

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 11, 2022 at 9:00 o'clock P.M.
in the County Council Chambers, Smoky Lake and through Zoom Meeting
<https://us02web.zoom.us/j/89327569106?pwd=cW56K0tXTDdmK0RyS282Sjh5QXZKZz09>
Meeting ID: 893 2756 9106 Passcode: 581259

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 16, 2022 – Utilities Meeting: **Natural Gas Meeting.** ©

Recommendation: Motion to Adopt.

3.2 Utilities Meeting: – August 16, 2022 Natural Gas: **Action List.** ©

Recommendation: File for Information

4. Request for Decision:

4.1. RFD Bylaw 1332-18 ©

4.2. RFD Quality Management Plan ©

4.3 RFD Line Damage Charge ©

4.4 RFD Billing Arrears Increase ©

4.5 RFD Unit 206 Sale ©

5. Issues for Information:

5.1 Managers Report ©

- 5.2 September 2022 Natural Gas Rates ©
- 5.3 October 2022 Natural Gas Rates ©
- 5.4 Federation Health and Safety Newsletter ©
- 5.5 July Gas August Billing Gas Rate Survey Results ©

6. Correspondence:

- 6.1 Allison Zinnick, Administrative Coordinator, Federation of Alberta Gas Co-ops Ltd. dated August 24, 2022 – RE: 16th Annual Federation Charity Golf Classic THANK YOU ©

Recommendation: File for Information

- 6.2 Gas Alberta Inc. dated September 2, 2022 – RE: Communication to Shareholders ©

Recommendation: File for Information

- 6.3 Allison Zinnick, Administrative Coordinator, Federation of Alberta Gas Co-ops Ltd. dated September 7, 2022 – RE: 2022 Fall Zone Meetings ©

Recommendation: Who can attend – Attend

- 6.4 Gas Alberta Inc. dated September 7, 2022 – RE: Gas Alberta Inc – Strategic Partnership Announcement ©

Recommendation: File for Information

- 6.5 Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated September 8, 2022 – RE: Request for Business Strategy Considerations ©

Recommendation: File for Information

- 6.6 Paul Dunsmore, President & CEO, Gas Alberta Inc. dated September 9, 2022 – RE: 2022 Advance Information Circular ©

Recommendation: File for Information

- 6.7 Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated September 12, 2022 – RE: Federation Policy Change on Unpaid Accounts ©

Recommendation: File for Information

- 6.8 Doug Sullivan, dated September 19, 2022 – RE: Application for Gas Alberta Board of Directors ©

Recommendation: File for Information

- 6.9 Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated September 27, 2022 – RE: FedGas H&S Voluntary Information Sharing System ©

Recommendation: File for Information

- 6.10 Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated September 16, 2022 – RE: Utility Rebate Program Stakeholders Meeting ©

Recommendation: File for Information

- 6.11 Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated September 21, 2022 – RE: Follow-up Documents from Natural Gas Rebate Webinar ©

Recommendation: File for Information

- 6.12 Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated September 26, 2022 – RE: Natural Gas Rebate – No Rebate in October ©

Recommendation: File for Information

- 6.13 Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated September 28, 2022 – RE: Natural Gas Rebate Program Flyer ©

Recommendation: Advertise in Gas Bills and Social Media

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 16, 2022**, at 2:51 P.M. held virtually online through Electronic Communication Technology: Zoom Meeting and in Council Chambers.

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

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Tuesday, Aug. 16, 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	Present Virtually
Nat. Gas Manager	Daniel Moric	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Present Virtually
Planning Technician	Kyle Schole	Present Virtually
Comm. Tech.	Evonne Zukiwski	Present Virtually
GIS Operator	Carole Dowhaniuk	Present Virtually

No Members of the Media were present.

No Members of the Public were present.

2. Agenda:

914-22: Fenerty That the Smoky Lake County Natural Gas Meeting Agenda for Tuesday, August 16, 2022, be adopted, as presented.

Carried Unanimously.

3. Minutes:

915-22: Cere That the Minutes of the Smoky Lake County Natural Gas Meeting held on Friday, June 17, 2022, be adopted.

Carried.

916-22: Serben That the Action List from the Smoky Lake County Natural Gas Meeting dated Friday, June 17, 2022, be accepted as presented.

Carried.

4. Request for Decision:

No requests for Decision.

5. Issues for Information:

Natural Gas Manager Report

917-22: Gawalko That Smoky Lake County Council accept the Natural Gas Manager's Report of statistics and activities dated August 11, 2022, and file it for information.

Carried.

Natural Gas Rate – July 2022

918-22: Fenerty That the Smoky Lake County Natural Gas Rates for **July 2022**, from Gas Alberta in the amounts of \$7.20 (Gas Alberta Rate) + \$0.24 (Variable) + \$1.90 (Operations & Maintenance Charge) = \$9.34/GJ, be filed for information.

Carried.

Natural Gas Rate – August 2022

919-22: Serben That the Smoky Lake County Natural Gas Rates for **August 2022**, from Gas Alberta in the amounts of \$5.75 (Gas Alberta Rate) + \$0.24 (Variable) + \$1.90 (Operations & Maintenance Charge) = \$7.894/GJ, be filed for information.

Carried.

Federation of Alberta Gas Co-ops Ltd. – Status Report June 2022

920-22: Gawalko That the report received by Smoky Lake County from the Federation of Alberta Gas Co-ops Ltd., titled: Federation Status Report, dated June 2022, be filed for information.

Carried.

Dave Franchuk, Environment and Parks Manager, virtually joined the meeting, time 3:05 p.m.

May 2022 Natural Gas / June 2022 Billing Survey

921-22: Cere That Smoky Lake County acknowledge receipt of the May 2022 Natural Gas / June 2022 Billing Survey, of gas utility co-ops and companies within Alberta showing an average total rate per GJ in the amount of \$8.74 and Smoky Lake County's rate at \$8.89.

Carried.

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

922-22: Fenerty That the newsletter received by Smoky Lake County from the Federation of Alberta Gas Co-ops Ltd. titled: Board to Board, dated July 2022, be filed for information.

Carried.

6. Correspondence:

Gas Alberta Inc. – Director Nomination Request

923-22: Serben That Smoky Lake County Council take no action to the correspondence received from Paul Dunsmore, President & CEO, Gas Alberta Inc., dated July 4, 2022, in regard to Gas Alberta Inc.'s annual request for Director Nominees in preparation for the Company's Annual General Meeting schedule for November 29, 2022.

Carried.

7. Delegation:

No Delegation.

8. Executive Session:

No Executive Session.

Next Meeting:

924-22: Gawalko

That the next Smoky Lake County **Natural Gas Meeting** be scheduled for **Tuesday, October 11, 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:

925-22: Gawalko

That the Smoky Lake County Natural Gas Meeting of August 16, 2022, be adjourned, time, 3:11 p.m.

Carried.

CHAIRPERSON

S E A L

CHIEF ADMINISTRATIVE OFFICER



2
GOALS

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

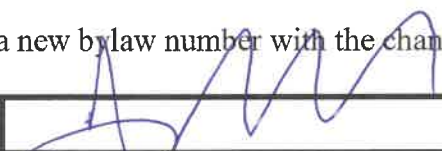
COUNCIL MOTIONS/INQUIRY 2022 PLAN

COUNCIL MOTIONS 2022

Meeting ...	Motio...	Goal	Details	Owner	Progress Update
2022/08/16	923-22	<p>2022 08 16 Natural Gas</p> <p>↳ Gas Alberta Inc. – Director Nomination Request</p>	<p>That Smoky Lake County Council take no action to the correspondence received from Paul Dunsmore, President & CEO, Gas Alberta Inc., dated July 4, 2022, in regard to Gas Alberta Inc.'s annual request for Director Nominees in preparation for the Company's Annual General Meeting schedule for November 29, 2022.</p>	<p>Natural Gas Manager</p>	<p>Patti Priest: Achievements: Correspondence filed under Municipal File: 9-23 Challenges: <i>No value</i> Next Steps: <i>No value</i></p>



REQUEST FOR DECISION		DATE	October 11, 2022	4.1
TOPIC	Bylaw No. 1332-18 review and amendments.			
PROPOSAL	To amend Smoky Lake County Bylaw No. 1332-18 to include and additional Customer Class #5 for the purposes of Industrial Transportation of Natural Gas under Schedule "C" and to increase select fees and charges under Schedule "B".			
HISTORY				
<p>I was approached by Stephanie Popel from Smoky Lake Forest Nursery in the interest of the company marketing their natural gas from another supplier as they consume over 10,000 Gj's of natural gas per year, within the definition of an Industrial Customer as defined within the Gas Distribution Act. I began talks with Kyle Patterson, VP of Operations at Gas Alberta Inc, to see if this is possible. He spoke to his sources and deemed them and Tremel's Inc eligible for Industrial Transportation through Gas Alberta. With Industrial Transportation, we submit the meters readings monthly for the customers in question to Gas Alberta. Gas Alberta, or another marketer of SLFN or Tremel's choosing, will bill them directly for the natural gas consumed, and Smoky Lake County will directly bill the customer using our infrastructure at a rate of our choosing. The rate of \$1.00 per Gj will cover the annual maintenance and amortization of the capital replacement of the infrastructure (pipelines, meters, regulators, etc). This rate is also administered by County of Two Hills Gas Utility and Lamco Gas Co-op to their customers classed under Industrial Transportation. The County would have the natural gas consumption at these sites deducted from the monthly invoice issued to us by Gas Alberta. SLFN and Tremel's would be the ones sourcing natural gas from their own marketers and they will negotiate their own gas rate, independent of Smoky Lake County. This will have no impact to the Natural Gas budget, as they are currently only being charged a similar mark-up for natural gas.</p> <p>Being that I require to change the bylaw to include the proposed changes, I also propose to amend Schedule "B" Fees & Charges to align with the current market. The additional changes are explained within RFD 4.3 & 4.4, as they also require amendments to the corresponding policies.</p> <p>The proposed changes within Bylaw No. 1332-18 Schedule "B" Fees & Charges are highlighted in RED with the existing rates crossed out, and the addition to Schedule "C" Customer Gas Rate Classification is highlighted in RED under Class 5.</p>				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS				
BENEFITS	<ul style="list-style-type: none"> -Increased revenue and alignment with inflation rates by increasing the employee charge-out rate. -Increase financial security, as Gas Alberta will be responsible for collecting, if the industrial customers fault on payment, as seen by County of Two Hills when their industrial customer went into receivership and the delinquent invoices were handled by Gas Alberta 			

DISADVANTAGES	
ALTERNATIVES	
FINANCE/BUDGET IMPLICATIONS	
Operating Costs:	\$ _____
Budget Available:	\$ _____
Budgeted Costs:	_____
Capital Costs:	\$ _____
Source of Funds:	
Unbudgeted Costs:	\$ _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A
COMMUNICATION STRATEGY	
RECOMMENDATION	
That Smoky Lake County Council create a new bylaw number with the changes presented.	
CHIEF ADMINISTRATIVE OFFICER	

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1332-18

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE **SETTING AND COLLECTION OF NATURAL GAS RATES, FEES AND CHARGES.**

PURSUANT TO provisions of the *Municipal Government Act*, Chapter M-26, 2000 and amendments thereto:

WHEREAS, the Smoky Lake County (the "**County**") operates a gas supply and distribution system; and

WHEREAS, the owner of a parcel of land is responsible for the construction, maintenance and repair of a service connection of a municipal public utility located above, on or underneath the parcel; and

WHEREAS, there are substantial costs involved in the operation and maintenance of the aforementioned services; and

WHEREAS, it is the intention of the County's council (the "**Council**") that wherever possible, the cost of providing the service be paid for by the user;

NOW THEREFORE, the Council of Smoky Lake County, in the Province of Alberta, duly assembled, and pursuant to the authority conferred upon it by the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, does hereby enacts as follows:

SECTION 1: NAME OF THIS BYLAW

1.1 This Bylaw may be cited as the "**Natural Gas Bylaw**".

SECTION 2: APPLICATION FOR SERVICE

2.1 An application for natural gas services provided by the County (the "**Natural Gas Service**") shall be made by each prospective customer (the "**Customer**") prior to service connection (or in the case of transfer of ownership of an existing serviced location, prior to continuation of gas services), by completing and executing **Schedule "A": Natural Gas Installation and Service Agreement**, as may be applicable to the Customer and customer class below, or providing a request for service in the form of an application for service as established, amended or replaced by the County from time to time (collectively, the "**Natural Gas Application for Service**").

