Federation Charity Golf Classic, scheduled for September 16, 2021, at Goose Hummock Golf Resort, Gibbons, Alberta.

Carried.

Gas Alberta Inc. – Request for Director Nominees

1049-21: Lukinuk That the correspondence received by Smoky Lake County from Paul Dunsmore, President and Chief Administrative Officer of Gas Alberta Inc., dated July 2, 2021, requesting Director Nominees for the Company’s Annual General Meeting to be held on November 30, 2021, be filed for information.

Carried.

7. Delegation:

No Delegations.

8. Executive Session:

No Executive Session.

Next Meeting

1050-21: Gawalko That the next Smoky Lake County **Natural Gas Meeting** be scheduled for **Tuesday, October 12, 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:

1051-21: Halisky That the Smoky Lake County Natural Gas Meeting of August 10, 2021, be adjourned, time, 1:07 p.m.

Carried.

CHAIRPERSON

S E A L

CHIEF ADMINISTRATIVE OFFICER



NATURAL GAS MEETING ACTION LIST FROM AUGUST 10, 2021
2021/10/05

3
GOALS

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

COUNCIL MOTIONS/INQUIRY PLAN

COUNCIL MOTIONS 2021

Meeting ...	Motio...	Goal	Details	Owner	Progress Update
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2021 08 10 Natural Gas

That Smoky Lake County acknowledged receipt of the letter from Delbert G. Beazer, Federation O&M Auditor, dated June 17, 2021 in respect to the O&M Audit on Smoky Lake County completed on June 15, 2021 and provide the Federation of Alberta Gas Co-ops Ltd., the documentation requested as follows:

Natural Gas Manager
Daniel Moric:
 Achievements: Completed September 17
 Challenges: No value
 Next Steps: No value

Description	Due Date
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 22, 2021
Imminent Deficiencies are to be corrected immediately.	N/A
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 documentation is to be sent to the Federation within 90 days from the date of this Audit letter.	September 17, 2021

2021/08/10 48-21

↳ Federation of Alberta Gas Co-ops Ltd. - 15th Annual Federation Charity Golf Classic
That Smoky Lake County Council approved for a team of four consisting of relevant Staff and Administration who can attend – attend, the 15th Annual Federation Charity Golf Classic, scheduled for September 16, 2021, at Goose Hummock Golf Resort, Gibbons, Alberta.

Natural Gas Manager

Daniel Moric:

Achievements: Golf Tournament was cancelled and money was refunded.

Challenges: *No value*

Next Steps: *No value*



95
GOALS

NATURAL GAS PLAN

Goal	Progress Update
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AMR meter expiration replacement
Note: Strategic Priorities Chart Feb 6, 2017:
100%

Daniel Moric:
 Achievements: *No value*
 Challenges: *No value*
 Next Steps: *No value*
 2021/10/05

Odorant Activity: 100%

Daniel Moric:
 Achievements: *No value*
 Challenges: *No value*
 Next Steps: *No value*
 2021/10/05

—> **Deliver Odorant**

Daniel Moric:
 Achievements: -Septemeber 1/21 - September 30/21. 37.5 hrs x 2 servicemen = 75 hrs spent completing odorant deliveries to GLDC Gas Co-op, County of Thorild Gas Utility, Town of Redwater Gas Utility, Battle River Gas Co-op, Phoenix gas Co-op, Ankerton Gas Co-op, Town of Castor Gas Utility, and Village of Boyle Gas Utility.
 Challenges: *No value*
 Next Steps: *No value*
 2021/10/05

CNG Trailer 0%

Daniel Moric:

Achievements: *No value*

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→Compressed natural gas trailer

Daniel Moric:

Achievements: -No Activity during this reporting period.
-CNG Trailer scheduled to be used by TRL Gas Co-op in Whitecourt for a TC Energy outage scheduled for October 12-18.

Challenges: *No value*

Next Steps: *No value*
2021/10/05

Administrative Activity (GAS):
100%

Daniel Moric:

Achievements:

- Attend weekly manager meetings.
- Receive customer phone calls.
- Respond to emails.
- Assist in producing monthly gas bills.
- September 2021 gas price was \$5.54/GJ. October 2021 gas price has remained unchanged at \$6.14/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*
2021/10/05

Daniel Moric:

Achievements:

- customer called stating a contractor hit an unmarked secondary gas line in their yard. Once on site, determined the line that was hit is an old copper pipe, and not a secondary line as there was no gas coming from it. (Warspite)
- customer states they smell gas in their house by the furnace. Found the gas valve on the furnace passing and unburnt gas was venting up the chimney. Customer had a plumber replace the gas valve after we responded. Customer called again 3 days later stating they can still smell gas by the furnace. Found new gas valve doing the same thing. Advised the plumber to come back and repair. (Was katenaau)
- customer called stating there is a gas smell in the house and they are getting sick after hooking the utilities up to a trailer they moved in. Found no gas or CO in the house. Returned additional times with the plumber who completed the hookups and found an open sewer vent in a closet. The smell was determined to be coming from sewer vent. (Spedden)
- contractor called stating he hit a main gas line with his backhoe while digging. Line was clearly marked and the locate was current and accurate. He did not hand expose the gas line while trying to cross it and hit it. Responded and repaired it after hours. (Whitefish Lake)

Challenges: *No value*

Next Steps: *No value*
2021/10/05

- 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*
2021/10/05

- 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*
2021/10/05

→ **Management meeting**

Daniel Moric:

Achievements: Attend weekly managers meetings

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→ **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*
2021/10/05

→ **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*
2021/10/05

→ **Main Office Safety Meeting**

→ **Meter readings**

Daniel Moric:

Achievements: Collect meter readings monthly for customer billing

Challenges: *No value*

Next Steps: *No value*
2021/10/05

Daniel Moric:

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

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→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*
2021/10/05

→Paperless billing

Daniel Moric:

Achievements:
Currently have 358 natural gas accounts receiving bills by email.

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→Attend Conventions

Daniel Moric:

Achievements: - did not attend the Federation Managers meeting in Red Deer on September 14th and 15th. Was planning on attending virtually, but they cancelled the virtual option.

- will be attending the Federation Fall Zone Meeting in Innisfree on October 29th with all Councillors interested. The Federation has implemented the Provinces Restriction Exemption Program, so any attendees will require proof of vaccination or a negative test result from within 72 hours prior to any event.

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→Audit documentation

Daniel Moric:

Achievements: *No value*

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→Strategic plan

→Utility meetings

Daniel Moric:

Achievements: Attending the Utility Meeting on October 12th.

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→Departmental meetings

Daniel Moric:

Achievements:

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→Job Interviews

→Employee evaluations

Daniel Moric:

Achievements: Completed

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→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*
2021/10/05

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

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→Automatic Meter Readings

Daniel Moric:

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

Challenges: *No value*

Next Steps: *No value*
2021/10/05

Training Activity (GAS): 100%

Daniel Moric:

Achievements:

William Gray attended the Gas Utility Operator Level 2 practical portion of the course which was 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*
2021/10/05

Natural Gas Construction of Infrastructure: 100%

Daniel Moric:

Achievements: *No value*

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→Line locates

Daniel Moric:

Achievements: 49 locates have been completed from September 14th to October 5th. 3 were emergency locates.

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→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*

2021/10/05

→Magazine check

Daniel Moric:

Achievements: Complete explosives magazine inventory monthly

Challenges: *No value*

Next Steps: *No value*

2021/10/05

→Odor sample

Daniel Moric:

Achievements: Monthly odorant intensity checks (20 locations)

Challenges: *No value*

Next Steps: *No value*

2021/10/05

→Vehicle maintenance

Daniel Moric:

Achievements: -Complete vehicle/equipment maintenance as required.

Challenges: *No value*

Next Steps: *No value*

2021/10/05

→Equipment maintenance

→Leak detection

Daniel Moric:

Achievements: -Line walkers have completed the line walking of our high pressure natural gas pipelines and have started on our TAP's 6 and 8 low pressure.

Challenges: *No value*

Next Steps: *No value*

2021/10/05

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*
2021/10/05

→Public building inspections

Daniel Moric:

Achievements:
Completed our public building inspections in June.

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→Cathodic protection

Daniel Moric:

Achievements: -Cathodic protection is the protection of the underground metallic pipelines from oxidation 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

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→Tetler bag 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*
2021/10/05

→End Procedure 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*
2021/10/05

→GPS Services and Alterations

Daniel Moric:

Achievements: All new gas lines installed so far in 2021 have been GPS-ed. Will continue once more installation jobs are complete.

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→Take Inventory

Daniel Moric:

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

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→Install gas lines

Daniel Moric:

Achievements: -Completed 1 new infill during this reporting period. Waiting for crossing agreements to complete the remaining 2.
-Completed 4 secondary gas line installations.

-Completed 2 main line alterations.

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→ Wash & 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*
2021/10/05

→ Sign installation 0 Sign(s)

Daniel Moric:

Achievements: Have repaired 6 road crossings during this reporting period.

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→ Cut and Caps

Daniel Moric:

Achievements: No cut and caps during this reporting period.

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→ Maintain Facilities.

→ RMO Replacement

Meter recalls and maintenance: 100%

Daniel Moric:

Achievements: *No value*

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→ AMR meters

Daniel Moric:

Achievements: Installed 2 meters on new infills and 1 on an older idle service.

Challenges: *No value*

Next Steps: *No value*
2021/10/05

→ Replace effective gas meters

Daniel Moric:

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

Challenges: *No value*

Next Steps: *No value*

2021/10/05

→ Meter Recalls

Council Member Inquiry (GAS):
100%

Daniel Moric:

Achievements: No activity during this reporting period.

