

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, April 12, 2022 at 9:00 o'clock A.M.

in the County Council Chambers, Smoky Lake and through Zoom Meeting

<https://us02web.zoom.us/j/86484572163?pwd=UUdodVZmSW9CYWcwV3pJN3NSVjJ6dz09>

Meeting ID: 864 8457 2163 Passcode: 167886

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 February 15, 2022 – Utilities Meeting: **Natural Gas Meeting.** ©

Recommendation: Motion to Adopt.

3.2 Utilities Meeting: – February 15, 2022 Natural Gas: **Action List.** ©

Recommendation: File for Information

4. Request for Decision:

No Request for Decision

5. Issues for Information:

5.1 March 2022 Natural Gas Rates ©

5.2 April 2022 Natural Gas Rates ©

5.3 Federation Board to Board Newsletter ©

5.4 Federation Health & Safety Newsletter ©

5.5 Reply from Utility Safety Partners ©

5.6 2021 Federation Audit – Final Status ©

6. Correspondence:

- 6.1 Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated February 18, 2022 – RE: FIRE Attorney-in-Fact ©

Recommendation: File for Information

- 6.2 Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated February 23, 2022 – RE: February Federation Status Report ©

Recommendation: File for Information

- 6.3 Dawn McWhirter, Member Services Coordinator, Federation of Alberta Gas Co-ops Ltd. dated March 30, 2022 – RE: 2022 Convention Hotel Links ©

Recommendation: Who Can Attend - Attend

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, **February 15, 2022**, at 11:42 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and in Council Chambers.

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

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, Feb. 15, 2022</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	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
Communications Tech.	Evonne Zukiwski	Present Virtually
GIS Officer	Carole Dowhaniuk	Present Virtually
Ag. Fieldman	Carleigh McMullin	Present Virtually
Assist. Ag., Fieldman	Amanda Kihn	Present Virtually
Fire Chief	Scott Franchuk	Present Virtually

No Members of the Media were present.
One Member of the Public was present.

2. Agenda:

377-22: Fenerty That the Smoky Lake County Natural Gas Meeting Agenda for Tuesday, February 15, 2022, be adopted, as amended:

Addition to the Agenda

1. Federation of Gas Alberta's Year-2022 Spring Zone Meeting.

Carried Unanimously.

3. Minutes:

378-22: Serben That the Minutes of the Smoky Lake County Natural Gas Meeting held on Tuesday, December 14, 2021, be adopted. Carried.

379-22: Gawalko That the Action List from the Smoky Lake County Natural Gas Meeting dated Tuesday, December 14, 2021, be accepted as presented. Carried.

4. Request for Decision:

No requests for Decision.

5. Issues for Information:

Manager's Report

380-22: Cere That Smoky Lake County Council accept the Natural Gas Manager's Report of statistics and activities dated February 8, 2022, and file it for information. Carried.

Natural Gas Rate – January 2022

381-22: Fenerty That the Smoky Lake County Natural Gas Rates for **January 2022**, from Gas Alberta in the amounts of \$3.75 (Gas Alberta Rate) + \$0.24 (Variable) + \$1.90 (Operations & Maintenance Charge) = \$5.89/GJ, be filed for information.

Carried.

Natural Gas Rate – February 2022

382-22: Gawalko That the Smoky Lake County Natural Gas Rates for **February 2022**, from Gas Alberta in the amounts of \$4.60 (Gas Alberta Rate) + \$0.24 (Variable) + \$1.90 (Operations & Maintenance Charge) = \$6.74/GJ, be filed for information.

Carried.

November 2021 Natural Gas / December 2021 Billing Survey

383-22: Fenerty That Smoky Lake County acknowledge receipt of the September 2021 Natural Gas / October 2021 Billing Survey, of gas utility co-ops and companies within Alberta showing an average total rate per GJ in the amount of \$7.26 and Smoky Lake County's rate at \$7.44.

Carried.

January 2022 Natural Gas / February 2022 Billing Survey

384-22: Serben That Smoky Lake County acknowledge receipt of the January 2022 Natural Gas / February 2022 Billing Survey, of gas utility co-ops and companies within Alberta showing an average total rate in the amount of \$5.79 per GJ and Smoky Lake County's rate in the amount of \$5.89 per GJ.

Carried.

Federation of Alberta Gas Co-ops Ltd. – Board to Board Report

385-22: Gawalko That the newsletter received by Smoky Lake County from the Federation of Alberta Gas Co-ops Ltd. dated January 2022, titled: Board to Board, be filed for information.

Carried.

6. Correspondence:

Federation of Alberta Gas Co-ops Ltd.

386-22: Cere That the bulletin received by Smoky Lake County from Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated December 21, 2021, titled: Federation Status Report, December 2021, be filed for information.

Carried.

Federation of Alberta Gas Co-ops Ltd.

387-22: Fenerty That Smoky Lake County acknowledge receipt of the correspondence received from Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated December 21, 2021, confirming the vote by electronic means fulfilled the requirement to hold a 2021 Annual General Meeting and the Year-2021 Audited Financial Statements and Membership Levy in the amount of \$13.60, was approved and Metrix Group was appointed as the Auditor for 2021-2022.

Carried.

Addition to the Agenda:

Federation of Alberta Gas Co-ops Ltd. – Spring Zone 3& 4 Meeting

388-22: Gawalko

That Smoky Lake County Natural Gas Manager request a meeting date change for the Federation of Alberta Gas Co-ops Ltd. Year-2022 Spring Zone 3 &4 meeting scheduled for March 24, 2022, as it falls on the fourth Thursday of the month which is the County's regular Council meeting date.

Carried.

7. Delegation:

No Delegation.

8. Executive Session:

No Executive Session.

Next Meeting:

389-22: Gawalko

That the next Smoky Lake County **Natural Gas Meeting** be scheduled for **Tuesday, April 12, 2022**, 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:

390-22: Fenerty

That the Smoky Lake County Natural Gas Meeting of February 15, 2022, be adjourned, time, 12:15 p.m.

Carried.

CHAIRPERSON

S E A L

CHIEF ADMINISTRATIVE OFFICER



NATURAL GAS MEETING ACTION LIST FROM FEBRUARY 15, 2022

2022/04/05

2 GOALS

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

COUNCIL MOTIONS/INQUIRY 2022 PLAN

COUNCIL MOTIONS 2022

Meeting ...	Motio...	Goal	Details	Owner	Progress Update
2022/02/15	388-22	<p>2022 02 15 Natural Gas</p> <p>↳ Federation of Alberta Gas Co-ops Ltd. – Spring Zone 3& 4 Meeting</p>	That Smoky Lake County Natural Gas Manager request a meeting date change for the Federation of Alberta Gas Co-ops Ltd. Year-2022 Spring Zone 3 &4 meeting scheduled for March 24, 2022, as it falls on the fourth Thursday of the month which is the County's regular Council meeting date.	Natural Gas Manager	<p>Daniel Moric:</p> <p>Achievements: I spoke to Mr. Tom Kee, Executive Director for the Federation of Alberta Natural Gas Co-ops at the Spring Zone Meeting on March 24th and stated Councils concerns and he will consider the County Council meeting date in planning future Zone Meetings.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

3.2

GasAlberta Inc.

February 23, 2022

Attention: Manager/CAO

Re: GAS COST RATE EFFECTIVE MARCH 2022

Gas Alberta's gas cost rate will increase by \$0.10/GJ to **\$4.70/GJ** for the month of March 2022.