2.2 All service applications shall be made in the name of the registered owner of the Property (the "**Owner**"). In the event that the Property is occupied by a renter other than the Owner ("**Renter**):

2.5.1 at the request of the Owner and subject to the Owner and the Renter executing the County's form of service agreement (the "**Customer Contract**"), a copy of all bills, invoices and notices respecting all Natural Gas Services to the Property (the "**Natural Gas Bill(s)**") shall be mailed to the Renter;

2.5.2 the Customer Contract and the corresponding gas account (the "**Gas Account**"), however, shall remain the responsibility of the Owner as the Customer.

2.2 Each Customer shall be placed within a customer class and corresponding gas rate classification as set forth within the parameters of **Schedule "C": Customer Gas Rate Classification** upon:

2.6.1 receipt and conditional acceptance of the Natural Gas Application for Service; or

- 2.6.2 request for change in natural gas service requirements, customer class, and/or corresponding gas rate classification ("**Request for Change of Service/Customer Class**"), subject to management's recommendation and Council's approval.
- 2.2 Upon approval of a Natural Gas Application for Service or a Request for Change of Service/Customer Class, the Customer shall be bound to or execute the applicable Customer Contract:
 - 2.2.1 all Class 1 Residential/Domestic and Class 2 Commercial Customers, as contemplated within **Schedule "C": Customer Gas Rate Classification**, shall be subject to all rights, requirements, terms and conditions of Natural Gas Service contained within **Schedule "A": Natural Gas Installation and Service Agreement**;
 - 2.2.2 all Class 3 Industrial Customers, as contemplated within **Schedule "C": Customer Gas Rate Classification**, shall be subject to all rights, requirements, terms and conditions of Natural Gas Service contained within either:
 - 2.2.2.1 **Schedule "A": Natural Gas Installation and Service Agreement**; or
 - 2.2.2.2 at the option of the County, the County's form of natural gas service contract presented to the Customer for execution as a condition of Natural Gas Service under Class 3 Industrial Customer class;
 - 2.2.3 all Class 4 Municipal Customers, as contemplated within **Schedule "C": Customer Gas Rate Classification**, shall be subject to all rights, requirements, terms and conditions of Natural Gas Service contained within the form of natural gas bulk service agreement to be executed by the County and the Customer as a condition of Natural Gas Service.
- 2.4 All Customers must provide the County's authorized agent the right to enter the Property service or to be serviced by the County (the "**Property**") at periodic intervals to inspect and the meter, valves or other related natural gas infrastructure, together with natural gas appliances or other equipment within the Property.
- 2.6 It shall be the responsibility of the Owner, Renter or any occupant of the Property to ensure that employees of the County or its duly authorized agents have safe access to the meter, valves or other related natural gas infrastructure.
- 2.7 A service application fee as per **Schedule "B": Fees and Charges** shall be charged and paid by each and every Customer for each:
 - 2.7.1 Natural Gas Application for Service submitted to the County by the Customer including, without restriction, each time there is a change in the ownership of the Property;
 - 2.7.2 Request for Change of Service/Customer Class submitted to the County by the Customer; and
 - 2.7.3 request for a Renter to execute a Customer Contract including, without restriction, the request of the Owner to attach or change the name of a Renter on a Customer Contract and/or attached to the Gas Account;

in each case the corresponding fee shall be added to the applicable Gas Account for the Customer.

SECTION 3: FEE FOR SERVICE

- 3.1 Charges shall be made against the Gas Account for each Customer of a Property which are served by the Natural Gas Service for the supply and distribution of Natural Gas where applicable, as per **Schedule "B": Fees and Charges**, attached to and forming part of this Bylaw.
- 3.2 The County may make the Customer responsible for the cost of repair of the portion of the service connection from the main line of the system to the gas meter, if any damages to that part of the

- system were caused by the negligence of the Owner or Renter, or their contractors, agents, employees, or invitees.
- 3.3 Any repairs to gas infrastructure downstream of the County's meter (e.g., within the Customer's premises) will be done at the Customer's expense as per **Schedule "B": Fees and Charges**, attached to and forming part of this Bylaw.
- 3.4 Monthly, the County shall mail each Customer a Natural Gas Bill including a statement of Natural Gas Services provided during the previous month at a rates set within per **Schedule "B": Fees and Charges**, and **Schedule "C": Customer Gas Rate Classification**, attached to and forming part of this Bylaw.
- 3.5 Each Natural Gas Bill shall name a day and the place when and where such charges are to be payable, and the amount due within each Natural Gas Bill shall be added to the Gas Account for the corresponding Property.
- 3.6 Subject to the execution and delivery of a Customer Contract by a Renter as contemplated within this Bylaw, the County shall provide a copy of each Natural Gas Bill to the Renter, and accept payment from the Renter for and on behalf of the Customer to the credit of the Gas Account attached to the corresponding Property.
- 3.7 The County's record of the mailing of Natural Gas Bills shall be sufficient evidence that the notice was sent to the last known address of the Customer and, if applicable, and Renter. The failure to receive such notice does not relieve the Customer and, if applicable, and Renter from the penalties hereby imposed or under the Customer Contract.

SECTION 4: PAYMENT OF ACCOUNTS

- 4.1 The Natural Gas Bills shall be deemed overdue and subject to a penalty if unpaid beyond 28 days after the last day of the month for which the billed-gas was consumed.
- 4.2 Any amount imposed within Natural Gas Bills shall be considered paid if payment is received at the County Office at time of opening on the first working day following the 27th day of the month. (Note: some banking institutions require up to three days to forward payments).
- 4.3 In the event any amounts contained within a Natural Gas Bill remains unpaid at the end of 90 days from the last day of the month for which the billed-gas was consumed, the County shall have the right to disconnect the natural gas supply to the Property to which the rates were charged. In this regard:
- 4.3.1 Natural Gas Service shall not be restored until the full outstanding balance of the Gas Account, including both current and Gas Account Arrears, plus a reconnection charge is paid;
- 4.3.2 Disconnection for non-payment of Natural Gas Bills shall be performed between the hours of 8:00 a.m. and 4:00 p.m. - Monday through Friday, excluding holidays;
- 4.3.3 Reconnection will only be performed during normal working hours 8:00 a.m. to 4:00 p.m. - Monday through Friday, excluding holidays; and
- 4.3.4 If reconnection is required after hours, the full amount of the account shall be paid, plus an extra charge shall be charged and paid, prior to reconnection, to cover the overtime costs which shall apply. This payment shall be paid, in cash, to the County's "on call" employee or agent prior to the service being reconnected.
- 4.4 In default of payment of any Natural Gas Bill after the date for payment required within this Bylaw, the County shall have the right to enforce payment of the said amounts in arrears by transfer of any and all amounts shown within the Gas Account which are past due (the "**Gas Account Arrears**") to the Owner's property tax account for the corresponding Property.
- 4.5 If the Property lies within the boundaries of another municipality, and if the Gas Account falls into arrears or default, in addition to any and all other rights or remedies available under the Customer Contract the County may, at its discretion, seek a Court Judgment in claim of such arrears. Further, upon receiving a Judgment in its favour in these regards, the County may then file a Writ on the

title of the Property and/or any and all other lands owned by the Customer to obtain payment for Gas Account Arrears.

- 4.6 In the event of a payment, either by cheque or direct deposit, being returned for insufficient funds, a charge of TWENTY FIVE DOLLARS (\$25.00) shall be added to the Gas Account and the payment shall be charged back to the Gas Account. The resulting unpaid balance, together with the above-noted fee, shall then be treated as and shall form a part of the Gas Account Arrears.
- 4.7 Unless otherwise specifically provided for within the Customer Contract, interest shall accrue on the balance of all Gas Account Arrears at the rate of 12% per annum, from but excluding the date required for payment, to and including the date that unconditional payment is received by the County as contemplated within this Bylaw.

SECTION 5: CONNECTION OF SERVICE

- 5.1 No person other than an employee of the County or its duty authorized agent shall turn off or turn on the natural gas supply from the County's supply system to the Property or any premises contained within, nor attempt to do so. To contravene this section of this Bylaw subjects the offending party to a fine as per **Schedule "B" Fees and Charges**, which is attached to and forms part of this Bylaw
- 5.2 The cost of connecting a Customer's Property with the County's natural gas mains on the Property shall be as per **Schedule "B" Fees and Charges**, which is attached to and forms part of this Bylaw.

SECTION 6: DISCRETION

- 6.1 Discretionary power shall be awarded to the County's Chief Administrative Officer to be exercised in unique or special circumstances.

SECTION 7: EFFECTIVE DATE OF BYLAW

- 7.1 This Bylaw shall take effect on the day of the Third and Final Reading.
- 7.2 Bylaw No. 1332-18 being the previous natural gas rates of Smoky Lake County is hereby repealed.

READ FIRST TIME THIS ____ DAY OF _____, 20__.

READ A SECOND TIME THIS ____ DAY OF _____, 20__.

READ A THIRD TIME AND FINAL PASSED THIS ____ DAY OF _____, 20__.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER



SCHEDULE "A"

Natural Gas Installation and Service Agreement

THIS AGREEMENT made effective the _____ day of _____, 20____
BETWEEN:

SMOKY LAKE COUNTY
(hereinafter called the "County")

OF THE FIRST PART

- and -

of _____
Telephone: Res: _____ Business: _____ Cellular: _____
(hereinafter referred to as "the Owner" as shown on the tax roll)

OF THE SECOND PART

of _____
Telephone: Res: _____ Business: _____ Cellular: _____
(hereinafter called "the Renter")

OF THE THIRD PART

(The Renter shall hereinafter be referred to as the "Customer")
(If no Renter is included as a party to this agreement, the owner shall be referred to as the "Customer")

WHEREAS the County intends to acquire or has acquired a supply of natural gas and intends to construct a natural gas distribution system:

AND WHEREAS the Customer requires a supply of natural gas;

AND WHEREAS the Owner agrees to have the County supply natural gas to the Customer;

AND THEREFORE THIS AGREEMENT WITNESSETH THAT IN CONSIDERATION of the premises, covenants, agreements and the fees to be paid hereunder, the Parties covenant and agree to the conditions as follows and the additional conditions as set within this agreement:

1. That the said natural gas service will be supplied to lands legally described as:

(hereinafter referred to as the "the Lands")

2. **FEE:**

- 2.1 The Customer agrees to contribute \$ _____ + GST toward the cost of the County's natural gas distribution system or such other amount as may be determined by the County from time to time.
- 2.2 The Customer agrees to also pay a service charge of \$ _____ + GST a month or such other amount as may be determined by the County from time to time. The first service charge payment shall be made within three (3) months of the date that the natural gas is made available to the Customer.
- 2.3 The Customer agrees to also pay for all natural gas supplied to the Lands and that the amount charged by the County for natural gas shall be such rate as may be determined by the County from time to time.