Challenges: *No value*

Next Steps: *No value*

2021/10/05

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) Patti Priest:
- Smoky Lake County Gas Utility**

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



August 26, 2021

Attention: Manager/CAO

Re: GAS COST RATE EFFECTIVE SEPTEMBER 2021

Gas Alberta's gas cost rate will remain at **\$3.40/GJ** for the month of September 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 September 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	\$3.454/GJ	\$3.306/GJ	\$3.439/GJ	\$3.40/GJ
Over (Under) riders included in Gas Costs	\$0.16/GJ	\$0.33/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 September 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	
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Domestic rise service charge	\$ 25.00 / riser
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Fixed charge	\$ 1.90
Systems capital	\$ 0.40

Commercial riser service charge	\$ 60.00 / riser
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Town of Smoky Lake	\$ 3.40	\$ 0.24	\$ 0.12	\$ 3.76	
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September 27, 2021

Attention: Manager/CAO

Re: GAS COST RATE EFFECTIVE OCTOBER 2021

Gas Alberta's gas cost rate will increase by \$0.60/GJ to **\$4.00/GJ** for the month of October 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 October 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	\$4.079/GJ	\$3.972/GJ	\$4.068/GJ	\$4.00/GJ
Over (Under) riders included in Gas Costs	\$(0.03)/GJ	\$0.03/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 October 2021

	Gas Ab. Rate	Variable	O & M charge	Total	
Domestic rate	\$ 4.00	\$ 0.24	\$ 1.90	\$ 6.14	

Sungro

0-35000 gjs	\$ 4.00	\$ 0.24	\$ 0.80	\$ 5.04	X
35-85000 gjs	\$ 4.00	\$ 0.24	\$ 0.60	\$ 4.84	
over 85	\$ 4.00	\$ 0.24	\$ 0.40	\$ 4.64	

Smoky Lake Forest Nursery

0-35000 gjs	\$ 4.00	\$ 0.24	\$ 0.80	\$ 5.04	
35-85000 gjs	\$ 4.00	\$ 0.24	\$ 0.60	\$ 4.84	X
over 85	\$ 4.00	\$ 0.24	\$ 0.40	\$ 4.64	

Tremel	\$ 4.00	\$ 0.24	\$ 0.78	\$ 5.02	
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Domestic riser service charge	\$ 25.00 / riser
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Fixed charge	\$ 1.90
Systems capital	\$ 0.40

Commercial riser service charge	\$ 60.00 / riser
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Town of Smoky Lake	\$ 4.00	\$ 0.24	\$ 0.12	\$ 4.36	
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September 20, 2021

To: Daniel Moric, Manager
Smoky Lake County

Re: Gas Cost Refund

We are pleased to inform you that Gas Alberta Inc. is refunding a total of \$2.0 million to its shareholders as a result of gains that were generated by the Company's gas management activities during the fiscal year ending June 30, 2021.

Each shareholder will receive a portion of this refund based on their gas purchase volume for the period July 1, 2020 to June 30, 2021.

The refund for your organization was calculated as follows:

Total gas purchases by all shareholders: 31,033,553 GJs

Total gas purchases by your organization: 496,270 GJs

Pro-rated Refund Amount: \$31,982.80

GST: \$1,599.14

Total Refund Amount: \$33,581.94

The above refund will be credited to your account via EFT on September 30, 2021. If you have any questions regarding the above, please contact me at (403) 509-2601.

Regards,

Paul Dunsmore
President and CEO

Daniel Moric

From: Kevin Crush <kcrush@fedgas.com>
Sent: September 27, 2021 3:56 PM
To: Kevin Crush
Subject: COVID-19 Vaccination Policy Template
Attachments: Employee Vaccination Policy Template - Federation Members.DOCX

To Federation Managers and Chairs:

The Federation of Alberta Gas Co-ops Ltd. Board of Directors has approved of a template policy for Member Utilities to consider as a COVID-19 Employee Vaccination Policy. The template policy is attached to this email.

This is a template only. Enacting an Employee Vaccination Policy is a decision to be made by your Board or Council. This template is provided to the Boards or Councils of Member Utilities as a tool or guide to be used if your Board or Council wants to proceed with such a policy. It has been created and reviewed by legal counsel so that it meets what is understood to be current Provincial guidelines. The actual wording and implementation of a Member Utility's policy is a decision for your Board or Council to make.



Kevin Crush
Corporate Services Manager
Federation of Alberta Gas Co-ops Ltd.
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~ Supporting the Success of Co-operative and Community Member Utilities ~

_____ Gas Co-op			
Chapter:	Human Resources		
Section:	Health and Safety	Issued:	Sept. 15, 2021
Subject:	WORKPLACE VACCINATION PROGRAM	Effective:	Sept. 30, 2021

1 POLICY STATEMENT AND PURPOSE

- 1.01 In order to conform with the recommendations of Canadian, provincial and municipal public health officials and to help ensure for the health and safety of _____ Gas Co-op (the “Co-op”) employees, their members and the general public from potentially serious communicable infectious disease, staff must comply with this policy by being vaccinated for immunization against COVID-19 and its variants. This policy provides guidelines pertaining to the expectations and requirements of staff with respect to COVID-19 vaccinations.
- 1.02 The Co-op is committed to providing a safe working environment for its employees and has a duty to provide and maintain a workplace free of known hazards and to adopt and implement measures to safeguard the health and safety of its employees at the worksite. COVID-19, and its variants, has been recognized as a potentially serious communicable infectious disease with significant levels of community spread against which approved vaccines are highly effective, safe and widely available.
- 1.03 Employees have a duty not to engage in work in a manner that puts the safety of other workers at risk.
- 1.04 This policy responds to the nature of the work performed by employees and recognizes and mitigates against the following risks:
- a. much of the work is performed in an indoor setting where employees work together for prolonged periods;
 - b. while there is some opportunity for some work to be done remotely, attendance at the worksite cannot be avoided in all circumstances;
 - c. for field, shop and office staff, interaction with Co-op members and members of the public is required from time to time; and
 - d. not all work performed in the field or in the shop can be performed with adequate physical distance at all times.
- 1.05 Nothing in the policy prevents the Co-op from implementing other risk mitigation strategies. Vaccinated employees continue to be required to follow all applicable public health orders and Co-op requirements regarding masking, other personal protection equipment (PPE), use of physical barriers, physical distancing, sanitization procedures, isolation and quarantine requirements, and testing and screening protocols. The failure to comply with such measures may result in discipline up to and including termination for just cause.
- 1.06 It is recognized that this public health situation is continually evolving and the guidance provided by public health officials changes as more information becomes available. The Co-op will continue to assess the guidance and conform to the best practices and advice available at the time. As a result, this policy is subject to change and such changes will be communicated in a timely fashion.

Gas Co-op			
Chapter:	Human Resources		
Section:	Health and Safety	Issued:	Sept. 15, 2021
Subject:	WORKPLACE VACCINATION PROGRAM	Effective:	Sept. 30, 2021

2 SCOPE AND APPLICATION

- 2.01 This policy applies to all employees and contractors employed or otherwise engaged to perform work for the Co-op (collectively "employee/s") except as specifically exempt in accordance with section 4 of this Policy. [NTD: consider whether it should also apply to Board Members]
- 2.02 Employees not in compliance with this policy may have restrictions and additional protocols imposed on them regarding access and entry to the workplace, daily testing, or mandatory attendance at an education session on the benefits of vaccination. Any education program on the benefits of vaccination will cover all of the following learning components specific to the vaccine in question but stated broadly:
- a. how vaccines work;
 - b. vaccine safety related to the development of vaccines;
 - c. benefits of vaccination against COVID-19 and its variants;
 - d. risks of not being vaccinated against COVID-19 and its variants; and
 - e. possible side effects of COVID-19 vaccinations.

Notwithstanding the foregoing, the Co-op reserves the right to place an employee who fails to comply with this policy on a paid leave pending a determination regarding their continued employment with the Co-op.

[NTD: this can be made more restrictive but is currently drafted to afford some flexibility to allow you to employ other measures temporarily while trying influence compliance prior to moving to termination on a without cause basis.]

3 POLICY PARAMETERS

- 3.01 All Co-op employees are required to present written proof of full vaccination to their General Manager on or before November 1, 2021 which satisfies the following requirements:

[NTD: If this Policy is implemented quickly, this date will give unvaccinated employees enough time to get two doses plus 14 days from last dose]

- a. an official record of the administration of a first and second dose of a vaccine approved in Canada for immunization against COVID-19 and its variants; and
- b. the expiration of at least fourteen (14) days following the administration of the second vaccination dose.

The requirement to provide proof of vaccination as outlined above will be a condition of employment for any employee hired after November 1, 2021.

Gas Co-op			
Chapter:	Human Resources		
Section:	Health and Safety	Issued:	Sept. 15, 2021
Subject:	WORKPLACE VACCINATION PROGRAM	Effective:	Sept. 30, 2021

3.02 Additional vaccination requirements to those outlined in 3.01 of this policy, including the proof of receipt of vaccination boosters, may be mandated as the eligibility criteria for access to such boosters is broadened to include the general public. Notice of this requirement will be communicated to all affected employees including the date by which such further proof of vaccination is required.

All attendees to Co-op sponsored or organized events shall be required to produce either:

- a) An official record of the administration of a first and second dose of a vaccine approved in Canada for immunization against COVID-19 and its variants and that the second dose was given at least 14 days prior to the date of the event; or
- b) Show proof of a negative test result for COVID-19 (such tests must be privately paid Health Canada approved rapid antigen, rapid PCR, or lab-based PCR test completed within the previous 72 hours).

3.03 The Co-op will not collect the vaccination records of employees. Upon presentation of satisfactory proof of vaccination in accordance with 3.01, a notation will be made on the employee's personnel file indicating the date upon which such proof was presented as confirmation of compliance with this policy. Such information will be confidential and managed in accordance with the Co-op's Privacy Policy. The reason for any exemption granted or accommodation required in accordance with section 4 will also be confidential and managed in accordance with the Co-op's Privacy Policy. All personal information gathered under this policy will only be shared with those who need to know or where there is a requirement by law. The vaccination status of any individual employee will not be disclosed to other employees or Co-op members. Only aggregated de-personalized information regarding the vaccination status in the workplace as a whole will be shared.