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 March 2022 are shown below. Please note, 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
Gas Cost Rate	\$4.758/GJ	\$5.12/GJ	\$4.794/GJ	\$4.70/GJ
Over (Under) riders included in Gas Costs	\$(0.26)/GJ	\$(0.68)/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 March 2022

	Gas Ab. Rate	Variable	O & M charge	Total	
Domestic rate	\$ 4.70	\$ 0.24	\$ 1.90	\$ 6.84	

Sungro

0-35000 gjs	\$ 4.70	\$ 0.24	\$ 0.80	\$ 5.74	X
35-85000 gjs	\$ 4.70	\$ 0.24	\$ 0.60	\$ 5.54	
over 85	\$ 4.70	\$ 0.24	\$ 0.40	\$ 5.34	

Smoky Lake Forest Nursery

0-35000 gjs	\$ 4.70	\$ 0.24	\$ 0.80	\$ 5.74	X
35-85000 gjs	\$ 4.70	\$ 0.24	\$ 0.60	\$ 5.54	
over 85	\$ 4.70	\$ 0.24	\$ 0.40	\$ 5.34	

Tremel	\$ 4.70	\$ 0.24	\$ 0.78	\$ 5.72	
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Domestic riser service charge \$ 25.00 / riser

Fixed charge	\$ 1.90
Systems capital	\$ 0.40

Commercial riser service charge \$ 60.00 / riser

Town of Smoky Lake	\$ 4.70	\$ 0.24	\$ 0.12	\$ 5.06	
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GasAlbertaInc.

March 29, 2022

Attention: Manager/CAO

Re: GAS COST RATE EFFECTIVE APRIL 2022

Gas Alberta's gas cost rate will increase by \$0.30/GJ to **\$5.00/GJ** for the month of April 2022.

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 April 2022 are shown below. Please note, 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
Gas Cost Rate	\$5.281/GJ	\$3.907/GJ	\$5.144/GJ	\$5.00/GJ
Over (Under) riders included in Gas Costs	\$(0.68)/GJ	\$0.67/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 April 2022

	Gas Ab. Rate	Variable	O & M charge	Total	
Domestic rate	\$ 5.00	\$ 0.24	\$ 1.90	\$ 7.14	

Sungro

0-35000 gjs	\$ 5.00	\$ 0.24	\$ 0.80	\$ 6.04	X
35-85000 gjs	\$ 5.00	\$ 0.24	\$ 0.60	\$ 5.84	
over 85	\$ 5.00	\$ 0.24	\$ 0.40	\$ 5.64	

Smoky Lake Forest Nursery

0-35000 gjs	\$ 5.00	\$ 0.24	\$ 0.80	\$ 6.04	X
35-85000 gjs	\$ 5.00	\$ 0.24	\$ 0.60	\$ 5.84	
over 85	\$ 5.00	\$ 0.24	\$ 0.40	\$ 5.64	

Tremel	\$ 5.00	\$ 0.24	\$ 0.78	\$ 6.02	
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Domestic riser service charge \$ 25.00 / riser

Fixed charge	\$ 1.90
Systems capital	\$ 0.40

Commercial riser service charge \$ 60.00 / riser

Town of Smoky Lake	\$ 5.00	\$ 0.24	\$ 0.12	\$ 5.36	
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If you can't read this email, please [view it online](#)

Board to Board

March 2022

Changes to Utility Safety Partners Billing

The Federation will no longer be the billing agent for Utility Safety Partners.

In January, new information from Utility Safety Partners indicated that they would be offering to utilities the lowest rate for natural gas utilities. Previous to this, no Federation Member Utility was large enough to reach that rate unless all were combined under the Federation banner. With that no longer being the case, the Federation will no longer be the billing agent. Moving forward, individual utilities will need to work directly with Utility Safety Partners on billing.



In the past, Alberta One Call (rebranded as Utility Safety Partners) had three tiers of rates that were based on volumes of calls within a year. By combining all Member Utilities, the Federation reached that lowest rate and was able to bill to utilities at a rate lower than they would have received individually.

Utility Safety Partners' new fee structure is more of a membership fee based on a company's annual locates based on a rolling-three year average. It also takes into account the level of risk that comes with the company's category.

Currently, there is only one category for natural gas on Utility Safety Partners' risks matrix. The concern is that distribution systems are being looked at with the same risk as energy producers and high pressure transmission pipelines.

The Federation has written a letter to Utility Safety Partners requesting that the natural gas category be split up so that distribution systems – which are at a lower risk – are not in the same category and thus fees as much higher risk infrastructure.

A template letter for Member Utilities to voice the same opinion is being distributed to Member Utilities.

Upcoming Events

With COVID-19 restrictions lifted, the Federation is planning for in-person meetings again.

Upcoming events for 2022 include:

- Federation Centre Open House – June 15 - Edmonton
- June Members Meeting and FIRE AGM – June 16 - Edmonton
- Federations Charity Golf Classic – August 18 – Goose Hummock Golf Resort
- Fall 2022 Zone Meetings - October - Locations TBD
- 2022 Convention and Trade Fair – November 27-December 1 – Edmonton.

The Federation is planning an Open House for the Federation Centre! It has been timed to roughly coincide with the annual Members Meeting. We moved into our current building in Summer 2020 in the midst of the pandemic and have been unable to welcome our Members in to the building since then. We are happy to finally be able to fully open the doors to Membership!

Information on the Open House will be coming in the near future.

Stony Plain Honours West Parkland

West Parkland Gas Co-op was honoured with a local business award.

The Town of Stony Plain recognized West Parkland as its recipient of the 12th annual Ambassador of Action Business Award! Each year, the award recognizes a local business that made a significant investment in its business and the community at large.

The co-op was recognized for its growth and its engagement with the community over 2021. That included reaching a milestone of 5,000 members last year, and its expansion with the addition of West Parkland Propane.

Recognition was extended in part because of West Parkland's efforts to support and give back to the community. They have volunteered with local charities and spearheaded a number of fundraising activities such as the Parkland Food Bank. They also teamed up with the Town's Mayor, William Choy, last August for a dunk tank fundraiser on behalf of the Co-ordinated Suicide Prevention Program.



The Ambassador of Action Business Award was announced on January 27 at the 2021 Stony Plain Chamber of Commerce Business Awards of Distinction.

SANG Community Enhancement Foundation

Supporting the community is the focus of a foundation formed by Ste Anne Natural Gas Co-op.

The co-op created the SANG Community Enhancement Foundation in 2020 as a way to help them do more to help their local community. It helped to stream charity money and recruit help for community events in a way that did not cost the co-op.

The co-op already has a long history of supporting causes, including its signature accomplishment with the Kids With Cancer Society. Combined with the 50-year history of the co-op in the community, it gave them a lot of community standing to do more.



By creating a foundation and applying for grants, they produced far greater changes than the co-op alone could. A foundation board was created from current staff and board, and a one-time "seed" deposit was made to the foundation from Ste Anne's existing sponsorship allocations. Foundations fees were also voted on at the co-op's 2021 annual general meeting to make the foundation self-supporting.

The foundation aims to provide financial aid, donated skills, and material to enhance the social well-being of local groups and individuals in the Ste Anne Natural Gas area. The work is guided and informed by their beliefs and commitments to inclusiveness. The SANG Community Foundation announced itself official in July 2021, and since then have donated \$18,000 to:

- ABC Preschool (hosted at Camp Warwa)
- Darwell Agricultural Society (Annual Kids Summer Fair)
- Onoway & District Agricultural Society (Local Food Week)
- Onoway Public Library (Community Christmas Fair)
- Onoway Facility Enhancement Association Parents Educational Fundraising Association (Playground)
- Onoway Chamber of Commerce (Babysitting/Home Alone)
- Lac Ste Anne Army Cadets



Gas Utility Operator Awards

Congratulations go out to our Federation Gas Utility Operator Award winners from the past 12 months!

The awards (previously given out by NAIT) are given to the student with the top mark in each of the Gas Utility Operator Level 1 and Gas Utility Operator Level 2 courses. Each student receives a \$500 award from the Federation.