3. **CONDITIONS:**

- 3.1 The Customer and Owner agree that if the Customer vacates the Lands with outstanding obligations or liabilities to the County then the County shall be entitled to discontinue the gas service to the Lands until such outstanding obligations or liabilities have been fulfilled.
- 3.2 If the County discontinues the gas service under Section 3(1) then the County shall continue to charge, and the Customer and Owner shall be obligated to pay, the monthly service charge and interest.
- 3.3 If the County discontinues the gas service under Section 3(1) and the County is later requested to restore the gas service, then the Customer or the Owner shall be required to pay reconnection fee of \$ _____ + GST or such other amount as is determined by the County from time to time, prior to the restoration of the gas service.

4. If the owner's land that is to be serviced by Smoky Lake County Natural Gas lies within the boundaries, of another municipality, the owner hereby charges the lands as security for payment to the County of all amounts owing by the owner/customer with regards to the supply of natural gas to the lands. The County shall not be required to postpone its charge in favour of any subsequent mortgagee and in the event arrears arise with regards to natural gas supplied to the lands, the County shall provide notice to the holder of any mortgage registered at Alberta Land Titles on the lands.

5. If the owner's land that is to be serviced by Smoky Lake County Natural Gas does not lie within the boundaries, of another municipality, then the foregoing section (4) goes not apply to the owner.

6. The addresses of the parties hereto, to which all communications, notices or bills shall be addressed or served and to which all payment shall be made are as follows:

Smoky Lake County, Box 310, Smoky Lake, Alberta T0A 3C0

And for the Customer:

And for the Owner:

ADDITIONAL CONDITIONS: *(These additional conditions form an integral part of the agreement.)*

1. That the County will sell and deliver, so far as is practical for the County to do so, and the Customer will purchase from the County, the Customer's entire needs for natural gas.
2. The Customer and the Owner acknowledge that they have each received a copy of the County's Rules and Regulations with respect to natural gas service. The said Rules and Regulations are hereby incorporated into and form part of this agreement. The customer and the Owner agree that the said Rules and Regulations may be added to, altered or amended by the County from time to time and shall become binding upon each of them upon publication of such addition, alteration or amendment in a local newspaper, or upon a copy thereof being delivered to the Customer and the Owner or mailed to each of them by regular mail at their respective addresses as shown in this Agreement or any change thereto.
3. The Owner by hereby signing this agreement shall grant to the County, without any cost to the County, an easement and right-of-way to come upon the Lands to survey, measure, dig and to construct and maintain all necessary piping, meters and equipment to enable the County to deliver natural gas to the Customer or other customers of the County and without restricting the generality of the foregoing, the Owner shall execute the County's standard form of easement or utility right-of-way agreement forthwith upon request of the County.
4. The Customer shall execute a consent form wherein he consents to all rights, powers and privileges given to the County under any easement or utility right-of-way agreement executed by the Owner under Section 3(a) of this agreement.
5. The Owner agrees that he and the Customer shall be jointly and severally liable for all of the liabilities and obligations of the Customer arising out of this Agreement and the Rules and Regulations, and without restricting the generality of the foregoing, the Owner agrees that if the Customer fails to carry out or fulfill his obligations under this agreement of the Rules and Regulations then the Owner will be absolutely and unconditionally responsible for the same.
6. The Customer agrees that he is not released from his obligations or liability to the County under this Agreement or the Rules and Regulations if the Owner is required to assume the same under Section 5.
7. This Agreement shall remain in full force and effect and be binding upon the Parties hereto, their respective heirs, successors and assigns, except as otherwise provided in the Agreement or the Rules and Regulations.
8. The Customer agrees that he shall only be entitled to terminate this Agreement in accordance with the Rules and Regulations.
9. The Owner agrees that he shall only be entitled to terminate this Agreement in accordance with the Rules and Regulations and that in the event of such termination there will still be certain continuing obligations and covenants on his part to the County as set out in the Rules and Regulations.
10. The Customer and Owner acknowledge that the County may terminate this Agreement as provided in the Rules and Regulations.

Each party hereto may change its address by notice in writing served upon the other party.

IN WITNESS THEREOF the parties hereto have executed these presents effective the day and year first above written notwithstanding the actual date or dates of execution.

SIGNED, SEALED AND DELIVERED

SMOKY LAKE COUNTY

PER: _____

In the presence of:

Witness

Owner

Witness

Renter/Owner

Schedule "B": Fees & Charges



SCHEDULE "B"

Fees & Charges

ITEM DESCRIPTION	COST
Application Fee (New Customer or New Owner)	\$65.00 \$90.00 per application
Request for Change of Service/Customer Class	\$65.00 \$90.00 per request/change
New and/or Change of Renter on a Customer Contract	\$65.00 \$90.00 per request/change
Monthly Service Charge - Residential	\$25.00 per month per riser
Monthly Service Charge - Commercial	\$60.00 per month per riser
Operations & Maintenance Charge	\$1.90 per gigajoule consumed during each billing period
Capital Replacement Levy	\$0.40 per gigajoule consumed during each billing period
Cost of Natural Gas	Flow through cost from supplier per gigajoule consumed during each billing period
Gas Meter/ Re-connection	\$65.00 \$90.00 new ownership \$150.00 \$250.00 if locked off
Installations:	
• Rural	\$7,000.00
• Urban	\$3,500.00
Polyethylene Pipe/Wire	25% above cost
Renter's Deposit	\$350.00
Riser/Shutoff Material	\$75.00 \$90.00 per hour
Service Technician	\$70.00 \$90.00 per hour
Thermocouple Replacement	\$90.00 \$150.00 Day Call \$150.00 \$250.00 After hours call
Large Trencher	\$4.50 per meter or \$135.00/hr (whichever is greater)
Small Trencher	\$90.00 per hour
Over time Charge	\$105.00 \$135.00 per hour
Fine for tampering with County gas infrastructure, plus total replacement cost	\$ 500.00 \$1000.00
Negligent underground pipeline strikes	\$ 500.00 minimum or actual repair cost (whichever is the greater) \$1000.00 charge in addition to repair cost.
All other chargeable items	25% above cost

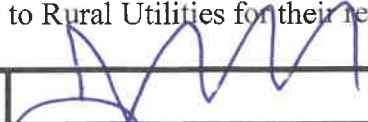


SCHEDULE "C"

Customer Gas Rate Classification

CUSTOMER CLASSIFICATION	NATURAL GAS RATE
<p>Class 1 (Residential/Domestic) Under 20,000 Gigajoules per year</p>	<p>Gas Alberta Rate per gigajoule consumed + Gas Alberta Variable Rate per gigajoule consumed + \$1.90 per gigajoule consumed O&M charge + \$0.40 per gigajoule consumed Capital Replacement Levy.</p>
<p>Class 2 (Commercial) 20,000-35,000 Gigajoules per year</p>	<p>Gas Alberta Rate per gigajoule consumed + Gas Alberta Variable Rate per gigajoule consumed + \$0.78 per gigajoule consumed</p>
<p>Class 3 (Industrial) Over 35,000 Gigajoules per year</p>	<p>Gas Alberta Rate per gigajoule consumed + Gas Alberta Variable Rate per gigajoule consumed + \$0.80 per gigajoule consumed for 0-35,000 gigajoules per calendar year, \$0.60 per gigajoule consumed for 35,000-85,000 gigajoules per calendar year, or \$0.40 per gigajoule consumed for over 85,000 gigajoules per calendar year.</p>
<p>Class 4 (Municipality) Bulk natural gas sales to another Gas Utility</p>	<p>Gas Alberta Rate per gigajoule consumed + Gas Alberta Variable Rate per gigajoule consumed + \$0.10 per gigajoule consumed Transmission Charge + \$0.02 per gigajoule consumed Administration Charge.</p>
<p>Class 5 (Industrial Transportation) Industrial customer, as defined within the Gas Distribution Act, who consumes over 10,000 GJ per year. Customer must source natural gas from own marketer. County is not billed by Gas Alberta Inc for the natural gas consumed by customer. Customer billed for using our infrastructure on a per GJ basis.</p>	<p>\$1.00 per gigajoule consumed through the County's on-site metering equipment.</p>



REQUEST FOR DECISION		DATE	October 11, 2022	4.2
TOPIC	Smoky Lake County Quality Management Plan (QMP)			
PROPOSAL	To execute the annual Quality Management Plan from Rural Utilities.			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
N/A				
<p>The QMP must be signed by the Reeve, CAO, and the Managers yearly in order for Rural Utilities to receive "Approval to Operate" under their jurisdiction. The current one is outdated and was signed June 2021.</p>				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS				
BENEFITS				
DISADVANTAGES				
ALTERNATIVES				
FINANCE/BUDGET IMPLICATIONS				
Operating Costs:	\$ _____	Capital Costs:	\$ _____	
Budget Available:	\$ _____	Source of Funds:		
Budgeted Costs:	_____	Unbudgeted Costs:	\$ _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS		N/A		
COMMUNICATION STRATEGY				
RECOMMENDATION				
<p>Recommend the Reeve, CAO, and Manager affix their signatures to the Quality Management Plan (QMP) and return the executed copy to Rural Utilities for their records.</p>				
CHIEF ADMINISTRATIVE OFFICER				

Quality Management Plan

Smoky Lake County Gas Utility

Preamble

This Quality Management Plan (QMP) represents an agreement with the Province of Alberta under section 5 of the *Gas Distribution Act* that the rural gas utility is designed, constructed, operated and maintained in accordance with the Act's section 2 requirements.

The Smoky Lake County Gas Utility (hereinafter referred to as "the municipal gas utility", section 1(k) of the *Gas Distribution Act*), owns and operates a rural gas utility in Alberta and in accordance with its franchise issued under section 18 of the Act, has both the exclusive right and duty to offer and provide natural gas service to residents in a specific area of the province. The municipal gas utility, represented by the County Council, is as owner, ultimately, but with the full support of the Chief Administration Officer, the municipal gas utility's Manager and employees, takes full responsibility for ensuring that the rural gas utility is being designed, constructed, operated and maintained in a manner consistent with section 2 of the Act so as to ensure the safety of its customers, employees, and the general public of Alberta. Annual review of this QMP document by the County Council, the Chief Administrative Officer and the Gas Utility Manager, in conjunction with the annual submission of as-built plans and meeting operation and maintenance expectations of the Chief Officer partly form the 'Approval to Operate' a rural gas utility in Alberta.