3.04 The Co-op will provide the following supports for employees to help facilitate vaccination:

- a. paid time off from work of up to three (3) hours to attend a vaccination appointment during scheduled hours of work upon presentation of proof of having attended such appointment;
- b. when not covered by the government health plan, the Co-op will pay for all vaccinations referenced in 3.01 of this policy; and
- c. assistance booking a vaccination appointment where such assistance is requested;
- d. access to paid sick leave in accordance with the Co-op's Sick Leave Policy as applicable to deal with an inability to attend work due to an adverse vaccination reaction.

3.05 In addition to the supports outlined in 3.04 of this policy, the Co-op will provide a bonus of a day off with pay to any employee who provides satisfactory proof of vaccination to their General Manager prior to November 1, 2021. Such day off must be scheduled in advance with the approval of the employee's General Manager and taken no later than December 31, 2021. Such approval will not be unreasonably denied. Where such day off is not taken by December 31, 2021 it is forfeited with no amount owing to the employee.

Gas Co-op			
Chapter:	Human Resources		
Section:	Health and Safety	Issued:	Sept. 15, 2021
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[NTD: optional inclusion of this provision and it can be modified to reflect a different incentive including a one-time bonus of a specified amount payable at the end of the year for all employees who continue to be employed with the Co-op as of December 31, 2021. When costing potential incentives, it should be done on the basis of all vaccinated employees whether they did so voluntarily prior to the policy's implementation or not]

Gas Co-op			
Chapter:	Human Resources		
Section:	Health and Safety	Issued:	Sept. 15, 2021
Subject:	WORKPLACE VACCINATION PROGRAM	Effective:	Sept. 30, 2021

4 EXEMPTIONS AND REASONABLE ACCOMMODATIONS

- 4.01 Employees may be granted an exemption from the requirement to be vaccinated in accordance with this policy on religious grounds or for medical reasons. Employees seeking an exemption from the application of this policy on religious grounds or for medical reasons are required to provide the following documentation to their General Manager on or before November 1, 2021:
- a. a note from their doctor indicating that the employee has a medical condition that prevents them from receiving a COVID-19 vaccination; or
 - b. a note from their religious leader indicating that receiving a COVID-19 vaccination would be contrary to the tenants of the employee's religion or a written attestation from the employee indicating that they have sincerely held religious beliefs, observances or practices that conflict with getting vaccinated.
- 4.02 Where an employee has provided satisfactory proof of the need for an exemption in accordance with 4.01 of this policy, the Co-op will take steps to accommodate the employee's needs up to the point of undue hardship. The employee is required to cooperate and participate in such accommodation which may include revised job duties and/or the imposition of additional safety measures.
- 4.03 The Co-op reserves the right to request additional documentation supporting the need for an accommodation or request for any other exemption and makes determinations about requested accommodations and exemptions on a case-by-case basis, considering various factors and based on an individualized assessment in each situation.
- 4.04 The Co-op will take steps to accommodate the needs of any employee hired following November 1, 2021 who require an exemption from the requirement to be vaccinated in accordance with this policy on religious grounds or for medical reasons on the same basis as outlined in 4.01, 4.02 and 4.03 of this policy.
- 4.05 Employees who have no member contact and minimal staff or public contact may be exempt from this policy upon the written approval from their General Manager. [NTD: optional inclusion]

Daniel Moric

From: Allison Zinnick <azinnick@fedgas.com>
Sent: August 12, 2021 2:52 PM
Subject: 2021 Fall Zone Meetings
Attachments: Schedule Fall 2021.pdf; Tentative Agenda Fall 2021.pdf

Importance: High

To All Federation Members,

Please see attached schedule for the 2021 Fall Zone Meetings as well as a tentative agenda.

Reminder

The Resolutions Policy states that resolutions MUST be received by the Resolutions Committee Chairman (Zone 8 Director Randy Taylor, rtaylor@fedgas.com) and the Federation office 30 days PRIOR to the Zone Meeting, with a statement from the sponsoring Member Utility's Board or Council that they have approved the draft resolution. Once received and any clarifications are resolved, it will be forwarded to all Member Utilities in the Zone for their review. If it is not received 30 days prior to the Zone meeting, it will be considered a late resolution.

Thank you



Allison Zinnick
Administrative Coordinator
Federation of Alberta Gas Co-ops Ltd.
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2021 Fall Zone Meeting Dates

ZONE	CHAIRMAN	DATE	TIME	LOCATION
ZONE 1	Ed Tollefson (780) 524-4819	October 22, 2021	10 a.m.	Pomeroy Hotel & Conference Centre 11633 - 100 Street Grande Prairie, Alberta
ZONE 2	Dan Tompkins (780) 893-6010	October 21, 2021	10 a.m.	Blueberry Hall 53109 Rng Rd 15 Stony Plain, AB
JOINT ZONES 3 & 4	Dale Swyripa (780) 205-4849 Lloyd Prefontaine (780) 732-0428	October 29, 2021	10 a.m.	District Recreation Centre 54 St. TWP RD 511 Innisfree, AB
ZONE 5	Jack Goodall (780) 858-3521	October 28, 2021	10 a.m.	Castor Community Hall 4912 49th Ave Castor, AB
ZONE 6	Bert Paulssen (403) 748-3284	October 27, 2021	10 a.m.	Leslieville Community Center 210, 2nd. Ave. Leslieville, AB
ZONE 7	Perry Ellis (403) 644-3963	October 26, 2021	10 a.m.	Standard Community Hall 150 Yorick Avenue Standard, AB
ZONE 8	Randy Taylor (403) 733-0003	October 25, 2021	10 a.m.	The Keg 1715 Mayor Magrath Drive South (basement) Lethbridge, AB



Tentative Agenda – 2021 Fall Zone Meeting

DATE

LOCATION

CHAIRMAN, with who attending

9:30 a.m.

Coffee

10:00 a.m.

1. Call to Order

- Introduction of Guests
- Adoption of Agenda
- Minutes of the 2020 Fall Zone Meeting
- Business Arising from Minutes
- Director Report

2. Federation Update

LUNCH

3. Gas Alberta Inc. Update

4. Resolutions

(must be submitted 30 days prior to the Zone Meeting)

5. Location of the 2022 Spring Zone Meeting

6. Federation Zone Director Elections (Zones 2, 6 and 8)

7. Topics Previously Submitted

8. Other Issues that May Arise

9. Closing

Daniel Moric

From: Kevin Crush <kcrush@fedgas.com>
Sent: August 30, 2021 1:02 PM
To: Kevin Crush
Subject: Federation Status Update
Attachments: August 2021 FedGas Status Report.pdf

To All Federation Members:

Attached is an updated copy of the Federation's Status Report. It has also been posted to the Federation website's Members Area at [MEMBERS AREA](#) | [COMMUNICATIONS](#) | [FEDERATION STATUS UPDATES](#) (must be logged in for links to work).



Kevin Crush
Corporate Services Manager
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Federation Status Report

August 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 new Deputy and Assistant Deputy Ministers of Agriculture and Forestry to introduce the Federation and discuss a number of issues including Rural Gas Grant, Carbon Levy, rural broadband and utilizing rights of ways for more than gas service, hydrogen, gas supplies, governance training, protection of franchise areas, availability of financing through a replacement of the Alberta Capital Financing Authority
- Took part in Agriculture Minister's Calgary Stampede event
- Taking part in Hydrogen Hub to receive and provide information on using hydrogen in natural gas utilities
- Ongoing meetings with Rural Utilities to discuss Rural Gas Grant and Technical Standards
- Municipal Affairs will be at the September Managers Meeting to discuss utilities installing secondary services without permits

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

- Revised Technical Standards Manual distributed to Member Utilities
- Discussed with ATCO their hydrogen projects, and taking part in Hydrogen Hub

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

- Measurement inspection program is approximately 80% completed and is on target for full completion end of October.
- Measurement contract invoices have been sent out to Utilities connected to the PowerSpring system.
- Federations' Insitu Accreditation annual field audit was completed with Measurement Canada.
- Residential AMR program ongoing as utilities continue to install new and recertified meters. The Federation conducts audits on those utilities as part of the accreditation to ensure the processes are being completed as required.

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.
- 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 Program has noticed a decrease in the number of third-party fill requests, mainly due to the slow down in the oil and gas industry in the province.
- The program received a full load of bulk odorant from the current supplier. A request for quotation from the main manufactures identified we are still receiving value from our current supplier Arkema Canada.

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 Specialist Dave Koopman has announced his retirement at the end of October
- 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 to review hazards and incidents, revise practices and analyze critical issues, such as changes to legislation. Updates and changes to practices are uploaded to the website folders and notification will be sent to the program members for potential inclusion in their 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 August on auto-creep functions of new plows

SCADA

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

Updates

- The new SCADA system development and configuration is well underway. The decision to develop Mercury drivers for the current Electronic Volume Correctors has delayed the field testing to late fall, having the drivers available will save the members additional costs for third party programs to convert Mercury protocol to VT SCADA.
- Monthly updates have been provided and posted to the Federations Website / Members Area / Measurement / SCADA Project.
- A demo site with live information and the HMI screens is also posted in the SCADA web page for those who are interested in getting familiar with the new system.

ADMINISTRATION & CORPORATE SERVICES

i 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

- Audit for 2020-2021 fiscal year is being worked on. Metrix Group LLP spent a week at the Federation on the audit.
- Draft budget for 2021-2022 has been approved by the Federation Board. It contemplates no riser levy increase for the fiscal year
- An investment strategy and policy is being developed

COVID-19

Updates

- The Federation clarified with the Province that the AUC rider for the utility payment deferral program does not affect gas co-ops

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

- A Member Services Survey was distributed to all Member Utilities to gather feedback on the services of the Federation and their respective costs
- The Directors Handbook is being revised
- Board approved revisions to Federation Vision and Mission statements:
 - Vision: Supporting the Success of Co-operative and Community Member Utilities
 - Mission: To provide leadership, supports, and services to Member Utilities
- 15th annual Federation Charity Golf Classic has been rescheduled for September 16. Registrations and sponsorships went out. The Classic is almost sold out. Sponsorships, except for golf cart sponsorships, were sold out
- Request for Proposals for renovations to the Federation Centre were received but not awarded. Bids have been sought for contractors to provide construction drawings of the work prior to awarding the renovations contract. These are planned renovations to build out the Training Centre, move and enhance the reception area, and install a manlift
- Committee terms of references are being reviewed by the Governance Committee. New template terms of references have been created and are being revised to better standardize each 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

- AMSC working with insurance providers on improvements to travel insurance.