For 2021, our winners were Shawn King from Ankerton Gas Co-op Ltd. for Gas Utility Operator Level 1, and Rick Vickery from Battle River Gas Co-op Ltd. for Gas Utility Operator Level 2.

In 2022, Gas Utility Operator Level 1 has been completed so the award was finalized. The winner was Damon Webb from Foothills Natural Gas Co-op Ltd. (The 2022 Level 2 award will be finalized in the Spring.)

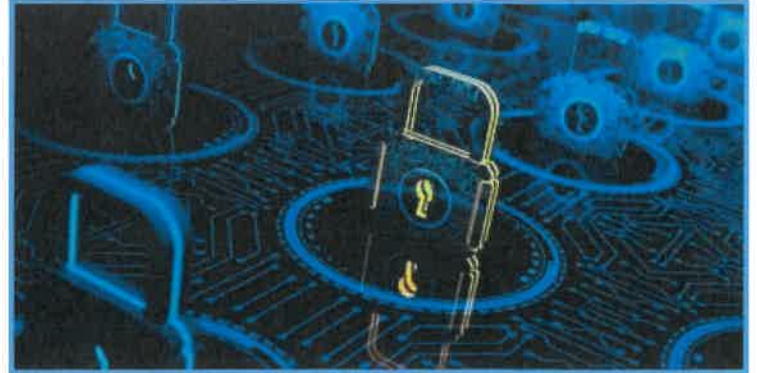
Congratulations to all of the recipients! They are making their utilities and the whole Federation Membership proud!



Limited Time Available to Register for CyAware Course

There is still some time left for Member Utilities to enroll staff and directors in Aon's CyAware cyber security training modules at no cost to your utility.

Until April 1, 2022, the FedGas Insurance Reciprocal Exchange (FIRE) will reimburse utilities for registration costs for CyAware. The normal cost is only \$15 per person. It is recommended that all employees in a utility be allowed to take the training, and it is available to Directors/Councillors.



After April 1, registration will be a the utility's cost through Aon.

CyAware (Cyber Awareness Training) is a fun, interactive training platform with 12 modules on cyber security best practices. It educates users on critical cyber security topics, such as personal cyber security best practices, how attackers infiltrate systems, how to identify malware and ransomware, and how to help safeguard company data and systems from attacks.

Registration information is available on the FedGas Training Portal (MEMBERS AREA | TRAINING | TRAINING COURSE REGISTRATION). (Must be logged in to FedGas Members Area for links to work).

Let's Hear From You!

If your Utility has an article or photo you would like to submit, send it to kcrush@fedgas.com. Articles may be edited for length or content.



Health and Safety Newsletter

March 2022

[Click Here to View in Your Browser](#)



Safety Moments

- Preventing Falls from Slips and Trips
- Ground Disturbance Safety



PREVENTING

FALLS*



from SLIPS, TRIPS

ONE STEP AT A TIME

That's approximately 20,353 slips and trips annually

About 12% of all accepted injury claims are from a slip or trip.

To PREVENT falls:

- USE appropriate, non-slip flooring material
- PROVIDE adequate lighting

PRACTICE good housekeeping:



CLEAN up all spills and debris immediately



MARK or **IDENTIFY** spills and wet areas



KEEP walkways clear of clutter and other obstacles



CLOSE file cabinets and storage drawers immediately



COVER or **TAPE** down cords or cables

SELECT and WEAR proper footwear:



MATCH your footwear to all the hazards of your job



KEEP shoes in good repair, clean and free from contaminants

Statistical source: Association of Workers' Compensation Boards of Canada, Injury Statistics Across Canada, 2013

Employers should make sure the health and safety program includes slips and trips prevention:



CONDUCT regular inspections



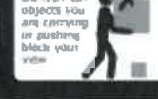
IDENTIFY high-risk areas such as stairs, entrances, and high-traffic areas



TRAIN managers, supervisors and workers

5 WAYS to REDUCE the RISK

Slipping Tripping



Common CAUSES

Slips



- Slippery materials (water, ice, snow, oils, powders, granular solids)
- Slippery surfaces (polished tile or stone, smooth painted concrete or metal)
- Inappropriate footwear for the surface

Trips



- Uneven walking surfaces
- Unexpected or unseen steps, platforms or thresholds
- Wrinkled carpeting, or loose rugs or mats
- Obstructions such as an open bottom file cabinet drawer
- Exposed or loose cables, wires or cords
- Clutter on the floor or stairs

What are the Hazards with Trenching and Excavation?

Working in trenches and excavations is hazardous to both the workers who work inside them, and to workers on the surface. The hazards include:

- Cave-ins or collapses that can trap workers
- Equipment or excavated soil falling on workers (e.g., equipment operated or soil/debris stored too close to the excavation)
- Falling into the trench or excavation
- Flooding or water accumulation
- Exposure to a hazardous atmosphere (e.g., gas, vapour, dust, or lack of oxygen)
Contact with buried service lines such as electrical, natural gas, water, sewage, telecommunications, etc.
- Contact with overhead electrical lines
- Slips, trips and falls as workers climb on and off equipment, or from inappropriate access and egress methods
- Being struck by moving machinery, or by falling or flying objects. Hazards related to materials handling (e.g. lifting, struck by, crushed between, etc.).

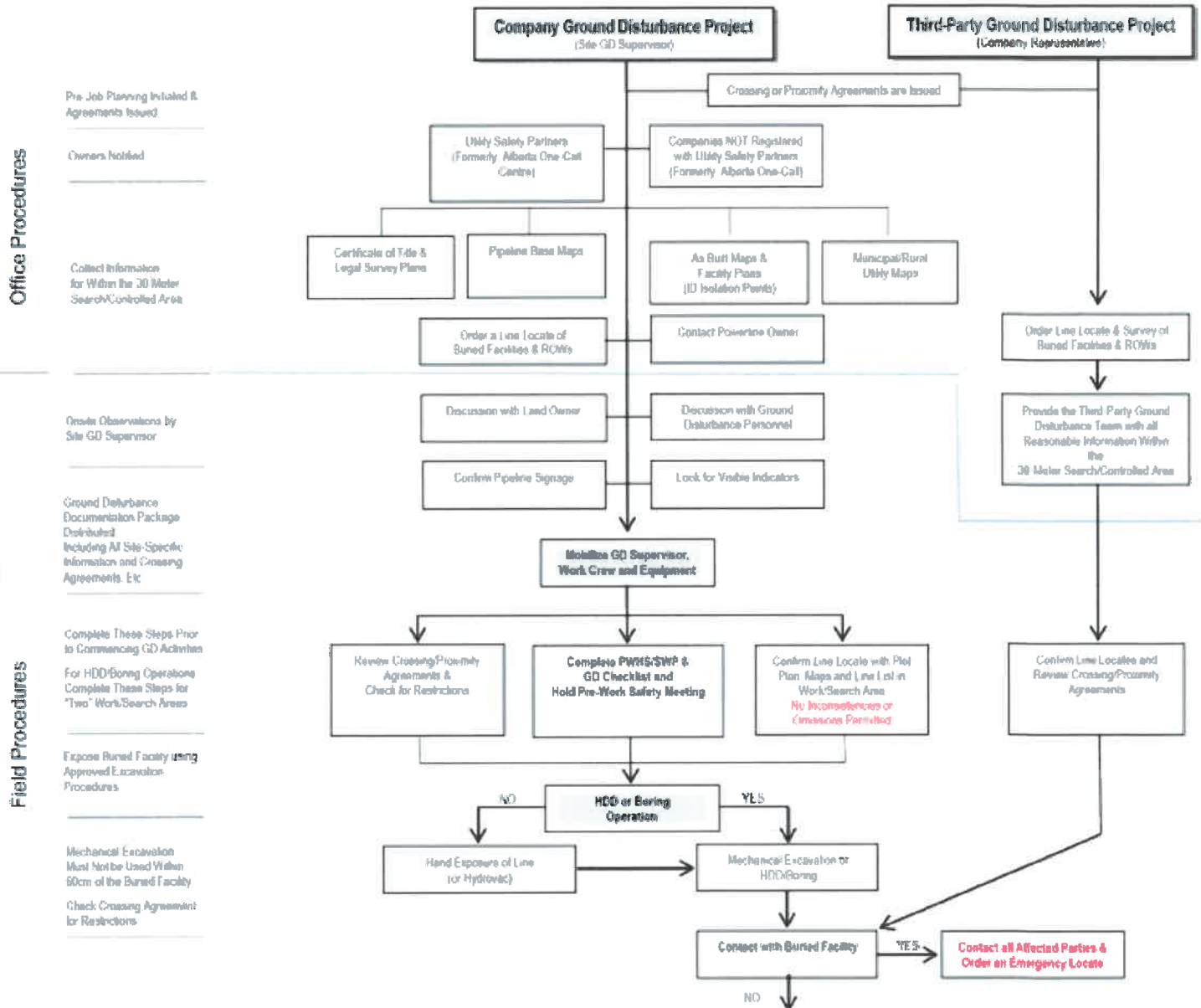
For more information, please refer to Part 32 of the OHS Code click the link:

https://www.qp.alberta.ca/documents/OHS/OHSCode_December_2021.pdf

HEALTH & SAFETY MANAGEMENT SYSTEM

Code of Practice 2.15.3 – Ground Disturbance

Appendix A – Ground Disturbance Process



Note:

The Site supervisor will continuously monitor the Ground Disturbance work and if conditions or the scope of work changes a new PWHAS/SWP Form and Ground Disturbance Checklist must be completed, followed by a Pre-Work Safety Meeting. Impact on existing Prime-Contractor/Contractor agreements and permits already issued for the worksite must be considered and re-issued if required.

Safe Digging Awareness Month April 2022

Alberta has a very comprehensive and complex infrastructure that provides essential goods and services to all Albertans.

Each year there are numerous instances where the integrity of this infrastructure is jeopardized by improperly conducted ground disturbances. Failure to Call or Click Before You Dig to have buried facilities identified and their locations marked prior to disturbing the ground is the most frequent cause of buried facility damages.

As per Utility Safety Partners (formerly known as Alberta One-Call), each year Albertans pay more than \$350 million to repair damages caused when homeowners and contractors dig without knowing what is below. There is also potential for an even higher cost; contact with an underground utility can result in severe injury and death.

All ground disturbers (contractors, homeowners and landowners) can save time and money and keep themselves and our province safe by following ground disturbance and buried facility damage prevention Guidelines and Best Practices.



Ground disturbance Guidelines and Best Practices include but not limited to:

- Ensure locate is completed and valid for the area in advance of any ground disturbance project or activity,
- Waiting for the buried facility locates to be done,
- Respecting the locate marks, Exposing any conflicting buried facilities before using mechanical excavation equipment and digging with care,
- If task is near an area deemed to be high risk, it is recommended a review of the locate and hazards associated be completed with the excavator/contractor prior to ground disturbance.

<u>Preventable Damage Totals</u>							
2022 (YTD):	25	2021:	122	2020:	132	2019:	120

3 working days advance notice required. Defines minimum number of days in advance of a digging project that you need to notify the one call center of your intent to dig.

Locates are valid for 30 days unless otherwise stated by owner/operator. The maximum period of time the locate marks (paint, flags, etc.) are valid while they are maintained and clearly visible. Determined by regional legislation and best practices.

The Federation of Alberta Gas-Co-ops Ltd. fully supports Safe Digging Awareness Month and encourages all ground disturbers to always Call or Click Before You Dig.

[Safe Digging - Click Before You Dig – YouTube](#)

ClickBeforeYouDig.com

National Day of Mourning

Marked annually in Canada on April 28, the National Day of Mourning is dedicated to remembering those who have lost their lives or suffered injury or illness on the job or due to a work-related tragedy.

The National Day of Mourning is not only a day to remember and honour those lives lost or injured due to a workplace tragedy, but

Canada's representative at these talks was familiar with Canada's COHS Week (CSSE's Canadian Occupational Health and Safety Week) and suggested to his Mexican and American counterparts that their countries may wish to become involved in a similar endeavor. It was agreed that CSSE would adopt the North American concept and implement it in place of the Canadian Week, and it was deemed the proprietor and governing body.

The goal of Safety and Health Week is to focus employers, employees, partners and the public on the importance of preventing injury and illness in the workplace, at home and in the community. Its success is rooted in a community-based approach. Across the country, Safety and Health Week events and activities are coordinated by local, provincial and/or regional committees, comprised primarily of volunteers, who share a focus and vision of safer workplaces and communities. Partnerships with government, business, suppliers, CSSE Chapters, community health organizations and other safety groups provide the support, resources and network necessary to manage the Safety and Health Week plans.



The three hands forming an equilateral triangle portrays the three participating nations – Canada, the USA and Mexico – and symbolizes joint venture, cooperation and the commitment to the common goals shared by all occupational health and safety partners, as well as all tripartite partnerships between business, labour and governments. The connected hands illustrate assistance and cooperation on many levels – from interpersonal relationships in the workplace to international exchange.

How to Support

Promote Safety and Health Week throughout your organization. Try to build anticipation by promoting the event. Be as inclusive as possible in your promotion—you may need to consider multiple types of promotion if you have employees who work offsite. Provide training sessions for your employees. Consider launching a recognition program to reward health and safety suggestions. Consider creating a company safety calendar with reminders and tips.

Upcoming Events

2022 Safety and Health Week – (CSSE Virtual Presentation) - May 3rd – Click link to register! <https://www.csse.org/viewEvent.html?productId=7730>

Event and Activity Suggestions: https://www.safetyandhealthweek.ca/english/events_suggestions.html

OHS Quizzes

Test your knowledge on various workplace health and safety topics!!! Click the link to access OHS Quizzes:

<https://extern.labour.alberta.ca/ohs-quiz/index.html>

OCCUPATIONAL HEALTH & SAFETY QUIZZES



Test your knowledge on various workplace health and safety topics by playing our fun quizzes. And don't forget to check out the online resources and get more information on the topic.

CHOOSE A CATEGORY BELOW TO GET STARTED!



Canadian Gas Association SAFETY AWARDS FOR EXCELLENCE

The Canadian Gas Association (CGA) Safety Awards are intended to recognize CGA member organizations' commitment to health and safety excellence.

5 AWARDS BESTOWED ANNUALLY:

2 Corporate Safety Excellence Awards:

1. Employee Safety
2. Vehicular Safety

Based on STATISTICS

3 Safety Leadership Excellence Awards:

1. **Public Safety Award** – Recognizes excellence and leadership in fostering public awareness and education about the safe use of natural gas and safety in working on or around natural gas.
2. **Worker Safety Award** – Recognizes an individual(s) who demonstrates leadership in safety and creates better work environments for healthier and safer workplaces.
3. **Lifetime Achievement Safety Award** – Recognizes an individual for their lifetime commitment and contribution to enhancing safety in their workplace, in their community and/or the natural gas industry.

Based on NOMINATIONS!



Details and updates regarding 2023 CGA Awards to be included in future Quarterly Newsletter publications.
Contact news@indogas.com for more information.