QUALITY MANAGEMENT PLAN FUNCTIONS

Standards

As applicable, the rural gas co-operative association will design, construct, operate, and maintain its gas utility in accordance with the following legislation and standards:

- The *Gas Distribution Act*
- The *Pipeline Act* and Regulations
- The *Municipal Government Act*; only as applicable/relevant to the rural gas utility
- The *Gas Utilities Act*, as applicable
- The *Occupation Health and Safety Act*, and all codes and regulations, as applicable
- Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard
- Canadian Standards Association (CSA) Z246.2 Emergency Preparedness and Response for Petroleum and Natural Gas Industry Systems
- The Technical Standards Manual for Gas Distribution Systems in Alberta, issued by Rural Utilities
- Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities issued by the Federation of Alberta Gas Co-ops Ltd.
- Alberta Energy Regulator (AER) Directive 71 Emergency Preparedness and Response Requirements for the Petroleum Industry (as applicable)

Municipal gas utilities are also expected to maintain appropriate insurance coverage.

Design

Rural Utilities Section, 7000 – 113 Street, Edmonton AB T6H 5T6 (780-427-0125)

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The municipal gas utility will ensure that its distribution system is designed to safely deliver the required volumes of gas to each consumer under the most extreme conditions by:

- Acquiring the services of a qualified gas distribution Engineer (recognized by APEGA) or a designated P. Tech (Eng) (Professional Technologist) in accordance with the *Engineering and Geoscience Professions Act* to determine system requirements, and/or
- Working with the Engineer/P. Tech. to establish pipe and station design, pipe sizing minimum end line pressure, appropriate route selection, and design and material requirements.
- Acquiring and installing only pipe that has been inspected under the Quality Assurance Program (QAP) and approved by Rural Utilities.

Construction Testing and Commissioning

In order to ensure that all pipelines are constructed, tested and commissioned in the appropriate manner, the municipal gas utility will:

- Have a documentation process in place that systematically identifies and tracks all the specific approvals, agreements, utility rights-of-way, etc. required and the dates acquired for each.
- Ensure that all pipelines are buried to the depths specified in the Technical Standards and Specification Manual for Gas Distribution Systems by:
 - Providing the contractor with the depth specifications and documenting the information and time of presentation.
 - Spot checking pipeline depths during and/or after the time of installation and documenting the findings.
- Establish a system for recording and auditing the location, and material information for all pipe installed.
- Ensure that all pipelines are tested to the pressures and times specified in the Technical Standards and Specifications Manual for Gas Distribution Systems by:
 - Spot checking charts/pressure data (i.e. start time/location information) during testing and document these checks.
 - Recording all the test, location, and material data on a test confirmation report.
 - Purging each pipeline using an approved method, prior to putting the line into service, and documenting the findings.
- Ensure proper regulator and relief valve configuration and capacities are in place to adequately protect the distribution system and customer installations from excessive pressures by:
 - Providing the technical information required to determine the proper capacities and configuration of the equipment to a qualified installer.
 - Developing a specific audit procedure to ensure the correctness of the regulator and relief valve installation.
- Ensure pipeline warning signs are properly installed by inspecting all new crossings and above ground facilities to confirm the placement of signs, and document accordingly.

Operation, Maintenance and Repair

In order to ensure that the gas utility is properly operated, maintained, and repaired, the municipal gas utility will:

- Employ or contract the services of qualified field staff to safely operate and maintain the system. The level of manpower requirements will be established by developing a plan or formula, based on historical performance, system requirements and the level of service committed to by the municipal gas utility to complete these functions in accordance with industry standards.
- Ensure that the level of safety equipment for both the shop and emergency response vehicles (as adopted in the Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities) in addition to personal protective equipment (PPE), is provided, inventoried, maintained, and calibrated as and if required.
- Monitor the levels of gas loss by:

- Recording and comparing wholesale tap purchases on a weekly basis.
- Comparing the wholesale purchases to the retail sales on a monthly basis
- Physically checking the system for leaks by performing a leak detection survey on the distribution pipe lines at intervals of at least the following:
 - Urban systems - every three years.
 - Rural systems – every five years.
- Ensure that the proper levels of readily detectable odorant are maintained in the system by:
 - Checking the odorant tank levels at every tap location every month and recording findings.
 - Testing or monitoring for levels of readily detectable odorant on a regular basis, not less than once a month at each test location.
 - Maintaining records of monthly readings and spot checking and documenting those results at reasonable intervals.
- Ensure all underground damage and leaks are diligently repaired and reported to the appropriate regulatory body:
 - Damage or leaks to high pressure (> 700 kPa) pipelines or facilities must be reported to the Alberta Energy Regulator (AER).
 - Damage or leaks to low pressure (< 700 kPa) pipelines or facilities must be reported online to Rural Utilities through the Rural Utilities Portal. Municipal gas utilities access the Portal through their My Alberta Digital ID for Business (MABI). Use <https://partners.agric.gov.ab.ca> to access the Portal.
 - Significant damage, leaks, and/or explosions should be reported to Rural Utilities as soon as it is safe and practicable to do so.
- Develop and maintain a regular preventative maintenance program (i.e. leak detection surveys, cathodic protection surveys, regulator station operation and painting of above ground facilities) to safeguard the distribution system against premature deterioration. The frequency of these activities must be scheduled as established in the municipal gas utility's Operations and Maintenance program.
- Establish a maintenance/control system of equipment used to locate pipelines, measure concentrations of odorant and gas, levels of cathodic protection, pressure gauges, etc.

Emergency Preparedness and Response

To ensure that employees understand the municipal gas utility's program to respond to emergency situations, the municipal gas utility will:

- Develop an Emergency Response Program (ERP) to effectively respond to emergencies, promote safety of workers, responders and the public. The program should cover training, resources and equipment for responding to the following (but not limited to):
 - Pipeline leaks or ruptures,
 - Fires and explosions,
 - Unplanned system outages,
 - Dangerous good spills, and
 - Gas odour notifications.
- Document employee's training and participation in annual tabletop or communications exercises and ERP reviews.
- Actively participate with community emergency services in major field mock disaster exercises (held once every three years).
- Annually review internal emergency response procedures to update the municipal gas utility's effectiveness.

Surveying and Plant Records

In order to ensure the completeness, accuracy and timely completion of the municipal gas utility's as-built drawings and ensure that the Alberta One-Call database is current, the municipal gas utility will:

- Maintain an up-to-date set of as-built plans of the rural gas utility in the municipal gas utility's office.
- Monitor the progress of as-built surveys and mapping to ensure that the as-built plans are submitted to Rural Utilities by March 31 of the year following construction.
- Review the as-built drawings and documentation against each year's new customer location listing for completeness.
- Submit all required Alberta One-Call database updates for distribution system additions or removals.

RESPONSIBILITY

This Quality Management Plan highlights the safety related components of the Smoky Lake County Gas Utility's design, construction, operation, and maintenance programs. The municipal gas utility's County Council and Chief Administration Officer along with their Gas Utility Manager have reviewed the QMP in its entirety, and the municipal gas utility hereby accepts the responsibility for compliance of their distribution system with this plan.

This Quality Management Plan was reviewed at the County Council meeting held on: _____.

Dated _____
_____ Reeve

I have read and will support the municipal gas utility in ensuring the compliance of this Quality Management Plan:

Dated _____
_____ Chief Administrative Officer

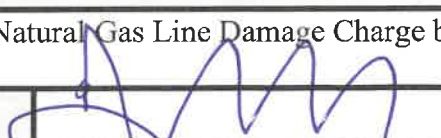
Dated _____
_____ Gas Utility Manager

Annual review of QMP required:

This QMP must be reviewed and signed by the municipal gas utility, represented by the County Reeve, the Chief Administrative Officer and the gas utility Manager on an annual basis and submitted to Rural Utilities by December 31st of each year.

Failure to submit a signed QMP document may result in any or all of the following actions: (1) The annual 'Approval to Operate' will not be issued, (2) all planned/future construction must be approved by the Chief Officer prior to construction until the QMP is signed and submitted, and (3) any construction done without prior approval of the Chief Officer will be in contravention of section 13 of the *Gas Distribution Act* and potentially subject to an offence (section 8) and/or order (section 9) under the Act.



REQUEST FOR DECISION		DATE	October 11, 2022	4.3
TOPIC	Policy Statement: NO. 09-05-05 titled Natural Gas Line Damage Charge			
PROPOSAL	Amend policy to change from minimum cost for repair of negligently damaged underground gas lines from \$500.00 to charging \$1000.00 penalty in addition to damaged line repair invoice.			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
N/A				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS				
BENEFITS	<ul style="list-style-type: none"> - More incentive for anyone working around gas pipelines to be more careful and to dig safer. - Lead to less line strikes, which in turn, lowers gas losses from said line strikes. - Deter homeowners and contractor from repeatedly damaging County infrastructure. 			
DISADVANTAGES				
ALTERNATIVES				
FINANCE/BUDGET IMPLICATIONS				
Operating Costs:	\$ _____	Capital Costs:	\$ _____	
Budget Available:	\$ _____	Source of Funds:		
Budgeted Costs:	_____	Unbudgeted Costs:	\$ _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS				
N/A				
COMMUNICATION STRATEGY				
RECOMMENDATION				
Policy Statement: NO. 09-05-05 titled Natural Gas Line Damage Charge be amended.				
CHIEF ADMINISTRATIVE OFFICER				
				

SMOKY LAKE COUNTY



Title: Natural Gas Line Damage Charge	Policy No.: 05-05
Section: 09	Code: P-S
Page No.: 1 of 1	

Legislation Reference:	
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Purpose:	To establish a cost for willfully or accidentally damage to underground natural gas pipelines or facilities.
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Policy Statement and Guidelines:
<p>STATEMENT:</p> <p>This policy applies to equipment operators, landowners or the general public, who willfully or accidentally damage any above or underground natural gas pipelines or facilities.</p> <p>The person responsible, or the landowner, will be responsible to pay a minimum charge for repairs to the natural gas system in question.</p> <p>The minimum charge will be \$500.00.</p> <p>\$1000.00 charge in addition to costs related to repair.</p>

	Date	Resolution Number
Approved	February 7, 1994	# 6219 - Page # 5592
Amended	December 11, 1995	# 6338 - Page # 5667
Amended	September 11, 2006	# 7753 - Page # 5732
Amended	March 1, 2016	# 459 - Page # 12109
Amended	June 19, 2018	# 654 - Page # 13152



REQUEST FOR DECISION		DATE	October 11, 2022	4.4
TOPIC	Policy Statement: NO. 09-06-06 titled Collection of Billings in Arrears			
PROPOSAL	Increase payment of re-connection fee for removing lock from service risers from \$150.00 to \$250.00.			
CORRELATION TO BUSINESS (STRATEGIC) PLAN N/A				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS				
BENEFITS	<ul style="list-style-type: none"> Increasing re-connection charge will increase cost recovery for wages and fuel to travel to location and locking off the service, and once full payment is received for the outstanding account, travelling back to the location, unlocking the service, and relighting the appliances if safe to do so. 			
DISADVANTAGES				
ALTERNATIVES				
FINANCE/BUDGET IMPLICATIONS				
Operating Costs:	\$ _____	Capital Costs:	\$ _____	
Budget Available:	\$ _____	Source of Funds:		
Budgeted Costs:	_____	Unbudgeted Costs:	\$ _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS		N/A		
COMMUNICATION STRATEGY				
RECOMMENDATION				
Policy Statement: NO. 09-05-06 titled Collection of Billings in Arrears be amended.				
CHIEF ADMINISTRATIVE OFFICER				

SMOKY LAKE COUNTY



Title: Collection of Billings in Arrears	Policy No.: 06-04
Section: 09	Code: P-R
Page No.: 1 of 1	

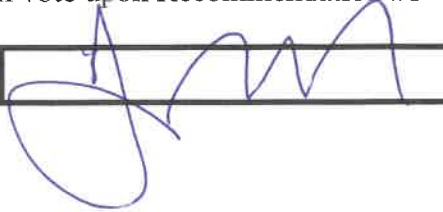
Legislation Reference:	Municipal Government Act, Chapter M-26, R.S.A. 2000.
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Purpose:	To provide guidelines in the collection of natural gas billing accounts in arrears.
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Policy Statement and Guidelines:	
	Whereas, the County Natural Gas System calculates and mails the previous month natural gas consumption billings which are due within 30 days.
	Now therefore, the following guideline be implemented to facilitate collection of billings in arrears.
Day 30: <i>(1st Billing)</i>	Natural Gas billing accounts mailed which calculate the Natural Gas consumption of the previous month. Natural Gas billing account due. In addition, the monthly gas consumption billing account mailed.
Day 60: <i>(2nd Billing)</i>	Notice generated on billing account- your natural gas account is sixty (60) days or two (2) billing periods outstanding; at ninety (90) days or the third billing period – your natural gas service will be shut-off, without further notice; if not paid.
Day 90: <i>(3rd Billing)</i>	Notice generated on billing account- your natural gas account is ninety (90) days or three (3) billing periods outstanding – your natural gas service will be locked-off, without further notice. Lock-off will be removed upon: a. Total billing account from Day 1 – Day 90 + is paid in full. No posted-dated cheques accepted. b. Payment of a \$150.00 \$250.00 re-connection fee for removal of lock.