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. Google display ads were also used to push people towards the survey. Y Station Research has been contracted for the research.
- Three new video ads were completed and delivered by Lindisfarne Productions. They will be used on social media and as streaming ads on connected TV.
- The Federation has contracted with Stingray to deliver video and audio ads on a variety of digital streaming platforms, focusing on connected TV. These are set to postal codes so that they will only broadcast in areas with a Member Utility franchise.
- Federation is a Bronze Clover Sponsor of 4-H in 2021-2022.
- The Federation is looking at transitioning from Learn to Curl events to sponsoring Curling Alberta's Ready to Rock campaign which was partially built from our Learn to Curl events.
- 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

- Gas Utilization for the postponed Gas Utility Operator Level 2 took place at NAIT August 24-25. The remainder of the postponed class will be held in December.
- Pipe taping, High Energy Joining, and PE Fusion courses have been taking place over the summer months as needed.
- A full-time, in-house Trainer is being sought
- Training Calendar is being developed and will be out in Fall
- 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 has been distributed to Member Utilities
- 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. The schedule has been changed to move the business portion of the meeting to the afternoon of December 1. The business portion will be free of charge for those wishing to attend only that portion, and will still have to register.
- Speakers are being contacted and scheduled. Keynote speaker is former NHL star Georges Laraque.

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.
- An exemption has been granted to allow black pipe with a yellow stripe in cases where there is a shortage of yellow pipe

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 with government for an exemption to allow gas pipeline and fiber conduits to be trenched at the same time in provincial highway right-of-ways
- 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



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

- Currently working on completing the 2020 Easement Audits.

FEDERATION INSURANCE RECIPROCAL & EXCHANGE (FIRE)

i 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

- Aon gathering information on the Federation system to be able to market to insurance companies
- Work is continuing on reviewing FIRE Supplemental Bylaws. Draft revisions may be available in Fall.
- FIRE will support the Federation Health and Safety program by providing funding to cover any shortfalls in a fiscal year

Daniel Moric

From: officeadmin <officeadmin@gasalberta.com>
Sent: September 10, 2021 2:14 PM
To: officeadmin
Subject: 2021 Advance Information Circular
Attachments: 2021 Advance Circular.pdf

Attached is Gas Alberta Inc.'s Advance Information Circular that is being forwarded to all shareholders in advance of the Company's AGM that will be held on November 30, 2021. The purpose of this document is to allow shareholders sufficient time to evaluate the Director Nominees.

Our Final Information Circular, including Proxy and Ballot forms for voting for Director Nominees, will be emailed to shareholders in early November 2021.

Please note that these Information Circulars also include a summary of the candidates' skills self-assessments (Appendix C) and a listing of Class A shares (Appendix D).

Regards,

Paul Dunsmore
President and CEO

Suite 350, 2618 Hopewell Place N.E., Calgary, Alberta T1Y 7J7
T (403) 509-2602 | **C** (403) 819-6130 | **F** (403) 509-2611
E | pdunsmore@gasalberta.com **W** | www.gasalberta.com

Gas Alberta Inc.'s mission is to provide a reliable supply of natural gas to all consumer-owned utilities in Alberta at rates lower than the average of the regulated retailers.

THIS ELECTRONIC MESSAGE AND ANY ATTACHED DOCUMENTS ARE INTENDED ONLY FOR THE NAMED ADDRESSEE(S). This communication may contain information that is privileged, confidential or otherwise protected from disclosure and it must not be disclosed, copied, forwarded or distributed without authorization. If you have received this message in error, please notify the sender immediately and delete the original message.
Thank you.

 Please consider the environment before printing this e-mail



September 10, 2021

To: Gas Alberta Inc. Shareholders

Re: Advance Information Circular

Attached is the Advance Information Circular relating to Gas Alberta Inc.'s annual meeting of shareholders that will be held on November 30, 2021. This Circular is intended to provide sufficient information for shareholders to review the profiles, nomination comments and skills self-assessments of candidates for the Company's Board of Directors. Please circulate this document within your organization as required.

All Director Nominees were required to submit their nomination forms to Gas Alberta by August 27, 2021 and the Board has approved the candidacy of these individuals.

The Company's Final Information Circular will be sent to shareholders electronically in early November and it will include Proxy and Ballot forms to enable shareholders to vote on the Nominees and other business matters.

If you have any questions regarding the Advance Information Circular, please contact me at (780) 490-9484, or Paul Dunsmore, President and CEO, at (403) 509-2601.

Regards,

A handwritten signature in black ink, appearing to read "Len Spratt".

Len Spratt
Nominating Committee Member



GAS ALBERTA INC.

ADVANCE INFORMATION CIRCULAR

Relating to the Annual Meeting of Shareholders

to be held on November 30, 2021

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This Advance Information Circular is provided by the management of Gas Alberta Inc. (the Company) to shareholders in advance of the Company’s Annual Meeting of Shareholders (the Meeting) to be held November 30, 2021.

Proxy and Ballot forms utilized in voting for Director Nominees and other matters for the Meeting will be emailed to shareholders on or about November 1, 2021, along with the Final Information Circular and the Company’s annual report.

To management’s best knowledge, the information in this Advance Information Circular does not contain material differences to the information that will be presented in the Final Information Circular.



SECTION 1 – GENERAL PROXY MATTERS

REQUIREMENT FOR PROXIES

The Company's Class A shareholders are comprised of 74 business entities. Each shareholder must appoint an individual, or "proxyholder", to represent their interests at the Company's Meeting. Each shareholder must complete a Proxy and Ballot form giving discretionary authority to their proxyholder for matters that may properly come before the Meeting.

The Proxy and Ballot form also serves as each shareholder's vote on matters before the Meeting upon which they are entitled to vote.

SOLICITATION OF PROXIES

The Company will primarily solicit proxies by email, though they may also be solicited by telephone or facsimile.

Accompanying the Proxy and Ballot forms will be the Company's annual report that contains audited financial statements for the Company's fiscal year ended June 30, 2021, management's discussion and analysis and the Auditor's Report.

APPOINTMENT AND REVOCATION OF PROXIES

The persons specified on the Proxy and Ballot form have consented to act as proxyholders and are Directors or senior officers of the Company. A shareholder has the right to appoint a person other than a representative of the Company to attend and act for them at the Meeting. A shareholder wishing to appoint a person other than the Company's representatives indicated on the Proxy and Ballot form may do so by entering that person's name, and an alternate if desired, in the space provided on the form. Shareholders should obtain prior consent of any persons that they wish to act as their proxyholders.

To be valid for the Meeting, a Proxy and Ballot form must be dated, properly executed by the shareholder and delivered to the Company prior to commencement of the Meeting. Please refer to the Proxy and Ballot form for further instructions on completing and returning this document to the Company.

Shareholders may revoke their proxies in any manner permitted by law and at any time before the proxies are exercised. To revoke a proxy, the shareholder's representative who signed the original proxy may either complete and sign a Revocation of Proxy form provided by the Company upon request, or prepare written notice revoking their proxy. These notifications may be delivered to the Company up to the commencement of the Meeting.



SECTION 2 – VOTING SHARES AND PRINCIPAL HOLDERS

VOTING ENTITLEMENT

The Company's voting securities consist of one Special Share and 32,536 Class A shares (Appendix D). The holders of the Class A shares are entitled to one vote for each Class A share held.

The Federation of Alberta Gas Co-ops Limited (the "Federation") is the holder of the Special Share and is entitled to one vote for each matter to be considered at the Meeting. The holder of the Special Share is required to cast its vote after the Class A shareholders' votes have been cast and tabulated and in the exact same manner as the majority of votes cast by the Class A shareholders.

RECORD DATE

The record date for determining shareholders entitled to receive the Notice of Annual Meeting is November 1, 2021 and the Company will prepare a list of its shareholders to that date. At the Meeting, shareholders named on that shareholder list will be entitled to vote the number of Class A shares shown opposite their name except when a shareholder has transferred ownership of their shares subsequent to the record date. In that case, the transferee of the shares who provides properly endorsed Class A share certificates or establishes ownership of the transferred shares not later than ten days before the Meeting will be entitled to vote the transferred shares at the Meeting, provided that the adjusted total shares do not exceed 4% of total Class A shares, as stated in the Company's Articles of Incorporation.

SHARE OWNERSHIP AND CONTROL

To the knowledge of the Company's Directors and senior officers, no person, firm or corporation beneficially owns, directly or indirectly, or exercises control or direction over, voting securities carrying more than 4% of the voting rights attached to any class of voting securities of the Company, except for the Special Share owned by the Federation.

VOTING OF PROXIES

Shares will be voted in accordance with the directions indicated by the shareholder on their completed Proxy and Ballot form. If more than two Director Nominees of the Class A shares are voted FOR, the Proxy and Ballot will be invalid for that shareholder's vote. Items to be voted on are outlined in Section 3 of this Circular.

If a shareholder does not specify a choice as to matters to be acted on, such shares will be voted:

- FOR the election of Directors Nominees of the holder of the Special Share;
- WITHHOLD VOTE for Director Nominees of the Class A shareholders; and
- FOR the appointment of PricewaterhouseCoopers LLP as Auditor of the Company and setting the Auditor's remuneration by the Company's Directors.