Safety Statistics

Rural Utilities Damage
Reports
(2019-Present)

2022(YTD)		2021		2020		2019	
Incident Type		Incident Type		Incident Type		Incident Type	
Dig Up	25	Dig Up	115	Dig Up	128	Dig Up	118
Pipeline/Fitting Failure	8	Pipeline/Fitting Failure	121	Pipeline/Fitting Failure	136	Pipeline/Fitting Failure	124
Natural Elements	0	Natural Elements	20	Natural Elements	24	Natural Elements	12
Fire/Water Damage	0	Fire/Water Damage	3	Fire/Water Damage	4	Fire/Water Damage	2
Animal, i.e. Rodent	0	Animal, i.e. Rodent	17	Animal, i.e. Rodent	25	Animal, i.e. Rodent	24
Vehicle Accident	0	Vehicle Accident	11	Vehicle Accident	10	Vehicle Accident	2
Locates vs. Damages		Locates vs. Damages		Locates vs. Damages		Locates vs. Damages	
Damages:	33	Damages:	287	Damages:	327	Damages:	282
Locates Requested:	761 End of year	Locates Requested:	53,212	Locates Requested:	50,119	Locates Requested:	51,081
Preventable:	25	Preventable:	122	Preventable:	132	Preventable:	120
Damaged By		Damaged By		Damaged By		Damaged By	
Landowner/Tenant:	20	Landowner/Tenant:	75	Landowner/Tenant:	86	Landowner/Tenant:	70
Elec/Gas/Tel Utility:	1	Elec/Gas/Tel Utility:	3	Elec/Gas/Tel Utility:	5	Elec/Gas/Tel Utility:	3
Contractor:	4	Contractor:	44	Contractor:	39	Contractor:	45
Municipality:	0	Municipality:	0	Municipality:	2	Municipality:	2
Uncontrollable:	8	Uncontrollable:	165	Uncontrollable:	195	Uncontrollable:	162

HSMS Program Updates



New/Reviewed/Revised Documents	What was updated?	Location of Update in Members Page
<p>DHS Act, Regulation and Code (December 2021) Update</p> <p>DHS Code Explanation Guide (January 31, 2021)</p> <p>Highlights of Changes to DHS Laws (December 2021)</p>	<p>DHS updated Alberta DHS Legislation effective December 2021.</p> <p>Link to Update: https://legis.gov.ab.ca/legislation/updates/2021-12-01-dhs-act/ https://legis.gov.ab.ca/legislation/updates/2021-12-01-dhs-code-explanation-guide/</p>	<p>Located in Health and Safety Management System Templates in folder "A. DHS Legislation"</p>
2021-12, 2022-01 and 2022-02-H&S Working Group Meeting Minutes	Updated recent H&S Working Group Meeting Minutes from December 2021, January 2022 and February 2022	Located in Health and Safety Management System in the Working Group Meetings and Forms section in folders "3. 2021" and "1. 2022"
<p>SOP 3.3.4161 - Construction Operations (Ditching)</p> <p>SOP 3.3.12 - Driving</p> <p>SOP 3.3.26 - Insect Control</p> <p>SOP 3.3.93 - Emergency Telephone Calls (FEACO)</p> <p>SWP 4.3.12 - Electrical Safety</p> <p>SWP 4.3.75 - Bench Grinders (New)</p>	<p>Reviewed by H&S Working Group</p> <p>Various verbiage and grammar changes.</p> <p>New SWP created for Bench Grinders.</p>	<p>Located in Health and Safety Management System Templates in folder "Part 2 (COPS, SOPS, SWPS)"</p>
<p>THA 212 - Driving (29.8)</p> <p>THA 226 - Insect Control (33.5)</p> <p>THA Template</p>	<p>Reviewed by H&S Working Group</p> <p>Removal of non appropriate task steps.</p> <p>Various verbiage and grammar changes.</p> <p>New condensed THA template was uploaded for members use.</p>	<p>Located in Health and Safety Management System Templates in folder "Part 6 (HAA)"</p> <p>New THA Template is located in Health and Safety Management System Templates, in folder "Part 6 (HAA)" in "thas" folder</p>
<p>All documents uploaded within the last 60 days in the Health and Safety Management System Webpage are indicated with a ★ icon</p>		

Safety Chat Group



Purpose

To create an informal communication channel between safety representatives throughout the membership where they can pose safety questions, have questions answered and share information to benefit other members. Group is to meet on a quarterly basis (virtually).

Topics include

- To share, discuss and reflect on safety stories, learning moments, safety initiatives and best practices.
- Review of newsletter items, questions regarding the newsletter.
- Share previous corrective actions taken in relation to past incidents in effort to allow members the opportunity to implement similar actions and reduce risk within their organization.
- Discussion of updates/changes coming to the Health & Safety manual/templates.
- Updates to OHS Legislation.
- Recalls.
- Recommendations to help continuously improve the Federation H&S Program Templates and Member Health & Safety Programs.
- Ask questions to Federation Health & Safety Professional to get answers/guidance and feedback to help benefit your organization's Health & Safety Program.
- Any safety services wanted - contact Brett at bwood@fedgas.com.

1st Meeting

Friday, April 8 @ 9:30AM

If you would like to attend, please send an email to bwood@fedgas.com and a teams meeting invite will be forwarded to you for the next upcoming safety chat.

Health and Safety Working Group Initiatives and Updates

Voluntary Information Sharing System

The goal is to have a Voluntary Information Sharing System uploaded onto the Federation webpage and announced to members by end of 2nd quarter (June 2022).

The Federation Health and Safety Working Group would like members to consider sharing important safety information for the benefit of the membership. Information sharing is critical to fostering learning organizations that benefit from the experiences of others, as well as their own. By doing so, our Member Utilities will better protect their workers, prevent costly incidents, share good safety

practices, and maintain reliable gas system operations for customers. Information will be shared in a generic manner without names and locations, while focusing on the facts only.

The Working Group suggests voluntary sharing of the following information, which can increase learning and incident prevention at your organization. Shared information can be used as topics at your safety meetings. The list can include, but is not limited to:

- Incident facts, causes and preventative measures;
- Near miss incidents (close calls) and learning outcomes;
- Hazard causes and hazard controls;
- Product/equipment recalls;
- Positive safety stories.

All information will be strictly confidential.

The information collected will be included in this newsletter on a quarterly basis.

The focus is on collaboration, sharing and prevention.

Federation Safety Services

Benefits

- Ability to reach out to safety professional at any time regarding questions about the direction of your program or how to manage difficult problems (e.g. trouble with Alberta Occupational Health and Safety or Workers Compensation Board);
- Support and advice is provided from a dedicated safety professional regarding fine tuning of your safety program and best practices in safety;
- Access to a certified Federation Health and Safety Professional that will enhance the quality of the Member's Health and Safety Management System and associated programs;
- Member access to all updated manuals, practices, templates, which will enhance the Member's Health and Safety Management System;
- Demonstration of support for the Federation Health & Safety program, which is for the overall benefit of all Federation Members;
- Notification will be supplied regarding new information sharing items, which will provide benefits and improvements to your individual company safety program;
- Engagement provides an opportunity to share safety statistics, benchmarking and safety trends in the gas distribution industry, e.g. Canadian Gas Association committee involvement and information sharing that arises from this engagement;
- Demonstration of support of the efforts of the Federation Health & Safety working group. This group works on many actions that will benefit subscribers, least of which is updates and revisions to the Health and Safety Management System manual and templates (full access to all revised templates);
- Full access to Health & Safety Working group actions, plans and opportunities to participate in the Health & Safety Working Group (current Working Group members get rapid access to new information and opportunities to ask for solutions to specific problems at their company);
- Providing the Member with practical information and solutions that will improve the Member's Health and Safety Management System;
- Enhanced collaboration of managing difficult safety problems.



Included Services

- Access to the current Health and Safety manual and all templates posted on the Federation website;
- Notification of changes to the Health and Safety manual/templates, and sharing practices, procedures, hazard assessments and forms;
- Sharing, gathering and maintaining both leading and lagging indicator statistics to support the member health and safety program;

- Sharing industry leading safety practices and trends for injury/incident prevention;
- Access to Federation Health and Safety Working Group and associated information, actions and plans (minutes and action items);
- Access to Health and Safety Working Group Quarterly Newsletter;
- Access to remote assistance of FedGas certified Health and Safety Professional, via conference calls, telephone conversations and email messages;
- Centralized data collection and information sharing;
- Providing the Member with practical information and solutions;
- Additional user pay services can be requested.