	Date	Resolution Number
Approved	June 25, 2002 (Gas Meeting)	# 6708 - Page # 5752
Amended	July 22, 2004	# 578 - Page # 7780
Amended	November 22, 2010	# 97-10 - Page # 85



REQUEST FOR DECISION		DATE	October 11, 2022	4.5
TOPIC	Sale of Unit 206			
PROPOSAL	To dispose of assets of Unit 206 2013 GMC 3500 4x4 Gas Department service truck. Unit 206 has been replaced by Unit 206A 2022 GMC 3500 in May this year under the Enterprise Fleet Leasing program. Unit has approx. 200,000 kms and is showing signs of rust. No major repairs have been completed on the truck as of yet.			
CORRELATION TO BUSINESS (STRATEGIC) PLAN N/A				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS				
BENEFITS	Sell and place money in reserves for future expenditures.			
DISADVANTAGES				
ALTERNATIVES				
FINANCE/BUDGET IMPLICATIONS				
Operating Costs:	\$ _____	Capital Costs:	\$ _____	
Budget Available:	\$ _____	Source of Funds:		
Budgeted Costs:	_____	Unbudgeted Costs:	\$ _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS				
COMMUNICATION STRATEGY				
RECOMMENDATION				
<p>Recommendation #1 – Privately sell unit 206. The operator of the unit since it was purchased new in 2013, has expressed interest in purchasing the truck from the County. He has given a verbal offer of \$12,500 plus GST to purchase the unit off the County.</p> <p>Recommendation #2 – Sell the truck, either by tender or auction.</p> <p>Recommendation # 3 – Transfer truck to another department.</p> <p>I recommend Smoky Lake County Council vote upon Recommendation #1</p>				
CHIEF ADMINISTRATIVE OFFICER				



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GOALS

NATURAL GAS PLAN

Goal	Progress Update
AMR meter expiration replacement : 100%	Daniel Moric: Achievements: <i>No value</i> Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/10/04
Odorant Activity : 100%	Daniel Moric: Achievements: <i>No value</i> Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/10/04

→Deliver Odorant 0 Hours

Daniel Moric:**Achievements:** September 1/22 - September 30/22

- 10.5 hrs x 2 servicemen = 21 hrs delivering odorant. Deliveries made to Goodfish Lake Gas Utility, Lac La Biche District Gas Co-op, and Northeast Gas Co-op.

October 1/22 - October 4/22

- No activity.

Challenges: *No value***Next Steps:** *No value*

2022/10/04

CNG Trailer : 100%

Daniel Moric:**Achievements:** *No value***Challenges:** *No value***Next Steps:** *No value*

2022/10/04

Daniel Moric:**Achievements:** - CNG was delivered to RCO Energy in Drayton Valley for pressure relief repairs. Unsure of repair timeline.**Challenges:** *No value***Next Steps:** *No value*

2022/10/04

→Compressed natural gas trailer 0 Trailer(s)

**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 2022 gas price was \$7.74/GJ. October 2022 gas price has decreased to \$6.64/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.
- Preparing billing software for Alberta Government Rebate Program. Requires reviewing annual consumption of each individual account and determining if they qualify for the rebate. Only sites that consume less than 2,500 GJ's per calendar year, based on a 5 year average, are eligible for the rebate.

Challenges: *No value*

Next Steps: *No value*

2022/10/04

→Service Calls : 100%**Daniel Moric:**

Achievements: - Customer called stating they smell gas inside the house and the hot water boiler is not working. Check for gas smell in house. None found. Smell is possibly from boiler attempting to ignite and failing. Turned off appliance and informed customer to have boiler repaired. (Garner Lake)

Challenges: *No value*

Next Steps: *No value*

2022/10/04

→Management meeting

Daniel Moric:

Achievements: Attend weekly managers meetings

Challenges: *No value*

Next Steps: *No value*

2022/10/04

→Utility Personnel Meeting

→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*

2022/10/04

→Delinquent accounts

Daniel Moric:

Achievements: Overdue account letters are sent out after gas bills are processed monthly.

Challenges: *No value*

Next Steps: *No value*

2022/10/04

→Paperless billing

Daniel Moric:

Achievements: Currently have 412 natural gas accounts receiving bills by email.

Challenges: *No value*

Next Steps: *No value*

2022/10/04

→Attend Conventions

Daniel Moric:

Achievements: - Attended the Strategic Planning meeting on September 27 & 28 with Council and Managers.
- Council, myself, and Gene are booked for the Federation Convention and AGM on November 27-December 1.
- Federation Zone Meeting October 27th in Lac La Biche

Challenges: *No value*

Next Steps: *No value*

2022/10/04

→Auditor documentation

Daniel Moric:

Achievements: Will provide auditor the required documents at their request. They will be starting November 14th.

Challenges: *No value*

Next Steps: *No value*

2022/10/04

→Other duties

Daniel Moric:

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

Challenges: *No value*

Next Steps: *No value*

2022/10/04

→O & M Policy

Daniel Moric:

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

Challenges: *No value*

Next Steps: *No value*

2022/10/04

Training Activity (GAS) : 100%

Daniel Moric:
Achievements: - No activity.
Challenges: *No value*
Next Steps: *No value*
2022/10/04

Natural Gas Construction of Infrastructure : 100%

Daniel Moric:
Achievements: *No value*
Challenges: *No value*
Next Steps: *No value*
2022/10/04

→ **Line locates 0 Locate(s)**

Daniel Moric:
Achievements: -51 line locates have been completed during this reporting period. One was an emergency locate during work hours.
Challenges: *No value*
Next Steps: *No value*
2022/10/04

→ **End Pressure Test**

Daniel Moric:
Achievements: - Monitor end of line gas pressures and compare to monthly gas balancing to check for underground leaks.
Challenges: *No value*
Next Steps: *No value*
2022/10/04

→ **GPS Services and Alterations**

Daniel Moric:
Achievements: -Will be GPSing alterations and services in the coming months.
Challenges: *No value*
Next Steps: *No value*
2022/10/04

→Install gas lines

Daniel Moric:

Achievements: - Completing the replacement of our leaking pipeline across the CNRL, Interpipeline, and Esso pipeline right-of-ways. Leaking pipe was eliminated and tied in to stop the leak temporarily while the crossing agreements were completed, the hydrovac contractor was arranged, and the matting company was hired. New pipe was still required across the right-of-way due to the possibility of a low pressure situation that would be present in the cold winter months from a pipe size restriction.

- 1 New infill completed. (Vilna)

- 3 new infills are requested. Waiting for contracts and easements to be signed and payment to be received. (2 Vilna, 1 Bonnie Lake)

- 5 Secondary gas lines are awaiting the shops before starting install.

- Road crossing pipelines have been directional drilled at new Bonnie Lake subdivision. Re-surveying of our right-of-way will be completed this week and installation will commence as soon as practical.

Challenges: *No value*

Next Steps: *No value*

2022/10/04

→Sign installation 0 Sign(s)

Daniel Moric:

Achievements: No activity

Challenges: *No value*

Next Steps: *No value*

2022/10/04

→Cut and Caps

Daniel Moric:

Achievements: - 1 service to cut and cap. Service was released. (Whitefish Lake)

Challenges: *No value*

Next Steps: *No value*

2022/10/04

→RMO Replacement

Meter recalls and maintenance : 100%

Daniel Moric:
Achievements: *No value*

Challenges: *No value*

Next Steps: *No value*
2022/10/04

→ **Replace defective gas meters**

Daniel Moric:
Achievements: - Continue to manually read the meters with the failed AMR readers until stock is available of new AMR readers. Stock is expected next year.

Challenges: *No value*

Next Steps: *No value*
2022/10/04

→ **Meter Recalls**

Council Member Inquiry (GAS) : 100%

Daniel Moric:
Achievements: - No activity this reporting period

Challenges: *No value*

Next Steps: *No value*
2022/09/14

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 T RUCK - re mo
ve d : 100%

2023 REFURBISH TRUCK BOX :
100%

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

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

Complete Invoicing**Clean truck****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

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

**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

Vehicle maintenance**Daniel Moric:****Achievements:** -Complete vehicle/equipment maintenance as required.**Challenges:** *No value***Next Steps:** *No value*

2021/10/05

**Strategic plan
Equipment maintenance
Leak detection****Daniel Moric:****Achievements:** *No value***Challenges:** *No value***Next Steps:** *No value*

2022/06/13

Job Interviews**Daniel Moric:**

Achievements: - Seasonal position ad closing on June 14th at 4 PM. Will be reviewing resumes and arranging interviews.

Challenges: *No value*

Next Steps: *No value*

2022/06/13

Employee evaluations**Daniel Moric:**

Achievements: Completed

Challenges: *No value*

Next Steps: *No value*

2021/10/05

PFM check**Daniel Moric:**

Achievements: Check Pressure Factor Measurement (PFM) on meter sets measuring above 1 PSI, as required by Measurement Canada. Will be sending the yearly PFM report to MC in January for the year 2021. 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*

2021/12/08

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

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

Hydro Axing**Wash and bleach all equipment.****Daniel Moric:**

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

Challenges: *No value*

Next Steps: *No value*

2021/10/05

Maintain Facilities.**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

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

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

(GAS) Training Event Form 2022



August 26, 2022

Attention: Manager/CAO

Re: GAS COST RATE EFFECTIVE SEPTEMBER 2022

Gas Alberta's gas cost rate will decrease by \$0.15/GJ to **\$5.60/GJ** for the month of September 2022.

Our variable rate will remain at \$0.24/GJ for the period July 1, 2022, through June 30, 2023.