SECTION 3 – BUSINESS OF THE MEETING

ITEM 1 - ELECTION OF DIRECTORS

The Company's Articles of Incorporation (the Articles) provide that the Company's Board of Directors (the Board) will consist of eight Directors who will hold office for terms set forth below unless vacated at an earlier date.

Shareholders will be asked at the Meeting to elect four Directors as follows:

- two Directors will be Nominees of the Class A shareholders and elected for three-year terms; and
- two Directors will be Nominees of the Holder of the Special Share and elected for one-year terms.

i. Nominees of the Class A Shareholders

The Company's Articles provide staggered expiry terms for the Directors representing the Class A shareholders to maintain continuity on the Board.

Two Director Nominees of the Class A shareholders will be elected for terms expiring at the close of the third annual meeting following their election. Profiles, nomination comments and self-assessment ratings for these Nominees are provided in Appendix A.

The following schedule sets out information about those individuals who, to the knowledge of management, are nominated by Class A shareholders for election to the Board.

DIRECTOR NOMINEE	PRINCIPAL OCCUPATION	DIRECTOR SINCE	EXPIRY OF TERM OF OFFICE UPON ELECTION
BEAZER, Delbert ⁽⁶⁾ Cardston, AB	Chief Executive Officer, Chief Mountain Gas Co-op	Nov 27, 2018	Close of November 2024 annual meeting
DUBRULE, Denis ⁽⁴⁾ Parkland County, AB	Self-employed	Dec 4, 2003	Close of November 2024 annual meeting

⁽¹⁾ Board Chair ⁽²⁾ Board Vice Chair ⁽³⁾ Chair, Governance Committee ⁽⁴⁾ Chair, Audit Committee ⁽⁵⁾ Member, Governance Committee
⁽⁶⁾ Member, Audit Committee



The following schedule sets out information about the Company's Directors elected by Class A shareholders whose terms of office do not expire at the Meeting and who will remain on the Board subsequent to the Meeting:

DIRECTOR NOMINEE	PRINCIPAL OCCUPATION	DIRECTOR SINCE	EXPIRY OF TERM OF OFFICE
GALLAGHER, Michelle ⁽²⁾⁽⁵⁾ Parkland County, AB	Lawyer, Patriot Law Group	Nov 28, 2017	Close of November 2022 annual meeting
SPRATT, Len ⁽¹⁾⁽⁵⁾ Westerose, AB	Self-employed	Dec 1, 1997	Close of November 2022 annual meeting

DIETZ, Allen ⁽³⁾ Galahad, AB	Self-employed	Dec 1, 2005	Close of November 2023 annual meeting
HOLMES, Terry ⁽⁴⁾ Edmonton, AB	Self-employed	Nov 28, 2017	Close of November 2023 annual meeting

⁽¹⁾ Board Chair ⁽²⁾ Board Vice Chair ⁽³⁾ Chair, Governance Committee ⁽⁴⁾ Chair, Audit Committee ⁽⁵⁾ Member, Governance Committee ⁽⁶⁾ Member, Audit Committee

i. Nominees of the Holder of the Special Share

Under the terms of the Unanimous Shareholder Agreement dated April 9, 1998, all shareholders of the Company shall cast their votes to elect the Director Nominees who are appointed each year by the Holder of the Special Share. The following schedule sets out information regarding those persons who have been nominated by the holder of the Special Share for election to the Board. The profiles, nomination comments and self-assessment ratings for these Director Nominees are provided in Appendix B.

DIRECTOR NOMINEE	PRINCIPAL OCCUPATION	DIRECTOR SINCE	EXPIRY OF TERM OF OFFICE
ELLIS, Perry ⁽⁶⁾ Standard, AB	Self-employed	Nov 28, 2017	Close of November 2022 annual meeting
GOODALL, Jack ⁽⁵⁾ Chauvin, AB	Self-employed	Nov 24, 2015	Close of November 2022 annual meeting

⁽¹⁾ Board Chair ⁽²⁾ Board Vice Chair ⁽³⁾ Chair, Governance Committee ⁽⁴⁾ Chair, Audit Committee ⁽⁵⁾ Member, Governance Committee ⁽⁶⁾ Member, Audit Committee

ITEM 2 - RECEIPT OF FINANCIAL STATEMENTS AND AUDITOR'S REPORT

The Company's financial statements for the year ended June 30, 2021, together with the Auditor's Report, will be contained in the Company's annual report that accompanies the Notice of Annual Meeting.



ITEM 3 - APPOINTMENT OF AUDITOR

The Board recommends that PricewaterhouseCoopers LLP Chartered Professional Accountants of Calgary, Alberta be re-appointed as the external Auditor of the Company to hold office until the close of the next annual meeting of shareholders or until its successor is appointed, and that the Company's Directors be authorized to fix the remuneration to be paid to the Auditor.

PricewaterhouseCoopers LLP have been the Company's Auditor since November 1998.



SECTION 4 – CORPORATE INFORMATION

EMPLOYMENT CONTRACTS FOR EXECUTIVE OFFICERS

For the fiscal year ended June 30, 2021, the Company's Executive Officers were the President and CEO and the VP, Operations.

Paul Dunsmore was the Company's President and CEO for fiscal year 2021 and Kyle Patterson was the Company's Vice President, Operations for fiscal year 2021.

CORPORATE COMPENSATION

For the fiscal year ended June 30, 2021, the five highest paid employees of the Company, including the Corporate Officers, received aggregate compensation of \$1,421,939 (compensation of \$1,239,175 in fiscal year 2020) which is comprised of base salaries and bonuses earned in the fiscal year.

No other benefits or compensation were paid by the Company to its Corporate Officers during the year ended June 30, 2021 other than benefits provided on the same terms to all full-time employees, or benefits having an aggregate incremental cost to the Company of less than 10% of cash compensation paid to Corporate Officers.

DIRECTOR COMPENSATION

As at June 30, 2021, each Director of the Company's Board was entitled to receive: i) an annual retainer of \$24,276, ii) per diem fees of \$816 for attendance at each Board or Board Committee meeting, iii) a fee of \$87 per hour for travel time for meeting attendance at a location outside their area of residence, and iv) a fee of \$87 per hour or \$816 per day for additional services required or requested by the Board or the Board Chair. The Board Chair receives an additional retainer of \$11,832 per annum and the Chairs of each Board Committee receive an additional \$2,652 per annum.

For the fiscal year ended June 30, 2021, the Company paid its Directors a total of \$302,075 in fees, not including expenses (as compared to total fees of \$380,306 paid for the fiscal year ended June 30, 2020).

INDEBTEDNESS OF DIRECTORS AND SENIOR OFFICERS

Within the last fiscal year, no Director, proposed Director or senior officer of the Company, or any of their respective associates or affiliates, have been indebted to the Company or any subsidiary of the Company, except for routine indebtedness.

INTEREST OF INSIDERS IN MATERIAL TRANSACTIONS

Within the last fiscal year, there were no past or proposed transactions or direct or indirect material interests of any insiders of the Company or any Director Nominees of the Company or any of their respective associates or affiliates which have or would materially affect the Company.



CORPORATE GOVERNANCE PRACTICES

The Board believes in the importance of maintaining sound corporate governance practices and is committed to instituting policies, procedures and an organizational structure that best serve the interests of all shareholders. The Board's principal governance practices are set out below.

The Board is responsible for stewardship of the Company and oversees the conduct, direction and results of the Company's business. The Board's principal responsibilities include:

- setting strategic goals and business initiatives for the Company;
- managing risk and protecting shareholder value;
- hiring, developing and evaluating senior management;
- monitoring internal controls and management information systems, and
- approving Corporate communication policies.

For the fiscal year ended June 30, 2021, the Board held eight meetings either in person or by videoconference. Len Spratt served as Board Chair and, along with the other Directors, represented the Company's interests at various shareholder and industry meetings.

A Corporate Governance Committee and an Audit Committee report to the Board. These Committees have written terms of reference that are reviewed annually.

The Corporate Governance Committee is responsible for developing and making recommendations to the Board with respect to governance matters and ensuring that effective governance practices and procedures are in place and functioning as intended. This Committee evaluates the performance of the Board and its Committees and develops management compensation policies that involve salaries, bonuses, pensions, benefits and performance reviews for senior management. This Committee is also responsible for reviewing and recommending to the Board the compensation levels for the Directors. Directors serving on the Corporate Governance Committee at June 30, 2021 were Allen Dietz (Governance Committee Chair), Jack Goodall, Michelle Gallagher and Len Spratt. The Corporate Governance Committee met four times during the fiscal year ended June 30, 2021.

A Nominating Committee reports to the Governance Committee and is comprised of the Board Chair, the Governance Committee Chair and the Audit Committee Chair. If a member of the Nominating Committee is up for re-election, an alternate Director will be appointed to the Committee for that year. The mandate of this Committee is to ensure that appropriate skill sets are maintained on the Board and to administer the Director nomination and election process. The Directors serving on the Nominating Committee at June 30, 2021 were Len Spratt, Allen Dietz and Michelle Gallagher.

The Audit Committee is responsible for reviewing the Company's financial policies and procedures, internal controls and performance of the external Auditor. This Committee's responsibilities also include reviewing and authorizing for release the Company's interim financial reports, reviewing the Company's annual financial statements prior to their approval by the Board and meeting with the external Auditor at



least annually and without management present. Directors serving on the Audit Committee at June 30, 2021 were Denis Dubrule (Audit Committee Chair), Delbert Beazer, Perry Ellis and Terry Holmes. The Audit Committee met four times during the fiscal year ended June 30, 2021.

The Board monitors management’s progress in meeting the objectives as set out in the Company’s annual business plans and budgets. The Board expects the Company management and staff to conduct their activities in accordance with ethical business standards and practices. The Board and management of the Company will continue to develop and implement corporate governance policies and practices as appropriate.

Shareholders are encouraged to provide their comments and concerns to the Company through verbal and written communications. Communications from shareholders are given serious consideration by management and the Board.