Additional costs associated with the following services

- (Hourly/Daily Rates Apply) Site visits by FedGas Health and Safety Specialist (Development of company specific task hazard assessments, safe work practice and standard operating procedures, etc.)
- Baseline Health and Safety auditing of your program;
- Assessments of current Health and Safety programs for alignment with best practice, legislation and industry standards along with recommendations for an action plan moving forward;
- Small Employer Certificate of Recognition (SECOR) program auditing (for maintenance years only-using ACSA audit tool);
- Certificate of Recognition (COR) program auditing and support (for maintenance years only-Using ACSA audit tool).

To schedule safety services please contact the Federation Health and Safety Specialist by email bwood@fedgas.com or by phone (780) 220-9351.

Federation of Alberta Gas Co-ops Ltd.
8429 24 Street NW
Edmonton, AB T6P 1L3
www.fedgas.com
info@fedgas.com



Daniel Moric

From: Kevin Crush <kcrush@fedgas.com>
Sent: March 29, 2022 9:34 AM
To: Kevin Crush
Subject: Reply from Utility Safety Partners
Attachments: USP Response to FedGas.pdf

To All Federation Members:

The Federation recently sent a letter to Utility Safety Partners requesting a classification change for gas distribution systems.

Utility Safety Partners responded this week. Attached is their reply.



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 ~

Mr. Tom Kee
Executive Director
Federation of Alberta Gas Co-ops Ltd.
8429 24 St NW, Edmonton, AB
T6P 1L3

BY EMAIL

Re: Request for Classification Change for Low Pressure Distribution Systems

Tom,

Thank you for your letter dated March 11, 2022 presenting the Federation's request to review the classification of its member assets relative to the Risk and Consequence Matrix developed for Utility Safety Partners Annual Member Fee (AMF).

We agree the consequences following a breach of a transmission pipeline and a FedGas member's low-pressure gas distribution line would be dramatically different, and that was realized when Det Norske Veritas delivered the Risk Matrix to USP. However, given the rural characteristics of most transmission pipelines and FedGas member assets, it was also realized the risk of damage to both asset groups is essentially the same – low – and it was for that reason Federation member assets were included in the Transmission category. Quite simply, it was the best fit and the outcome produced a favourable fee reduction for FedGas members. It was never anticipated, however, that this grouping could also produce a possible insurance issue.

Your suggestion to develop a Natural Gas facilities category / sub-category is understood and USP will commit to doing so for the 2023 AMF, which will be presented to the USP Board of Directors in late June. In the interim, I trust this correspondence and our commitment to update the AMF categories for next year will satisfy your members and their respective insurance brokers should inquiries arise.

Gary and I look forward to presenting to your members June 16, 2022.

Sincerely,



Mike Sullivan
President
Utility Safety Partners

Daniel Moric

From: Dawn Dietz <ddietz@fedgas.com>
Sent: April 4, 2022 3:16 PM
To: Daniel Moric
Cc: Lorne Halisky; Jason Cathcart; Tom Kee; Kevin MacKay; Delbert Beazer; Dawn Dietz
Subject: RE: 2021 O&M Audit - Smoky Lake County - June 15, 2021 - Final Status
Attachments: Smoky Lake County - 2021 Audit - Final Status.pdf

Daniel,

Please see attached letter regarding the deficiency documentation that we received from your 2021 O&M Audit.

If you have any questions, you can contact myself or your O&M Auditor, Delbert Beazer, at (403) 849-0311 or dbeazer@fedgas.com.

Thank you & Have a great day!



Dawn Dietz
Grant and Easements Co-ordinator
 Federation of Alberta Gas Co-ops Ltd.
 M:780-416-6543 | D:780-400-3001
 C: 780-913-4732
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~Ensuring Successful Co-operative and Community Utilities~

From: Dawn Dietz <ddietz@fedgas.com>
Sent: Monday, June 21, 2021 2:42 PM
To: Daniel Moric <dmoric@smokylakecounty.ab.ca>
Cc: Craig Lukinuk <clukinuk@smokylakecounty.ab.ca>; Jason Cathcart <jason.cathcart@gov.ab.ca>; Tom Kee <tkee@fedgas.com>; Kevin MacKay <kmackay@fedgas.com>; Delbert Beazer <dbeazer@fedgas.com>; Dawn Dietz <ddietz@fedgas.com>
Subject: RE: 2021 O&M Audit - Smoky Lake County - June 15, 2021 - CAP Reviewed

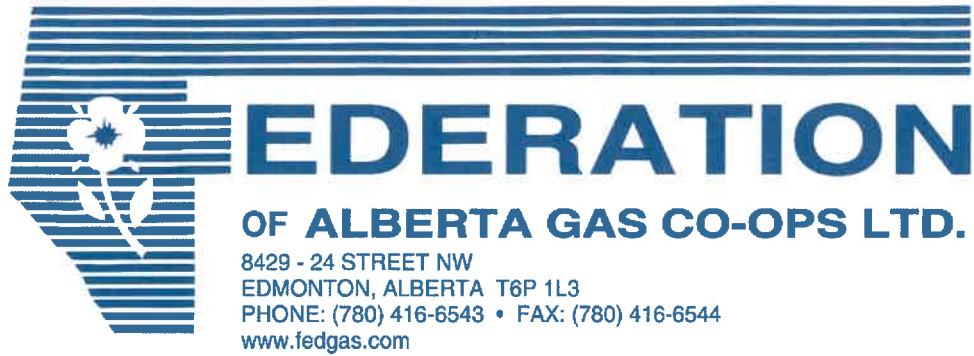
Daniel,

Please see attached information regarding your submitted Correction Action Plan (CAP).

Thank you for your co-operation.

If you have any questions, you can contact myself or your O&M Auditor, Delbert Beazer, at (403) 849-0311 or dbeazer@fedgas.com.

Thank you & Have a great day!



April 4, 2022

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

Dear Mr. Moric:

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

We have completed the review of Smoky Lake County's O&M Audit corrective deficiency documentation. Thank you very much for your co-operation throughout the Audit, and for providing us with all the requested information.

The 2021 O&M Audit is now complete, as all deficiencies have been corrected.

The next O&M Audit for Smoky Lake County is scheduled for 2024.

You and your staff are to be commended for their hard work and commitment to ensuring that your Gas Utility is being operated safely for your Members and the Public. Good work!

Thank you for your co-operation.

Sincerely,

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

cc: Lorne Halisky, Reeve
Jason Cathcart, Chief Officer under the Gas Distribution Act

Daniel Moric

From: Kevin Crush <kcrush@fedgas.com>
Sent: February 18, 2022 9:26 AM
To: Kevin Crush
Subject: FIRE Attorney-in-Fact
Attachments: FIRE Attorney-in-Fact Change.pdf

To All Federation Members/FIRE Subscribers:

There has been an update to the Attorney-in-Fact for the FedGas Insurance Reciprocal Exchange (FIRE). Please see the attached letter.



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 ~



February 18, 2022

All FIRE Subscribers
Distributed by Email

Re: Attorney-in-Fact Change

We wish to advise that the FedGas Insurance Reciprocal Exchange (FIRE) Board, effective February 16th, 2022, appointed Katharine Hall as the Attorney-in-Fact for FIRE. Katharine Hall is the Branch Manager: Aon Edmonton. Ms. Hall brings a broad range of insurance and legal experience to her new role as the Attorney-in-Fact. Ms. Hall will be personally introduced to Subscribers at the next meeting of FIRE Subscribers.

Brad Steele has previously been the FIRE Attorney-in-Fact. Recently, he accepted a new position with Aon in Toronto, which necessitated this change.