The rates set by the Regulated Retailers for the month of September 2022 are shown below. Please note that the rates set by Direct Energy Regulated Services (DERS) and Apex Utilities (AUI) are *typically* impacted by their prior period over- and under-recoveries. However, due to the significant natural gas market price increases in April/May 2022, DERS and AUI received approval from the AUC to defer their under-recoveries from April/May 2022 to future periods. The AUC has since directed DERS and AUI to recover all forecasted under-recoveries by September 30, 2022.

	Direct Energy (DERS)	Apex Utilities (AUI)	Weighted Avg. (Est)	Gas Alberta
Gas Cost Rate	\$6.146/GJ	\$8.278/GJ	\$6.359/GJ	\$5.60/GJ
Over (Under) riders included in Gas Costs	\$(1.12)/GJ	\$(3.27)/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 2022

	Gas Ab. Rate	Variable	O & M charge	Total	
Domestic rate	\$ 5.60	\$ 0.24	\$ 1.90	\$ 7.74	

Sungro

0-35000 gjs	\$ 5.60	\$ 0.24	\$ 0.80	\$ 6.64	X
35-85000 gjs	\$ 5.60	\$ 0.24	\$ 0.60	\$ 6.44	
over 85	\$ 5.60	\$ 0.24	\$ 0.40	\$ 6.24	

Smoky Lake Forest Nursery

0-35000 gjs	\$ 5.60	\$ 0.24	\$ 0.80	\$ 6.64	
35-85000 gjs	\$ 5.60	\$ 0.24	\$ 0.60	\$ 6.44	X
over 85	\$ 5.60	\$ 0.24	\$ 0.40	\$ 6.24	

Tremel	\$ 5.60	\$ 0.24	\$ 0.78	\$ 6.62	
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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	\$ 5.60	\$ 0.24	\$ 0.12	\$ 5.96	
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September 27, 2022

Attention: Manager/CAO

Re: GAS COST RATE EFFECTIVE OCTOBER 2022

Gas Alberta's gas cost rate will decrease by \$1.10/GJ to **\$4.50/GJ** for the month of October 2022.

Our variable rate will remain at \$0.24/GJ for the period July 1, 2022, through June 30, 2023.

The rates set by the regulated retailers for the month of October 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 (DERS)	Apex Utilities (AUI)	Weighted Avg. (Est)	Gas Alberta
Gas Cost Rate	\$4.595/GJ	\$5.632/GJ	\$4.699/GJ	\$4.50/GJ
Over (Under) riders included in Gas Costs	\$(0.11)/GJ	\$(1.25)/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 2022

	Gas Ab. Rate	Variable	O & M charge	Total	
Domestic rate	\$ 4.50	\$ 0.24	\$ 1.90	\$ 6.64	

Sungro

0-35000 gjs	\$ 4.50	\$ 0.24	\$ 0.80	\$ 5.54	X
35-85000 gjs	\$ 4.50	\$ 0.24	\$ 0.60	\$ 5.34	
over 85	\$ 4.50	\$ 0.24	\$ 0.40	\$ 5.14	

Smoky Lake Forest Nursery

0-35000 gjs	\$ 4.50	\$ 0.24	\$ 0.80	\$ 5.54	
35-85000 gjs	\$ 4.50	\$ 0.24	\$ 0.60	\$ 5.34	X
over 85	\$ 4.50	\$ 0.24	\$ 0.40	\$ 5.14	

Tremel	\$ 4.50	\$ 0.24	\$ 0.78	\$ 5.52	
--------	---------	---------	---------	---------	--

Domestic rise service charge	\$ 25.00 / riser
------------------------------	------------------

Fixed charge	\$ 1.90
Systems capital	\$ 0.40

Commercial riser service charge	\$ 60.00 / riser
---------------------------------	------------------

Town of Smoky Lake	\$ 4.50	\$ 0.24	\$ 0.12	\$ 4.86	
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Health and Safety Newsletter

September 2022

[Click Here to View in Your Browser \(http://fedgas.com/HSNews\)](http://fedgas.com/HSNews)



FOCUS ON SAFETY

Be Prepared for Winter Driving

HAZARD REVIEW: Winter driving conditions will soon arrive, and hazards can be dealt with properly with a little preparation and good planning. Many drivers are not prepared for the first icy road conditions and have not adjusted their driving behavior to accommodate slippery road conditions. Members are encouraged to ensure all fleet vehicles are fully equipped and prepared for winter. It is also recommended organizations hold discussions with staff to explore safety measures to deal with slippery road conditions and perform a pulse check on vehicle preparedness.

5.4

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8. Avoid bulky and restrictive clothing (hindering driving performance);
9. Don't use cruise control on wet or icy roads (you may spin out);
10. Watch for flashing lights and slow down (watch for snowplows);
11. Don't crowd the shoulder and slow down for emergency vehicles.

ADDITIONAL SAFE WINTER DRIVING TIPS: Have your vehicle thoroughly inspected and maintained. Recommended to use winter rated tires when temperatures are lower. Install winter wiper blades and carry extra windshield washer fluid. Make sure that tire valves are equipped with caps to keep out snow and ice. Check road conditions before leaving and make adjustments, as necessary. Tell someone where you are going and when you expect to arrive. Remove snow and ice from your vehicle and windshield before venturing out. Carry a charged cell phone and a winter emergency kit.



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slide pounder up for one last hit and in doing so accidentally lifted the pounder up completely off the sign post. Not noticing this, when the worker slammed it down, the sign post had slipped in front of the post pounder causing it to spring forward and cut the worker's face below their eye.

Learning Outcomes: After an investigation, it was determined the incident could have been eliminated by utilizing flexible utility markers opposed to standard steel sign posts. The flexible utility marker is easier to install, requires no special tools for install and eliminates the potential of hitting an underground utility. It was also identified that the worker should have been wearing proper safety glasses and been checking how far the post was sliding into the post pounder.

Flexible Utility Marker Example



Metal Sign Post Example



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they knew there were gas lines so they “Drilled Deep”.

Learning Outcomes: The subcontractor was informed by the field supervisor that work was to stop immediately. They were violating the signed crossing agreement. As per the agreement, Co-op personnel were to be on site to witness daylighting and crossing of the 4” high pressure steel line and a low pressure 3” PE line. Co-ops to look at issuing fines via crossing agreements for non-compliance. Co-ops to also look into notifying OHS and AER of potentially serious incidents like this to aid in deterring non-compliance with crossing agreements and ground disturbance requirements.

Incident #3

Description: A fatal incident occurred during a vehicle recovery where a ball mount hitch snapped. Although those involved are not part of the natural gas industry, it serves as a reminder to us all the dangers of performing vehicle recovery operations. A long drop hitch was utilized which acted as a lever once the tow rope was wrapped around the ball hitch and pressure was applied. The ball mount hitch sling-shot back towards the vehicle being pulled. The ball mount hitch struck and went through the driver side of the vehicle being pulled resulting in a fatal injury to the driver.

Learning Outcomes: Remove the hitch, and use either a recovery hitch block, or feed the strap into the hitch and lock in place with the pin (not ideal but better alternative than ball mount hitch). Don’t use a tow ball—any tow ball—as a recovery point (not designed to withstand these type of forces) Use recovery equipment designed for the job. Not random chains and straps. A recovery rope should be rated to 2-3x the weight of the lightest vehicle involved. Use a recovery damper or heavy blanket over the strap to drag it down to ground level if it snaps. Connect the straps, minimize the amount of steel in the recovery by using soft shackles where practical. Never use a steel shackle to join straps. Remove personnel from line of fire locations. Perform hazard assessment and implement corrective actions to mitigate hazards present. Refer to SOP 3.3.14-Vehicle Recovery of the HSMS templates on the Federation website for additional information.



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CGA-Canadian Natural Gas Utility Workers' Day (Info) (<https://www.cga.ca/canadian-natural-gas-utility-workers-day/>)

- Fire Prevention Week (NFPA)-Oct 9-15, 2022
Fire Prevention Week (NFPA Website) (<https://www.nfpa.org/Events/Events/Fire-Prevention-Week>)
- Annual Federation AGM Convention-Nov 27, 2022- Dec 1, 2022
H&S Specialist will be at the Federation booth during the AGM convention.

New Website - New H&S Portal

The Federation's newly redesigned website has gone live, and with it comes a redesigned Health and Safety Portal (<https://www.fedgas.com/health-and-safety>).

Some of the key features include:

- **Access to/ability to download and edit HSMS Templates and supporting safety documents** (safe job procedures, H&S Manuals, hazard assessments, ERPs, etc.) to utilize within your company and update existing safety documents
- **Restructuring of HSMS Templates** - Simplified & Easier to Navigate (removed non-safety related folders) Removed: O&M Manual, R&R Binders, Maps, Business Documents, Definitions & Acronyms, ER, Employee Information, Bulletin Board, Vehicle Best Practices and various other non-safety related forms
- **Voluntary Information Sharing System** - Members are encouraged to utilize. Information provided will be utilized confidentially to develop industry specific safety bulletins for Members with email circulated to Members
- **Multiple HSS Template documents can be downloaded at the same time**



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Working Group Meetings

[Read More >](#)

Resources

[Read More >](#)

Safety Bulletins, H&S Newsletters and Chats

[Read More >](#)

Occupational Health and Safety (OH&S) Legislation Search Tool and Updates

[Read More >](#)

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Coordinate emergency response efforts between fire departments and natural gas utilities operating within local areas.

The letter also offers training resources made available by the Canadian Gas Association.

The Canadian Gas Association, in consultation with natural gas utilities and fire departments (full time/volunteer, rural/urban) across Canada, developed educational materials, available free-of-charge, to help educate fire department personnel. The material is available online in an eLearning format, accessible at <https://elearning.cga.ca> (<https://elearning.cga.ca/>) (users can self-register for free).



The content includes three course modules: Introduction to Natural Gas, Introduction to CNG and LNG, and Natural Gas Emergency Response. The program utilizes an interactive visual platform, including videos as well as printable “job aid” documents.