APPROVAL BY THE BOARD OF DIRECTORS

The Board of Directors of the Company has approved the contents and sending of this Information Circular to the shareholders of the Company.

DATED this 9th day of September 2021.

(This Advance Information Circular is for information purposes only)

Len Spratt
Chair, Board of Directors

Paul Dunsmore
President and CEO



SECTION 5 – DIRECTOR NOMINEES

APPENDIX A - NOMINEES OF THE CLASS A SHAREHOLDERS

(in alphabetical order)

A-1 BEAZER, Delbert

A-2 BLAKEMAN, Joe

A-3 DUBRULE, Denis

A-4 SCHWASS, Dave



DELBERT BEAZER

Cardston, AB

Res: (403) 659-2766

Cell: (403) 849-0311

EDUCATION

- High School Diploma
- University of Lethbridge – Accounting 1 Year Study
- Apprentice Gas Fitter/HVAC – NAIT (1979 – 1982)
- Federation Trainer – Train the Trainer Program (2015)
- Operation and Maintenance Evaluator – Rural Gas Utilities/ Federation of Alberta Gas Co-ops Ltd. (2015 - Current)
- Alberta Safety Codes Officer – Gas Discipline

PROFESSIONAL EXPERIENCE

Chief Mountain Gas Co-op Ltd.

- Chief Executive Officer (2007 – Present)
- Manager (2006 - 2007), Service Manager (2004 – 2006)
- Journeyman Gasfitter/Utility Operator (1982 – 2004), Apprentice Gas Fitter/Utility Operator (1979 – 1982)

INITIATIVE GROUPS AND COLLABORATIVE PROJECTS

Board Member, Community Futures Southwest, Pincher Creek (2007) – 2010)

- *Reviewed business plans, offered guidance to applicants, helped “kick” start small business initiatives.*

Executive Director/President, Cardston-Taber-Warner PC Association (2004-2018)

- *Served in all executive capacities. Worked closely with MLAs and Premiers.*

Board Member/Chairperson, Cardston and District Agricultural Society (2005 - 2010)

- *Planned, developed and executed many agricultural events for the Town of Cardston and surrounding areas. Effectively functioned as a team player.*

Volunteer Fireman, Cardston County Fire Emergency Services (1982 – 2000)

- *Responded to fires, accidents and dangerous goods incidents. Provided information on such topics as fire prevention.*

Volunteer, Royal Canadian Mounted Police (1990 – 1997)

- *Provided voluntary service as an Auxiliary Constable to the Town of Cardston and surrounding areas.*
- *Together with members of RCMP, worked extensively with Aboriginal peoples from the Blood Reserve to negotiate solutions, solve problems and provide crisis intervention and victim assistance.*

Elected Councilor, Cardston Town Council (1997 – 2005)

- *Elected to three terms of municipal council. Worked to encourage pro-active action regarding council matters. Problem solved when ratepayers cited concerns including issues such as taxes, utilities and recreation.*

OTHER

I have no direct or indirect material interest, including associates or affiliates, in any transaction since October 1, 1998, that would materially affect Gas Alberta Inc.



DELBERT BEAZER

Nominee's Comments

My name is Delbert Glen Beazer and I am seeking your support for the position of Director of Gas Alberta Inc.

I am from Southwest Alberta, Cardston area, born and raised on family farm. Rural Alberta has always been very important to me. It was in Beazer, Alberta that I learned all the work ethic of ranch life along with recreation. Played field hockey, swam in the creek, pitched horseshoes, frozen pond hockey with cattle chip pucks, chasing cows and all the life rural Alberta provides a child growing up with great neighbors and friends. I was educated in Cardston, and worked with my father at his Fuel Business, driving truck and delivering fuel to local farmers and ranchers. In 1978 graduated High School and left for bigger and better things at University of Lethbridge. The classroom drove me crazy, I wanted to work with my hands, so after one year I accepted a position as Apprentice gas fitter at Chief Mountain Gas Co-op Ltd., under my father's watchful eye. That was 42 years ago, and I have advanced through the Co-op ranks to CEO.

Working with Gas Co-ops over the years has strengthened my resolve that Co-ops can and will survive as they work towards serving the members who own them. I have been blessed to serve on many Federation Committees, including the Managers Group. This group has been forward thinking in advancing the concerns of Co-ops. We have worked with the Federation and Gas Alberta in strengthening relationships with TCPL, ATCO, and other industry leaders. Under contract with the Federation and approved by Rural Utilities I have been the Auditor/Evaluator for the Operations and Maintenance Audit. It has been a great pleasure to visit all of rural Alberta, meeting managers and staff in their areas. This position has strengthened my resolve to do all I can to promote Co-op values and principles.

I have served in many capacities on Boards and volunteer positions that have built my character and led me to leadership by merit, as I have become trusted and devoted in what I do - Fire & Emergency Services Volunteer, Auxiliary RCMP Constable, Youth Coach, Scout Leader, Member of The Church of Jesus Christ of Latter Day Saints, Ag-Society Board, Town Councilor, Community Futures Board, Oldman Land Use Regional Services Board, Rural Utilities/Federation Safety Evaluator/Auditor, Federation Trainer, farmer and rancher, Cardston-Taber-Warner PC Association President, Southern Alberta Business Development, Alberta Gas Managers Advisory Group.

Through all this experience, I have learned and developed skills relating to effectively listening and leading by example. It takes hard work and dedication to serve people in whatever capacity on a Board. I have found that as Chair of many of these boards, the ability to lead discussion, listen to different opinions, and combine strengths of individuals to come to a decision that serves that organization best is both rewarding and sometimes frustrating. My service in my Church in leadership positions has taught me about people, life and its trials and the effect poor choices and laws have on peoples' moral and feeling of value in community, home, and families. I consider myself a listener, learner and then educator in all that I do.



JOE BLAKEMAN
Alberta Beach, AB
(780) 918-1916

Summary Qualifications

- Visionary leader for the overall future of organization
- Strong agricultural background, ran small cow/calf operation
- Strong community leader and advocate
- Effective communication and crisis management skills and critical thinking
- Courage to make unpopular decisions
- Ability to work with all levels within an organization building a strong team

Work Experience:

- August 1984 – Present **Owner Operator – Blakeman Drilling**
 - Manage Family owned and operated water well drilling and services
- August 2015 –Present **Board of Director for Ste Anne Gas Coop**
 - Actively sit on board of directors
 - Government relations
 - Construction and project management
 - yearly financial analysis, from budgets to forecasting and cash flow
- Oct 2017 – Present **Reeve, Lac Ste Anne County**
 - Chair for Darwell Regional Lagoon Commission, and Municipal Planning Commissions
 - Elected to be reeve by peers
- October 2004 – October 2011 **Counselor, Lac Ste Anne County,**
 - Chaired commissions such as Lac Ste Anne Regional Lake User Association and Trail Committee
 - Actively sat on the rural policing provincial Committee for the Pembina AMDC’s zone
 - Deputy Reeve for 4 out of 6 years
- November 2011 – December 2017 **Government Relations, Fortis Alberta**
 - Government relations for provincial and municipal levels of governments
 - Collaborated with rural and urban municipalities
- November 2011 – August 2018 **Sole Proprietor WJB Consulting**
 - Consultant for Progressive Waste on various landfill projects
 - Project and construction management for various Summer Villages and Municipalities within Alberta, related to construction, drainage, pavement, gravelling



Community /Volunteer Service

- Actively involved in the majority of community events and functions
- President of Alberta Beach and District Softball Association
- Board member for the Lac Ste Anne/Parkland Constituency Association
- Past President of Alberta Beach Lions Club, Alberta Beach Hall Board, Agriplex Hall Board
- Past volunteer Deputy Chief Alberta Beach Fire Department
- Coach for various soft ball teams and leader for Boys Scouts of Canada

Education

- Certified Journeyman Water Well Driller -1992 Red Deer College
- Advance Highschool Diploma – 1984 Onoway Senior Highschool



DENIS DUBRULE

Parkland County, AB

Phone: (780) 963-4609

WORK HISTORY

SOFTWORLD INC.

Customer Liaison Manager

HARRIS CANADA SYSTEMS

Managing Director – AFRRCS Program

TELUS COMMUNICATIONS

Senior Business Consultant – Complex Solutions

STENTOR RESOURCE CENTRE INC.

Business Manager – Stentor Resource Centre Inc. (SRCI)

ALBERTA GOVERNMENT TELEPHONES

Various management and technical positions

EDUCATION

2017 Audit Committee Effectiveness Short Course – Institute of Corporate Directors

2015 Enterprise Risk Oversight for Directors – Institute of Corporate Directors

2010 Directors Education Program – Institute of Corporate Directors

1997 Master of Business Administration – Athabasca University

1996 Advanced Graduate Diploma in Management – Athabasca University

1982 Communication Electrician – NAIT

1978 Electronics Engineering Technology – NAIT

RELATED PROFESSIONAL EXPERIENCE

Director – Gas Alberta Inc. Currently Chair of the Audit Committee. Chair of the Board from 2011 to 2013. Chair of the Governance Committee 2007 and 2008.

Director – West Parkland Gas Co-op Ltd. Currently serving as Chair of the Finance Committee. Chair of the Board from 1999 to 2012.

PERSONAL

Married to Elaine for 36 years and live in Parkland County.

OTHER

West Parkland Gas Co-op holds 824 shares of Gas Alberta Inc.

I have no material interest, direct or indirect, nor do any of my associates or affiliates, that have or would affect Gas Alberta Inc.



DENIS N. DUBRULE

Nominee's Comments

It has been my pleasure to serve as your elected representative on Gas Alberta Inc.'s Board for the past eighteen years. Thank you for your continued confidence and trust in me.

I enjoy being on this Board and believe that I make a difference by thoughtful preparation for and through active participation and contribution at Board meetings. I continue to keep current with governance issues that affect directors by attending sessions offered by the Institute of Corporate Directors. As a member of West Parkland Gas Co-op and as a Director on its Board since 1988, I understand the concerns of many of Gas Alberta's stakeholders. I bring to the Board the values that underscore our Co-ops and our shareholders.