We wish Mr. Steele every success in his new position. We welcome Ms. Hall in her new position as Attorney-in-Fact and look forward to working with her.

Yours Truly,

Bert Paulssen
Chair
FedGas Insurance Reciprocal Exchange

Daniel Moric

From: Kevin Crush <kcrush@fedgas.com>
Sent: February 23, 2022 1:54 PM
To: Kevin Crush
Subject: February Federation Status Report
Attachments: 2022-02.pdf

To All Federation Members:

The February 2022 Federation Status Report is now available. It is attached to this email, and online in the Federation website Members Area at [COMMUNICATIONS](#) | [FEDERATION STATUS UPDATES](#) (*must be logged in for links to work*).



Kevin Crush
Corporate Services Manager
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Federation Status Report

February 2022

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 Alberta Energy Regulator CEO and President Laurie Pushor to discuss issues arising from their high pressure pipelines levy announcement.
- Worked with Rural Utilities and Alberta Agriculture to secure a new rural gas grant program agreement. This agreement has now been completed.

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

- Federation has become a non-voting observer on the Canadian Gas Association board of directors. This allows the Federation to be at the table when positions are being decided, and provides us with more representation at a Federal level. At this time, the Federation cannot be a voting member without owning utility assets.

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 gas measurement equipment at RMO stations on a biennial basis, performs EVC inspections, manages the data collection and alarm reporting system and available to support gas measurement inquiries as part of the Measurement Contract. Orders and distributes Measurement Canada residential AMR seals as requested, oversees the Meter Management Program and through the Measurement Canada Accreditation perform recertifications on EVC devices in the field.

Updates

- Additional seals have been ordered. Most years around 5,000 are ordered, this year the order was increased to 20,000 due to demand.
- Measurement Canada inspection successfully completed in January

- North Meter Inspection program scheduled to begin in early Spring

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

- Committee is continuing working on reviewing sections of O&M Manual.
- Preparation is underway for the 2022 O&M Audits.

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

- Delivery drivers continue to collect data on deliveries through an electronic form and provide fill records to the Utilities at the time of delivery. Expecting to move other fill records to an electronic form mid summer 2022

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

- The Federation is working with County of Vermilion River and Chief Mountain Gas Co-op on the set-up of the Esri Enterprise GIS server
- County of Vermilion River is currently housing the Federation GIS server and are updating data as it comes in. This maintains the mapping repository.
- Once the server 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

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

- New Health and Safety Program Specialist Brett Wood was hired in January. He has met with the Health and Safety Working Group and has been building an understanding of the Federation Health and Safety Management system.
- Health and Safety Working Group will be filling a vacancy.
- Work has begun on developing a health and safety-oriented quarterly communication for Utilities health and safety reps that can be used for safety meeting topics, industry stats and health and safety trends. This will enhance information sharing and encourage all safety reps to share and provide input to the Working Group.

- Updates to the Health and Safety Documents are posted the Member side of the Federation Web Site. A red asterisk now marks the area of the updates.
- The Working Group has been working on reformatting the health and safety management system manual.
- Health and Safety program shares information related to incidents, safety bulletins, and safety-related correspondence from external organizations.

SCADA

The VT SCADA system is available to all Measurement Contract members. This system will be replacing the current Honeywell PowerSpring system that has served the members over the past two decades.

Updates

- Members have been transitioning on to the new SCADA system since January. Comments back as the orientation sessions are complete have been very positive and the users like the features and ability to access the system on portable devices.
- During the transition Members will continue to receive their alarms and gas measurement data through PowerSpring during the heating season, allowing the members to use and get familiar with the SCADA features and still have confidence with what they have been using.
- Full transition will be completed before July 1, 2022 when Power Spring will be retired.

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, assists the financial auditors, develops and monitors budgets. It also provides accounting for the Federation, grant program, measurement, RUBIS, Alberta Odorant Services, and Alberta Federation of Rural Water Co-operatives.

Updates

- Riser levy distributed just prior to the new year. Thank you to utilities for being so quick to make payments on your accounts!
- Developing new finance policies and procedures for the Federation Board and office staff
- Quarterly Financial reporting to the Federation Board

COVID-19

Updates

- The Federation will no longer require proof of vaccination or proof of Covid-19 negative test for attendees of Federation-sponsored events or to the Federation Centre
- The Federation office will keep a double vaccination policy for permanent staff, but will no longer apply to contract workers

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, supporting FedGas Insurance Reciprocal Exchange meetings, and is normally the first point of contact for enquiries or customer complaints.

Updates

- Federation Charity Golf Classic has been booked for August 18, 2022
- June Members Meeting/FIRE AGM has been booked for June 16, 2022 at the Radisson Hotel Edmonton South
- Spring Zone Meetings schedule has been distributed (March 21-April 1)
- Fall Zone meeting dates not finalized but expected to be second half of October
- Consultant Suzanne Polkosnik has been hired to complete the Cost of Service Study.
- The Directors Handbook is being revised. A consultant has completed a strategic planning template for the handbook. Other sections of the handbook are being completed.
- Federation website being redeveloped. A request for proposals was issued. Administration is finalizing plans to proceed with a contractor
- Request for proposals distributed for a board strategic planning session on identity and branding. Proposals are currently being reviewed.
- Supplemental Bylaws are being reviewed for revisions. A number of revisions have been proposed by the Governance Committee and are being looked at by legal counsel

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

- Travel insurance moved to Orion on January 1. AMSC held two webinars to inform people of the change and what it means. The sessions were recorded with one posted to the Federation website, along with a PowerPoint presentation on the changes.
- AMSC has been delayed in deploying their new computer system and will not be able to bill utilities for the new travel insurance yet. Rates will still be effective and it is planned to catch up with the billing at a later invoice.

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

- Federation is the major rural sponsor for Curling Alberta's new Ready to Rock program. It will bring champion curlers to a variety of communities to give kids a free lesson in curling, and if the kids want to continue there is a follow-up \$20 8-week program. Member Utilities in or close to communities are being asked whether they want to sponsor snacks/lunch for the event. Information on Ready to Rock can be found at <https://curlingalberta.ca/ready-to-rock-program/>
- Digital video ads on Connected TV platforms from September 2021 to January 2022 had 244,119 impressions, with a rate of over 90% of completed views.
- The Federation's newest video ads are all viewable on our YouTube channel at www.youtube.com/fedgasab or at www.fedgas.com/videos. Specific links are:
 - Rural Communities - <https://youtu.be/BG5EvOAH2ls>
 - Members - <https://youtu.be/su0Qh5H97w>
 - Safe Digging - <https://youtu.be/ab30QQ48Oo>
- 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

- One class of Gas Utility Operator Level 1 practical took place in January, with a second Level 1 practical class scheduled for late February 22 – March 4. Gas Utility Operator Level 2 has begun online with the in-class portion scheduled for April.
- By the end of January, there have been 42 classes (across all courses) scheduled with close to 400 students registered for the courses that have been held and upcoming
- More classes have since been opened up – register online in the Members Area.
- Review is taking place on Gas Utility Operator for where updates could be made, including working with Alberta Apprenticeship and Industry to ensure the provincial exam is also updated
- The Emergency Preparedness course is being reviewed for an update

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

- A Vote by Alternative Means was held in December to approve the riser levy, 2020-2021 audited financial statements, and appointment of auditor for 2021-2022. All motions were carried.
- Hotel contracts have been secured for the 2022 convention for November 27-December 1, 2022

QUALITY ASSURANCE & TECHNICAL SAFETY

Federation oversees program to ensure PE pipe has been quality inspected, and takes part in numerous Technical Safety Committees CSA, Alberta Safety Codes, CGA, Utility Safety Partners 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

- 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

GRANTS AND EASEMENTS

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

RURAL GAS GRANT

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

Updates

- A multi-year (2021 and 2022 Construction) Rural Gas Grant Agreement with the Province has been approved.