Safety Statistics

Search

Fire/Water Damage	2	Fire/Water Damage	4
Animal, i.e. Rodent	24	Animal, i.e. Rodent	25
Vehicle Accident	2	Vehicle Accident	10
Locates vs. Damages		Locates vs. Damages	
Total # of Locates	51,048	Total # of Locates	50,066
Damages	282	Damages	327
Preventable	91	Preventable	110
Damaged By		Damaged By	
Landowner/Tenant	70	Landowner/Tenant	86
Elec/Gas/Tel Utility	3	Elec/Gas/Tel Utility	5
Contractor	46	Contractor	48
Municipality	2	Municipality	2

2021		2022 (up to Feb 2022)	
Incident Type		Incident Type	
Dig Up	118	Dig Up	25
Pipeline/Fitting Failure	119	Pipeline/Fitting Failure	8
Natural Elements	19	Natural Elements	0

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Q		Q	
Damages	287	Damages	33
Preventable	103	Preventable	25
Damaged By		Damaged By	
Landowner/Tenant	80	Landowner/Tenant	20
Elec/Gas/Tel Utility	3	Elec/Gas/Tel Utility	1
Contractor	49	Contractor	5
Municipality	0	Municipality	0

Health and Safety Manual Updates

New/Reviewed/Revised Documents	What was Updated?	Location of Update in Members Page
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Search



	<p>Safety acronyms added to glossary of health and safety terms in HSMS Manual.</p> <p>Definitions & Acronyms (folder D.) removed from HSMS templates as it is now located in the HSMS manual.</p> <p>Section 7-Emergency Preparedness & Response updated to include additional emergency scenarios and procedures.</p>	
<p>H&S Working Group Meeting Minutes 2022-07, 2022-08, 2022-09</p>	<p>Uploaded recent H&S Working Group Meeting Minutes from July, August, and September 2022.</p>	<p>Located in Health and Safety Section in the Working Group Meetings section in folder "2022"</p>
<p>SOP 3.3.67-Vehicle (Trip Inspection) SOP 3.3.11- Delivering Shut Off Notices SOP 3.3.10-Dealing with Difficult Customers SWP 4.3.21-Excavating to Expose Underground Utilities</p>	<p>Reviewed by H&S Working Group.</p> <p>Removed redundant and overused references.</p> <p>Condensed procedural steps.</p> <p>Revised PPE requirements to align better with day to day operations.</p> <p>Verified legislation references are current and updated review dates.</p> <p>Removed repeat information.</p>	<p>Located in Health and Safety Management System Templates in folder "COPS,SOPS,SWPS".</p>

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	<p>Verified legislation references are current and updated review dates.</p>	
<p>Removal of THAs, SOPs, SWPs that are redundant and not necessary as part of hazard assessment or safety program</p> <p>JHAs updated + uploaded to reflect removal of various THAs.</p>	<p>Companies can choose to keep the removed THAs, SOPs and SWPs that have been deleted as part of their hazard assessment program if desired. Please note they will no longer be available or updated within the HSMS templates moving forward.</p> <p>THA Removed: 100, 227, 260, 267, 303, 304, 305, 306, 307, 404, 405 SOP Removed: 3.3.27, 3.3.60, 3.3.83, 3.3.84, 3.3.85, 3.3.86, 3.3.87 SWP Removed: 4.3.13, 4.3.72</p>	<p>Located in Health and Safety Management System Templates in folder "Hazard Assessments" and "COPs, SOPs, SWPs" folder.</p>
<p>Bulletin-Delivery Notices & Lock Offs-SF2105</p> <p>Bulletin-Unsecure Loads-SF2106</p>	<p>H&S Bulletins issued as a result of recent incidents that occurred within the membership</p>	<p>Located in the Health and Safety section of the members area in the "Safety Bulletin" tab.</p>
<p>ERP Tabletop Exercises (Ongoing)</p>	<p>ERP Tabletop Exercises created for ERP scenarios identified in section 7 of the HSMS Manual. Members can download/print tabletops directly from the Federation website and utilize to complete and document completion of various ERP tabletop scenarios. Instructions are included in each tabletop.</p>	<p>To be uploaded to webpage once approved. Updates to be provided in future newsletter.</p>



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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 H&S manual/templates.
- Updates to OHS Legislation.
- Recalls.
- Recommendations to help continuously improve the Federation H&S Program Templates and member H&S Programs.
- Ask questions to Federation H&S Professional to get answers/guidance and feedback to help benefit your organization's H&S Program.
- Any safety services wanted-contact Brett directly: bwood@fedgas.com (mailto:bwood@fedgas.com).

Next meeting on Friday, October 6 @ 9:30AM

If you would like to attend, please send an email to bwood@fedgas.com (mailto:bwood@fedgas.com) and a teams meeting invite will be forwarded to you for the next upcoming safety chat, or click the link below on the scheduled date and time.

Click here to join the meeting (October 6, 2022 @ 9:30AM) (https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWUzMjNlZDktMjk2Yy00M2U1LTlmY2MtNDNkMGMzYzVzMmZh%40thread.v2/0?context=%7b%22Tid%22%3a%22afde98d4-f846-4bd7-8fa9-d1e2b0187ee1%22%2c%22Oid%22%3a%227c453b72-3962-461c-a59f-d0ef571cbb91%22%7d)

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Information shared using the system will be used to help develop safety bulletins and guide safety newsletters which will be distributed to member utilities for prevention purposes. Information will be shared in a generic manner without names and locations, while focusing on the facts only. The focus is on collaboration, sharing and prevention.

The Federation Health and Safety (H&S) 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 to be shared 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 personal information will be strictly confidential.

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WITH ALBERTA CO-OPS OF WOOD,

- 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 H&S Professional that will enhance the quality of the Member's H&S program and associated elements;
- Access to HSMS Templates on the Federation website. (Access to pre-built H&S Manuals, SOPs, SWPs, THAs, etc.) which will enhance the Member's H&S program and reduce need for some outside consulting services;
- Demonstration of support for the Federation H&S program, which is for the overall benefit of all Federation members;
- Access to OHS updates, new safety information, solutions and initiatives via H&S Newsletters, Safety Chats and Safety Bulletins, which will provide benefits and opportunity for improvements to your H&S 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 H&S working group. This group works on many actions that will benefit members, least of which is updates and revisions to the HSMS manual and templates;
- Full access to H&S Working group actions, plans and opportunities to participate in the H&S Working Group (current Working Group members get rapid access to new information and opportunities to ask for solutions to specific problems at their company);
- Enhanced collaboration of managing difficult safety problems;
- To schedule safety services or for general assistance, please contact the Federation Health & Safety Specialist at bwood@fedgas.com (<mailto:bwood@fedgas.com>) or by phone (780) 220-9351.

Thank You!

The Federation and the H&S Working Group want to thank Lenore Pizzey and Buck Mountain Gas Co-op Ltd. for being apart of the H&S Working Group. A big thanks goes out to Lenore for her time, effort, and contributions she has made over the past 3 years!





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Federation of Alberta Gas Co-ops Ltd. - 8429 24 Street NW - Edmonton - T6P 1L3
www.fedgas.com (<https://www.fedgas.com/>) - info@fedgas.com (<mailto:info@fedgas.com>)

Supporting the Success of Co-operative and Community Member Utilities

About Us

[Our Organization \(/our-organization\)](#)

[Our Story \(/our-story\)](#)

[Our Members \(/our-members\)](#)

For People

[Find Your Local Utility \(/our-members\)](#)

[Community Impact \(/community-impact\)](#)

[Programs](#)

[Safety Tools \(/safety-information\)](#)

For Organizations

[Programs \(/business-programs\)](#)

[Services \(/business-services\)](#)

Classifieds

[Careers \(/careers\)](#)

[For Sale/Wanted \(/for-sale-wanted\)](#)



Search
communities
through
providing
natural gas
as a source
of heat and
fuel.

Search
(https://www.youtube.com/user/fedgasab)
(https://www.youtube.com/user/fedgasab)