Since being elected to Gas Alberta Board I have gained valuable and broad experience by rotating through the Governance and the Audit committees. I have Chaired each Committee and was also Board Chair. As Audit Chair I have particular focus on the company's financial statements and internal controls and do not hesitate to dig into the details on those matters. I am pleased and impressed with the professionalism and courtesies extended to the committee and to the Board by Paul and his senior management team.

I am proud to be part of a successful team that is able to provide efficient and competitive service in rural Alberta. Once again, I ask for your support. If you are willing, I'd like to represent you for another term on the Gas Alberta Board.

Thank you.

Denis Dubrule



DAVE SCHWASS

Carstairs, AB
(403) 816-2997

Profile

Corporate Director, Manager, Senior Advisor and Consultant with more than 35 years of experience in natural gas, petrochemical, plastics, professional and research & development businesses at the community, national and international levels.

Education & Professional Certifications

- University of Lethbridge – *Bachelor of Science (Chemistry)*
- Association of the Chemical Profession of Alberta – *Professional Chemist*
- Board for Global EHS Credentialing – *Certified Professional Environmental, Health & Safety Auditor*
- ECO Canada – *Environmental Professional & Certified Environmental Auditor*
- Institute of Corporate Directors – *Member*

Directorships

- Rockyview Gas Co-op Ltd. – *Director, Officer (1992-Present)*
- Southern Alberta Meter Services Ltd. – *Board Chair, Officer (2010-Present)*
- Alberta Plastics Recycling Association – *President, Special Advisor (1999-Present)*
- Canada's Professional Chemists (NACPCC) – *Founding Chair (2007-2014)*
- Canadian Society for Chemistry – *Treasurer, President (2001-2008)*
- Association of Chemical Profession of Alberta – *Founding Secretary/Treasurer (1992-1995)*

Awards & Recognition

- Canadian Plastics Industry Association's *CanPlast Award, 2019*
- NOVA Chemicals' *Excellence in Responsible Care® Award, 2014*
- Chemical Institute of Canada's *Fellowship, 2009*
- Canadian Chemical Producers Association's *Merit Award, 2008*
- Association of the Chemical Profession of Alberta's *Frank W. Bachelor Award, 2007*

Employment History

- NOVA Chemicals Corporation – *Corporate Environmental Affairs/Research & Technology: Manager & Sr. Advisor (1997-2021)*
- NOVA Corporation of Alberta – *Integrated Safety, Health, Environment & Risk Audit (1995-1997)*
- NOVA Gas International – *GasAndes Project, Chile (1995)*
- Novacor Chemicals' Joffre Site – *Risk Control & Business Transformation Team (1993-1995)*
- NOVA Gas Transmission – *Environmental Resources, Operations & Maintenance (1986-1993)*
- Schwass Consulting – *Environmental & Risk Management (1987-1988)*
- Agriculture Canada & Alberta Environment (1984-1985)



DAVE SCHWASS

Nominee's Comments

My name is Dave Schwass and I am privileged to offer myself as a Board Director candidate for Gas Alberta Inc.

My wife and I have lived, and have been engaged in, the Carstairs area for 30 years. I have a long history with natural gas distribution and the gas co-operatives starting with NOVA Gas Transmission and the Rockyview Gas Co-op Ltd., where I have been a director, committee chair and officer for over 28 years.

I recently retired from the NOVA group of companies after almost 35 years and I hope to leverage my business, issue, advocacy and management experience alongside my 28 years of corporate and not-for-profit board activities by supporting the tremendous work Gas Alberta does on behalf of its shareholders.

I am a life-long learner and continue to build on my extensive governance and internal controls experience in a manner that focuses on the efficient and cost-effective management of an organization's people and compliance obligations while supporting growth. I have leadership experience in acquisitions and divestitures and the development of near and long-term strategy at the corporate and board level.

My professional, business, and board focus continues to be one of risk, issue, and opportunity identification with a special emphasis on Enterprise Risk Management (ERM) and Environmental & Social Governance (ESG). Both of these areas are top-of-mind for many organizations and investors as they navigate through the economic and social implications of today including the COVID-19 pandemic and environmental challenges facing Canadian communities. For example, the challenge of reducing greenhouse gas emissions is daunting and costly. I minimized the costs of compliance when I managed the largest non-utility greenhouse gas emissions liability in Canada for 19 years with NOVA Chemicals.

I am confident that natural gas remains a solution to energy and environmental issues into the future including reducing greenhouse gas emissions. Gas Alberta is ideally situated to bring value to shareholders through cost-effective supply and environmentally sound growth opportunities. I would be privileged to be part of these activities and I respectfully ask for your support as a Director representing Class A Shareholders.

Other

I have no direct or indirect material interest, including associates or affiliates, in any transactions since October 1, 1998, that has or would materially affect Gas Alberta Inc.

APPENDIX B - NOMINEES OF THE HOLDER OF THE SPECIAL SHARE

(in alphabetical order)

B-1 ELLIS, Perry

B-2 GOODALL, Jack



PERRY ELLIS

Standard, AB

Phone: (403) 934-0969

Background and Experience

My name is Perry Ellis and I am seeking your support for the position of Director of Gas Alberta Inc. as a representative from the Federation of Alberta Gas Co-ops.

I own a mixed grain farm in the Standard area that I have been operating since 1989.

In 1990, I became a Director of the Rosebud Gas Co-op, and Chairman in 1999 until present. I was elected as Zone 7 Director to the Federation of Alberta Gas Co-ops in 2015 and sit on the Federation's Board of Directors and Training Committee. I have represented the Federation on the Alberta One Call's Board for the past five years and Gas Alberta Inc.'s Board for the past four years.

Past activities include County of Wheatland's Planning and Appeal Board, member at large on the Agricultural Service Board and President of the Standard Agricultural Society.

I have taken STRIVE governance training provided by Jim Brown.

I look forward to serving on Gas Alberta's Board of Directors as a representative from the Federation of Alberta Gas Co-ops. Gas Alberta is a great organization with a great future.



JACK GOODALL
Chauvin, AB
Phone: (780) 842-0637

Background and Experience

My name is Jack (John) Goodall and I am seeking your support for the position of Director of Gas Alberta Inc. as a representative from the Federation of Alberta Gas Co-ops.

I am currently the Councilor responsible for the Village of Chauvin’s natural gas utility, Mayor for the Village, Zone Director for Zone 5 of the Federation of Alberta Gas Co-ops and serve on the Federation’s HR/Finance Committee. I have served as a Federation representative on Gas Alberta Inc.’s Board of Directors since 2015.

I have served on Village Council for 21 plus years, giving me extensive governance experience. This has involved serving as Councilor and Mayor, as well as serving on numerous boards as Director or Chairperson, some present and past; Chauvin Recreation Board, Chauvin Municipal Library, Battle River Foundation, Chauvin Fire Dept., Wainwright and District Ambulance Society, East Central 911, ICE Villages Committee (Irma, Chauvin, Edgerton), Battle River Area Economic Development, Municipal Planning Commission and Chauvin School Council.

I have taken STRIVE governance training presented by Jim Brown. I am co-owner of Goodall Motors Ltd, JR’s Liquor Mart and GML Petroleum Division with my brother. I am an advocate for rural development and keeping Alberta strong.

My experience in the oil and gas, business and governance worlds provide me with a working knowledge that I can bring to Gas Alberta’s Board table. It would be an honour to sit on Gas Alberta’s Board on your behalf as a representative of Fed Gas, as both organizations are strong supporters of each other. I believe I will be an asset on Gas Alberta Inc.’s Board.

Thank you for your consideration and support.

APPENDIX C – SKILLS SELF-ASSESSMENT

The following table summarizes the Nominees’ self-assessments regarding their skills and provides a common basis for shareholders to review and evaluate the candidates. The Board has reviewed these self-assessments and approved the candidacy of these individuals.

Nominees (in alphabetical order):	Nominees of the Class A Shareholders				Nominees of the Special Shareholder	
	BEAZER, Delbert	BLAKEMAN, Joe	DUBRULE, Denis	SCHWASS, Dave	ELLIS, Perry	GOODALL, Jack
I. GOVERNANCE SKILLS						
1) Formal board training	C	C	O	E	E	E
2) Exec recruitment/succession planning	C	C	E	E	C	E
3) Strategic planning and focus	C	E	O	E	E	E
4) Risks and compliance	C	C	E	O	C	C
5) Management performance	C	E	O	E	E	E
6) Organizational management	C	E	E	E	C	C
7) Policy development	C	O	O	E	E	E
8) Other board experience	E	E	O	E	O	O
II. BUSINESS KNOWLEDGE						
9) Business judgement	E	E	O	E	E	E
10) Natural gas industry	O	C	E	E	E	C
11) Gas management	E	C	C	C	C	C
12) Stakeholder relations	E	O	O	E	E	O
III. TECHNICAL SKILLS						
13) Internal controls	E	E	E	E	E	C
14) Financial reporting	E	E	O	E	C	C
15) Business planning	E	E	E	E	E	E
16) Auditing requirements	C	C	E	E	E	C
17) Formal financial training	C	N	E	C	C	C
18) Information technology	E	C	E	E	E	C
IV. PERSONAL ATTRIBUTES						
19) Interpersonal skills	O	O	O	O	O	O
20) Communication skills	E	E	O	E	E	E
21) Teamwork	O	O	O	O	E	O
22) Leadership	E	O	O	O	E	O

The following is a description of the skills that were utilized for the above skills self-assessments.