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

- 2021 Easement Audits are presently being conducted.

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

- CyAware cybersecurity training has been added to the Federation's training registration portal. The portal will take utilities interested in the training modules to a Fedgas site dedicated to the training, including a fillable form which will need to be filled out and sent to Carin Shank at Aon. FIRE will cover the costs of this this training (\$15 per person) until April 1, 2022, and will be applied retroactively.
- FIRE bylaws have gone through a revision process to modernize and update some wording. Revisions will be brought to the FIRE annual general meeting in June

Daniel Moric

From: Dawn McWhirter <dmcwhirter@fedgas.com>
Sent: March 30, 2022 10:23 AM
To: Dawn McWhirter
Subject: 2022 Convention Hotel Links
Attachments: Holiday Inn Rate 2022.pdf; Tentative Convention Agenda 2022.docx

To All Federation Members:

Attached is a Tentative Agenda for the 2022 Federation Convention and Trade Fair November 27 – December 1, 2022. Below you will find the links to book hotel rooms directly through the hotels.

Hotel Links:

Please see below for the booking link to the Radisson:

<https://www.radissonhotelsamericas.com/en-us/booking/room-display?hotelCode=ABEDMSOU&checkInDate=2022-11-27&checkOutDate=2022-12-01&adults%5B%5D=1&children%5B%5D=0&searchType=pac&promotionCode=FEDG22>

Please see below for the booking link to the Delta:

[Book your group rate for Federation of Gas Coops](#)

For rooms at the Holiday Inn, please call them directly. Attached is the Holiday Inn hotel information.

If you have any questions, please don't hesitate to call.

Have a great day,



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



TENTATIVE AGENDA
2022 CONVENTION & TRADE FAIR
NOVEMBER 27 – DECEMBER 1, 2022
DELTA HOTELS BY MARRIOTT EDMONTON SOUTH
RADISSON HOTEL EDMONTON SOUTH

Sunday, November 27, 2022

- 6 p.m. – 7 p.m. Olfactory Testing – First Come, First Serve – Imperial Ballroom (Level P1), **Radisson Hotel Edmonton South**
- 7 p.m. – 9 p.m. Service Personnel Seminar – Imperial Ballroom (Level P1), **Radisson Hotel Edmonton South – Registration at 6:30 p.m.**

Monday, November 28, 2022

- 8 a.m. – 5 p.m. Convention Registration – Main Foyer, **Delta Hotels By Marriott Edmonton South**
- 7 a.m. – 8 a.m. Olfactory Testing – First Come, First Serve – Imperial Ballroom (Level P1), **Radisson Hotel Edmonton South**
- 8:15 a.m. – 2:30 p.m. Service Personnel Seminar – Imperial Ballroom (Level P1), **Radisson Hotel Edmonton South**
- 8:30 a.m. – 3 p.m. Office Admin Seminar – Jubilee Ballroom (Level P2), **Radisson Hotel Edmonton South**
- 9 a.m. – 12:30 p.m. Managers Meeting – Top of the Inn, **Delta Hotels By Marriott Edmonton South**
- 12 p.m. – 4:30 p.m. Trade Fair – Grand Ballroom (main floor), **Delta Hotels By Marriott Edmonton South**

Tuesday, November 29, 2022

- 8 a.m. – 4 p.m. Convention Registration – Main Foyer, **Delta Hotels By Marriott Edmonton South**
- 9 a.m. – 12:00 p.m. **Sessions TBD – held at the Delta Hotels By Marriott Edmonton South and Radisson Hotel Edmonton South**
- 11 a.m. – 4 p.m. Trade Fair - Grand Ballroom (main floor), **Delta Hotels By Marriott Edmonton South**
- 1:30 – 4:30 p.m. Chair Meeting –**Registration at 1 p.m.** Imperial Ballroom (Level P1), **Radisson Hotel Edmonton South**
- 5 p.m. – 6 p.m. Gas Alberta Inc. Annual General Meeting (Shareholder Reception to follow) Jubilee Ballroom (Level P2), **Radisson Hotel Edmonton South**

Wednesday, November 30, 2022

- 6:00 a.m. - 8 a.m. Breakfast Buffet – Your choice
Atrium (main floor), **Radisson Hotel Edmonton South** or
Crystal Gallery (main floor), **Delta Hotels By Marriott Edmonton South**
- 8 a.m. - 3 p.m. Convention Registration – Main Foyer, **Delta Hotels By Marriott Edmonton South**
- 9:00 a.m. – 3 p.m. Spousal Program – Mayfield Dinner Theatre
Registration and coffee at 8:30 a.m. Bus leaves the Delta at 9:15 a.m.
- 8:30 a.m. **2022 Annual General Meeting**
Grand Ballroom, Delta Hotels By Marriott Edmonton South
O Canada
In Memory
Welcome and Introduction of Board and Staff – Bert Paulssen
- Recognitions**
Resolutions – Resolutions Committee comprised of Zone Representatives
Convention and Trade Fair Co-ordinators – Dawn McWhirter and Allison Zinnick
Registration – Federation Staff
Meeting Chair – Bert Paulssen
Recording Secretaries –Sandi Orr and Sandra German
- 9 a.m. Open and Welcome
- 9:05 a.m. Minutes
➤ Adoption and Business Arising from the Minutes
- 9:15 a.m. Federation Board & Executive Director Report
➤ Adoption & Questions Arising from the Board & Executive Director Report
- 9:30 a.m. Resolutions
- 10:30 a.m. Refreshment Break
- 10:45 a.m. Phil Dirks, C.P.A, C.A. – Metrix Group LLP
➤ Auditor’s Report & Adoption
➤ Appointment of Auditor for 2022/2023
- 11 a.m. Presentation of 2022/2023 Budget
Levy Motion
- 11:15 a.m. Voting and Funding Review
- 11:30 a.m. Resolutions (if required)
- 12 p.m. **Adjourn Annual General Meeting Business Portion**
Lunch Break

2022 Convention

Grand Ballroom, Delta Hotels By Marriott Edmonton South

- 1 p.m. Federation Achievement Awards
- 1:05 p.m. Aon Reed Stenhouse Fedgas Insurance Reciprocal Exchange
➤ Insurance Update
- 1:15 p.m. Kevin Ouderkirk, Chairperson of Manager's Advisory Committee
- 1:30 p.m. Speaker
- 2:30 p.m. Refreshment Break
- 2:45 p.m. Speaker
- 4 p.m. Adjourn for the Day
- 5:45 p.m. Social Hour - Cash Bar – Jubilee Ballroom, Radisson Hotel Edmonton South
- 6:45 p.m. Banquet & Entertainment – Jubilee Ballroom, Radisson Hotel Edmonton South

Thursday, December 1, 2022

- 6:00 a.m. - 8 a.m. Breakfast Buffet – Your choice
Atrium (main floor), **Radisson Hotels Edmonton South** or
Crystal Gallery (main floor), **Delta Hotels By Marriott Edmonton South**
- 8 a.m. Convention Registration – Main Foyer, **Delta Hotels By Marriott Edmonton South**
- 8:30 a.m. Convention – Reconvenes – Grand Ballroom, **Delta Hotels By Marriott Edmonton South**
- Evaluation of 2022 Convention & Trade Fair
Registration Report
New Business and Resolutions
Suggestions from the floor on next Annual Meeting or Zone Meetings
- 8:45 a.m. Government MLA Forum and Discussion
- 10:30 a.m. Refreshment Break
- 10:45 a.m. Georges Laraque, **Keynote Speaker**
- 11:45 a.m. Closing Remarks
- 12 p.m. Adjournment
Luncheon – Grand Ballroom, **Delta Hotels By Marriott Edmonton South**