	SKILLS DESCRIPTION
I. GOVERNANCE SKILLS	
1) Formal board training	- A record of continued professional development and formal training in Board and governance matters.
2) Executive recruitment and succession planning	- Experience in understanding human resource, personnel and other considerations for executive recruitment and compensation structures.
3) Strategic planning & focus	- 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.
4) Risks and compliance	- 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.
5) Management performance	- Experience in evaluating the performance of senior management.
6) Organizational management	- Ensuring the integrity of internal controls and management reporting processes.
7) Policy development	- Ability to identify key issues for an organization and develop policy parameters for an organization's operations.
8) Other board experience	- Experience in serving on boards and a good understanding of corporate governance practices.
II. BUSINESS KNOWLEDGE	
1) Business judgement	- A broad range of commercial and business experience.
2) Natural gas industry	- Experience and knowledge of the gas supply network from suppliers to consumers.
3) Gas management	- Understanding of natural gas trading activities using physical and financial products.
4) Stakeholder relations	- Experience with an organization's stakeholder relations, which involves interactions, negotiations and consensus-building.
III. TECHNICAL SKILLS	
1) Internal controls	- Understanding of the proper application of internal controls within an organization.
2) Financial reporting	- Understanding of financial reports in order to assess an organization's financial performance and viability.
3) Business planning	- Experience in developing and overseeing budgets and forecasts.
4) Auditing requirements	- Knowledge of the auditing requirements and processes for an organization.
5) Formal financial training	- Completion of financial courses or seminars (Accounting designation would be the highest rating).
6) Information technology	- Knowledge and experience in the strategic implementation and use of information technology within an organization.
IV. PERSONAL ATTRIBUTES	
1) Interpersonal skills	- Ability to effectively interact with others.
2) Communication skills	- Ability to present information and listen effectively in small and large groups.
3) Teamwork	- Experience serving on an organization's teams or committees.
4) Leadership	- Experience serving as the Chair of a board or committee.



APPENDIX D – LISTING OF CLASS A SHARES

GAS ALBERTA INC.

CLASS A SHARES BY SHAREHOLDER

As at June 30, 2021

	<u>Class A Shares</u>		<u>Class A Shares</u>
Ankerton Gas Co-op Ltd.	509	Meota Gas Co-op Association Ltd.	220
Battle River Gas Co-op Ltd.	324	Minco Gas Co-op Ltd.	513
Big Country Gas Co-op Ltd.	129	Natural Gas Co-op #52 Ltd.	515
Birch Hills Gas Co-op Ltd.	185	North East Gas Co-op Ltd.	944
Bow River Gas Co-op Ltd.	437	North Peace Gas Co-op Ltd.	1,015
Buck Mountain Gas Co-op Ltd.	592	Northern Lights Gas Co-op Ltd.	951
Burnt Lake Gas Co-op Ltd.	300	Paddle Prairie Gas Co-op Ltd.	31
Central Peace Natural Gas Co-op Ltd.	340	Paintearth Gas Co-op Ltd.	433
Chain Lakes Gas Co-op Ltd.	627	Pembina River Natural Gas Co-op Ltd.	306
Chief Mountain Gas Co-op Ltd.	470	Phoenix Gas Co-op Ltd.	562
Chinook Gas Co-op Ltd.	184	Pioneer Gas Co-op Ltd.	191
Cochrane Lake Gas Co-op Ltd.	553	Prairie River Gas Co-op Ltd.	693
Coronado Gas Co-op Ltd.	211	Rocky Gas Co-op Ltd.	707
County of Lac La Biche	482	Rockyview Gas Co-op Ltd.	839
County of Smoky Lake No. 13 Gas Utility	483	Rosebud Gas Co-op Ltd.	389
County of Thorhild No. 7	548	Sedgewick-Killam Natural Gas System	212
County of Two Hills No. 21	434	Ste. Anne Natural Gas Co-op Limited	1,052
County of Vermilion River No. 24 Gas Utility	1,300	Sucker Creek First Nation	24
Crossroads Gas Co-op Ltd.	1,008	Sunshine Gas Co-op Ltd.	617
Dene Tha' First Nation	51	Swan River Natural Gas Co-op Ltd.	200
Diamond Valley Gas Co-op Ltd.	439	Tirol Gas Co-op Ltd.	88
Dinosaur Gas Co-op Ltd.	204	Town of Castor	100
Dry Country Gas Co-op Ltd.	334	Town of Daysland	83
East Central Gas Co-op Ltd.	350	Town of Devon	438
East Peace Gas Co-op Ltd.	693	Town of High Prairie	343
East Smoky Gas Co-op Ltd.	520	Town of Manning	151
Evergreen Gas Co-op Ltd.	453	Town of Rainbow Lake	111
Foothills Natural Gas Co-op Ltd.	978	Town of Redwater	200
Forty Mile Gas Co-op Ltd.	702	Town of Sundre	254
Goodfish Lake Gas Utility Ltd.	66	Town of Valleyview	217
Gull Lake Deer Creek Gas Co-op Ltd.	713	Town of Wainwright	746
Harvest Hills Gas Co-op Ltd.	382	Triple W Natural Gas Co-op Limited	403
Iron Creek Gas Co-op Ltd.	381	TRL Gas Co-op Ltd.	811
Kehewin Cree Nation	48	Village of Boyle	105
Lac La Biche District Natural Gas Co-op Ltd.	382	Village of Forestburg	99
Lamco Gas Co-op Ltd.	594	West Parkland Gas Co-op Ltd.	824
Little Bow Gas Co-op Ltd.	253	Yellowhead Gas Co-op Ltd.	690
		TOTAL CLASS A SHARES	32,536

Notes

- 1) The number of Class A shares for each shareholder may change due to Gas Alberta's annual share adjustment process.
- 2) Certain shareholders may be capped at 4% of total shares in accordance with Gas Alberta's Articles of Incorporation.

Daniel Moric

From: Kevin Crush <kcrush@fedgas.com>
Sent: October 1, 2021 2:13 PM
To: Kevin Crush
Subject: FedGas Health and Safety Program
Attachments: FedGas Health and Safety Program.pdf

To All Federation Members:

Attached is a letter from Executive Director Tom Kee to update the Membership on the Board of Directors approval to a change in the Federation Health and Safety Program.

Thank you,

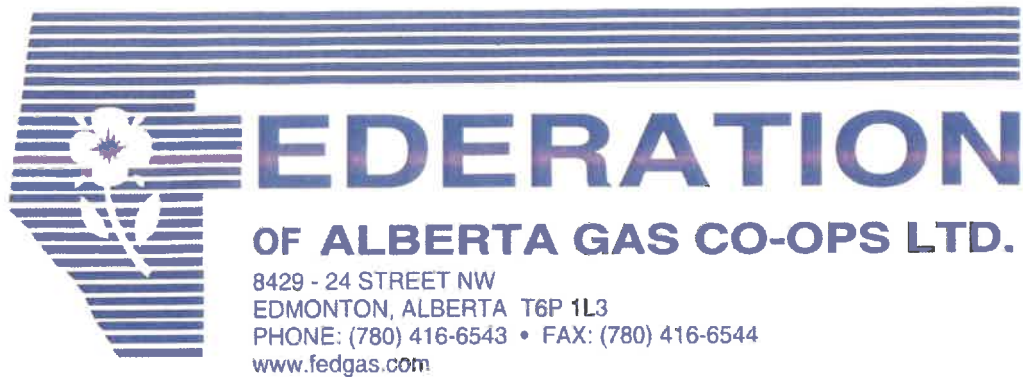


Kevin Crush
Corporate Services Manager
Federation of Alberta Gas Co-ops Ltd.
M:780-416-6543 | D:780-416-6535
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8429 24 Street NW, Edmonton, AB T6P 1L3

~ Supporting the Success of Co-operative and Community Member Utilities ~



October 1, 2021

All Federation Member Utilities

Distributed by Email

Re: Federation Health and Safety Program

The Federation of Alberta Gas Co-ops Ltd. began its Health and Safety Program almost three years ago with the beginning of the Health and Safety template manual. It was expanded in 2019 with the hiring of a Health and Safety Program Specialist to work with Member Utilities on putting a health and safety program into place for their own workplaces. It evolved again with the creation of the Health and Safety Working Group which has met monthly to update the Health and Safety Manual for utilities that chose to opt in for the Federation's Health and Safety Program. We have had many successes moving this initiative forward and putting health and safety to the forefront for our Member Utilities.

What has also been seen over the years has been growing attention to the risks associated with running natural gas utilities, and our ability to mitigate those risks for the communities we live and work in. Having a Health and Safety Program in place is not only a legislative requirement but it is a duty we owe to our members.

We now believe it is time for the next step. The Federation Board has mandated that the Federation Health and Safety Program will be accessible to all Member Utilities as a Core service and funded in part through the levy. This will give every Member Utility, at a minimum, access to the Federation's Health and Safety Manual and all its updates, as well as access to the Health and Safety Program Specialist who will be able to work with your utility to ensure your program is running well. By doing this, every Member Utility will be expected to meet a minimum level of Health and Safety and to maintain that level.

Ancillary services such as providing health and safety audits for utilities will come at an additional cost, but basic programs and services will be at no further cost to utilities. More details on what this will look like are forthcoming.

The FedGas Insurance Reciprocal Exchange (FIRE) will be part funders of this program. From an insurance perspective, it is in our best interests to be able to evidence to insurance providers that all our Member Utilities are managing risks at a standard level or beyond. This proves to governing bodies and the insurance industry that Federation Member Utilities are operating and meeting a minimum standard. When the insurance program is marketed to carriers, this information assists to evidence the high standard of risk management in which the program operates. A well-managed program benefits the insurance aspect by supporting market negotiations and ensuring rates are kept low while being competitive. In this regard, FIRE has agreed to cover any annual shortfalls that the Health and Safety Program may experience.

The Federation is working on the logistics to moving Health and Safety to a Core service. Materials are being developed to illustrate how the program will work for Member Utilities. We look forward to sharing these with you. There will also be communications going out to the utilities with existing Federation Health and Safety Program contracts as to what this will mean for them.

We look forward to being able to further discuss the Health and Safety Program and this transition with all of you at upcoming meetings.

Yours Truly,

Tom Kee
Executive Director
On Behalf of the Board of Directors
Federation of Alberta Gas Co-ops Ltd.