Utility Name	Zone	Wholesale Gas Purchase From	Wholesale Purchase Rate	Location of Variable Rate	Delivery/ Variable Rate (Per \$/100)	GAI Variable Rate	Gas Loss Wholesale Price (%)	Gas Loss Charge (%)	Gas Loss Charge (¢/G)	System Improv/System Improvement Fee	Other Charges on the Gas Rate	TOTAL	Monthly Service Charge	Gas Loss Monthly	System Improvement Monthly Charge	Other Monthly Charges	TOTAL MONTHLY	Infill Urban	Infill Rural
Birch Hills Gas Co-op Ltd.	1	GAI	7.20	Gas Rate	1.70	0.24						9.14	29.50				29.50	4500.00	8500.00
Central Peace Natural Gas Co-op Ltd.	1	GAI	7.20	Gas Rate	1.60	0.24						9.04	25.00				25.00	0.00	9000.00
Dene Tha	1	GAI	7.20	Utility's Variable Rate	3.50							10.70	10.00				10.00	0.00	0.00
East Peace Gas Co-op Ltd.	1	GAI	7.20	Utility's Variable Rate	1.69				0.00	0.00	2.63	8.89	20.00	0.00	0.00	0.00	20.00	4000.00	9000.00
East Smoky Gas Co-op Ltd.	1	GAI	7.20	Utility's Variable Rate	1.79		2.00					9.13	25.00		0.10		25.10	3000.00	7500.00
North Peace Gas Co-op Ltd.	1	GAI	7.20	Gas Rate	1.34	0.24	2.00					8.92	30.00				30.00	3000.00	7500.00
Northern Lights Gas Co-op Ltd.	1	GAI	7.20		1.32		2.00			2.45		11.11	20.00		20.00		40.00	2000.00	8000.00
Paddle Prairie	1	GAI	7.20	Utility's Variable Rate	0.20							7.40	20.00				20.00	0.00	0.00
Prairie River Gas Co-op Ltd.	1	GAI	7.20	Gas Rate	1.70	0.24				0.36		9.50	20.00				20.00	4500.00	8000.00
Swan River Gas Co-op Ltd.	1	GAI	7.20	Gas Rate	2.10	0.24						9.54	26.75		5.50		32.25	4250.00	8000.00
Town of High Prairie Gas Utility	1	GAI	7.20		1.84		0.00	0.00	0.00	0.00	0.00	9.04	25.00	0.00	0.00	0.00	25.00	0.00	0.00
Town of Manning Gas Utility	1	GAI	7.20	Gas Rate	2.50	0.24						9.94	22.00				22.00	0.00	0.00
Town of Rainbow Lake Gas Utility	1	GAI	7.20	Gas Rate	2.50	0.24						9.94	15.00				15.00	0.00	0.00
Town of Valleyview Gas Utility	1	GAI	7.20	Gas Rate	1.70	0.24	2.00					9.28	18.45	0.00	0.00	0.00	18.45	0.00	0.00
Buck Mountain Gas Co-op Ltd.	2	GAI	7.20	Gas Rate	1.30	0.24	2.00					8.88	22.00				22.00	3300.00	7500.00
Evergreen Gas Co-op Ltd.	2	GAI	7.20	Gas Rate	1.50	0.24						8.94	30.00				30.00	6400.00	7000.00
Pembina River Natural Gas Co-op Ltd.	2	GAI	7.20	Gas Rate	2.00	0.24	0.00	0.00	0.00	0.00	0.00	9.44	32.00	0.00	0.00	0.00	32.00	3500.00	8000.00
Ste. Anne Natural Gas Co-op Ltd.	2	GAI	7.20	Gas Rate	1.50	0.24	4.00			1.00		10.23	35.00		5.00		40.00	4000.00	7000.00
TRL Gas Co-op Ltd.	2	GAI	7.20	Gas Rate	2.00	0.24						9.44	31.00				31.00	0.00	0.00
West Parkland Gas Co-op Ltd.	2	GAI	7.20	Gas Rate	1.71	0.24	3.00					9.37	27.25		2.75		30.00	3750.00	6000.00
Yellowhead Gas Co-op Ltd.	2	GAI	7.20	Gas Rate	1.35	0.24	2.00					8.93	22.00				22.00	5000.00	8000.00
County of Two Hills Gas Utility	3	GAI	7.20	Gas Rate	1.60	0.24						9.04	18.00		5.00		23.00	4000.00	8000.00
County of Vermilion River Gas Utility	3	GAI	7.20	Gas Rate	1.27	0.24						8.71	30.00				30.00	2500.00	7500.00
Lac La Biche County	3	GAI	7.20	Utility's Variable Rate	1.89							9.09	25.00				25.00	0.00	0.00
Minoo Gas Co-op Ltd.	3	GAI	7.20	Gas Rate	1.50	0.24	0.00	0.00	0.00	0.00	0.00	8.94	17.50	0.00	0.00	0.00	17.50	4750.00	9500.00
Smoky Lake County	3	GAI	7.20	Gas Rate	1.50	0.24				0.40		9.34	25.00				25.00	3500.00	7000.00
Thorhild County	3	GAI	7.20	Utility's Variable Rate	2.01				0.00	0.00		9.21	27.00	0.00	0.00	4.00	31.00	3000.00	8000.00
Town of Redwater Gas Utility	3	GAI	7.20	Gas Rate	2.10	0.24						9.54	18.00				18.00	0.00	0.00
Town of Smoky Lake Gas Utility	3	GAI	6.75	Gas Rate	1.90	0.24				0.40		9.29	25.00				25.00	2500.00	2500.00
Village of Boyle Gas Utility	3	GAI	7.20	Utility's Variable Rate	2.20							9.40	15.00		5.00		20.00	0.00	0.00
Coronado Gas Co-op Ltd.	4	GAI	7.20	Gas Rate	2.10	0.24	0.00	0.00	0.00	0.05	0.00	9.59	28.00	0.00	0.00	0.00	28.00	0.00	8000.00
Kehewin	4	GAI	7.20	Utility's Variable Rate	2.25							9.45	20.00				20.00	0.00	0.00
Lac La Biche District Natural Gas Co-op Ltd.	4	GAI	7.20	Gas Rate	1.90	0.24						9.34	35.00				35.00	3250.00	7500.00
Lamco Gas Co-op Ltd.	4	GAI	7.20	Gas Rate	1.75	0.24	3.00	0.00	0.00	0.50	0.00	9.91	30.00	0.00	8.00	0.00	38.00	7000.00	11000.00
North East Gas Co-op Ltd.	4	GAI	7.20	Gas Rate	1.00	0.24						8.44	10.00				10.00	6250.00	6250.00
Ankerton Gas Co-op Ltd.	5	GAI	7.20	Gas Rate	1.45	0.24						8.89	28.00				28.00	1500.00	8000.00
Battle River Gas Co-op Ltd.	5	GAI	7.20	Utility's Variable Rate	1.92						2.73	9.12	30.00		5.00		35.00	3000.00	8000.00
Dry County Gas Co-op Ltd.	5	GAI	7.20	Gas Rate	1.50	0.24						8.94	27.00				27.00	3000.00	7500.00
Iron Creek Gas Co-op Ltd.	5	GAI	7.20	Gas Rate	1.40	0.24						8.84	25.00		7.50		32.50	0.00	10000.00
Natural Gas Co-op #2 Ltd.	5	GAI	7.20	Gas Rate	1.70	0.24						9.14	30.00		5.00		35.00	2500.00	10000.00
Paintearth Gas Co-op Ltd.	5	GAI	7.20	Gas Rate	1.40	0.24		3.00		0.69		9.57	30.00				30.00	3000.00	10000.00
Phoenix Gas Co-op Ltd.	5	GAI	7.20	Gas Rate	1.70	0.24						9.14	30.00				30.00	3500.00	6000.00
Sedgewick Xillam Natural Gas System	5	GAI	7.20	Gas Rate	1.35	0.24	0.00	0.00	0.00	0.00	0.00	8.79	25.00				25.00	1500.00	0.00
Town of Castor Gas Utility	5	GAI	7.20	Gas Rate	1.90	0.24	0.00	0.00	0.00	0.00	0.00	9.34	30.00	0.00	0.00	0.00	30.00	0.00	0.00
Town of Dayland Gas Utility	5	GAI	7.20	Gas Rate	1.40	0.24						8.84	25.00				25.00	1500.00	0.00
Town of Wainwright Gas Utility	5	GAI	7.20	Gas Rate	1.28	0.24	2.50					8.90	25.50				25.50	0.00	0.00
Village of Chauvin Gas Utility	5	Phoenix Gas	7.44		1.00							8.44	26.00				26.00	8.44	0.00
Village of Halkirk Gas Utility	5	Paintearth Gas	4.31		1.20					0.40		5.91	25.00				25.00	0.00	0.00
Burnt Lake Gas Co-op Ltd.	6	GAI	7.20	Gas Rate	1.55	0.24	5.00				1.00	9.35	30.50				30.50	0.00	0.00
Chain Lakes Gas Co-op Ltd.	6	GAI	7.20	Utility's Variable Rate	2.14					0.30		9.64	28.00				28.00	4250.00	7000.00
Crossroads Gas Co-op Ltd.	6	GAI	7.20	Gas Rate	2.55	0.24			0.20	0.15		10.34	26.50				26.50	4250.00	7500.00
Diamond Valley Gas Co-op Ltd.	6	GAI	7.20	Gas Rate	2.50	0.24	5.00					10.30	33.00		5.00		38.00	4000.00	8000.00
Foothills Natural Gas Co-op Ltd.	6	GAI	7.20	Gas Rate	1.25	0.24	0.00	0.00	0.00	0.00	0.00	8.69	18.00	0.00	0.00	0.00	18.00	4500.00	7250.00
G.L.D.C. Gas Co-op Ltd.	6	GAI	7.20	Gas Rate	1.30	0.24	3.00					9.21	30.00		5.00		35.00	4500.00	8000.00
Rocky Gas Co-op Ltd.	6	GAI	7.20	Utility's Variable Rate	1.64		2.00				0.33	9.64	29.00				29.00	5000.00	6300.00
Town of Sundre Gas Utility	6	GAI	7.20	Gas Rate	1.45	0.24	0.00	0.00	0.00	0.21	0.00	9.10	26.00	0.00	0.00	0.00	26.00	1500.00	0.00
Blaine County Gas Co-op Ltd.	7	GAI	7.20	Gas Rate	1.50	0.24						8.94	25.00		5.00		30.00	0.00	0.00

Utility Name	Zone	Wholesale Gas Purchase From	Wholesale Purchase Rate	Location of Variable Rate	Delivery/ Variable Rate (Per GJ)	GAI Variable Rate	Gas Loss Wholesale Price (%)	Gas Loss Charge (%)	Gas Loss Charge (GJ)	System ImprovSystem Improvement Fee	Other Charges on the Gas Rate	TOTAL	Monthly Service Charge	Gas Loss Monthly	System Improvement Monthly Charge	Other Monthly Charges	TOTAL MONTHLY	Infill Urban	Infill Rural
Cochrane Lake Gas Co-op Ltd.	7	GAI	7.20	Gas Rate	1.83	0.24	2.00	0.00		0.00	0.00	9.41	29.50	0.00	0.00	0.00	29.50	4900.00	8500.00
Dinosaur Gas Co-op Ltd.	7	GAI	7.20	Gas Rate	1.50	0.24						8.94	33.00				33.00	4500.00	8000.00
Harvest Hills Gas Co-op Ltd.	7	GAI	7.20	Gas Rate	1.60	0.24						9.04	25.00				25.00	3500.00	8000.00
Meora Gas Co-op Ltd.	7	GAI	7.20	Gas Rate	1.60	0.24		0.04				9.08	33.00				33.00	6000.00	8000.00
Pioneer Gas Co-op Ltd.	7	GAI	7.20	Gas Rate	1.40	0.24	0.00	0.00	0.00	0.50	0.00	9.34	25.00	0.00	0.00	0.00	25.00	0.00	7500.00
Rockyview Gas Co-op Ltd.	7	GAI	7.20	Gas Rate	2.00	0.24	2.50					9.62	27.30		5.00		32.30	3190.00	8000.00
Rosebud Gas Co-op Ltd.	7	GAI	6.75	Gas Rate	1.30	0.24	2.00					8.43	28.00		4.00		32.00	3500.00	8500.00
Tirol Gas Co-op Ltd.	7	GAI	7.20	Gas Rate	2.00	0.24						9.44	25.00				25.00	0.00	0.00
Bow River Gas Co-op Ltd.	8	GAI	7.20	Gas Rate	1.60	0.24						9.04	45.00				45.00	4000.00	8000.00
Chief Mountain Gas Co-op Ltd.	8	GAI	7.20	Gas Rate	1.35	0.24	0.00	0.00	0.00	0.50	0.00	9.29	12.00	0.00	0.00	0.00	12.00	3000.00	7500.00
Chinook Gas Co-op Ltd.	8	GAI	7.20	Gas Rate	1.65	0.24	2.00	2.00				9.27	26.00				26.00	0.00	8000.00
Forty Mile Gas Co-op Ltd.	8	GAI	7.20	Gas Rate	1.31	0.24	0.00	0.00	0.00	0.00	0.00	8.75	34.00	0.00	0.00	0.00	34.00	4000.00	8000.00
Little Bow Gas Co-op Ltd.	8	GAI	7.20	Gas Rate	1.20	0.24		2.00				8.66	15.00				15.00	8000.00	8000.00
Sunshine Gas Co-op Ltd.	8	GAI	7.20	Gas Rate	1.10	0.24	2.00	0.00	0.00	0.00	0.00	8.68	25.00	0.00	0.00	0.00	25.00	2000.00	6500.00
Triple W Gas Co-op Ltd.	8	GAI	7.20	Gas Rate	1.53	0.24						8.97	30.60		5.00		35.60	3000.00	8000.00

Average Utility Variable Rate = 1.66

Average Total Per GJ Rate = 9.18

Average Total Monthly Charge = 27.04

Daniel Moric

From: Allison Zinnick <azinnick@fedgas.com>
Sent: August 24, 2022 3:31 PM
Subject: 16th Annual Federation Charity Golf Classic - THANK YOU
Attachments: All Sponsors sign 2022.pdf; Thank you Letter 2022.pdf

Thank you for your participation in our 16th Annual Federation Charity Golf Classic held on August 18, 2022.

Your support helped us raise **over \$20,000** for the MS Society of Canada, Alberta & Northwest Territories Division.

Please see attached Thank You Letter as well as a list of the very generous Sponsors.

With your help over the past 16 years, over \$385,000 has been raised for the MS Society!

Please feel free to forward this email on to anyone else within your company that took part in the 16th Annual Federation Charity Golf Classic.

Thank you 🍷



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



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Member Utilities ~

THANK YOU

THANK YOU

THANK YOU

to the Golfers and following Sponsors for making this event possible

Hole in One Sponsor

Versorium Energy Ltd.

BBQ Dinner Sponsor

Brownlee LLP

Breakfast Sponsor

Alberta Municipalities

Hole Sponsors

840 CFCW & Cabela's Canada
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Lovat Gas Solutions Ltd.
North Parkland Power Co-op
North East Gas Co-op Ltd.
Russ Bell & Associates Inc.
Servus Credit Union
Ste. Anne Natural Gas Co-op Ltd. (SANG)
Tecvalco Ltd.
The Co-operators
West Parkland Gas Co-op Ltd.
Zone 6 - Federation of Alberta Gas Co-ops Ltd.
Members;
Burnt Lake Gas Co-op Ltd.
Chain Lakes Gas Co-op Ltd.
Crossroads Gas Co-op Ltd.
Diamond Valley Gas Co-op Ltd.
Foothills Natural Gas Co-op Ltd.
G.L.D.C. Gas Co-op Ltd.
Rocky Gas Co-op Ltd.
Town of Sundre Gas Utility

BBQ Sponsor

Chief Mountain Gas Co-op Ltd.

Golf Cart Sponsors

Barchard Engineering Ltd.
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Natural Gas Co-op 52 Ltd.

General Sponsors

Coronado Gas Co-op Ltd.
Hy-Lok Canada
ICPS Inc.
MacKenzie Rural Electrification Association Ltd.
Mayerthorpe & District REA Ltd.

*Thank
you!*

Prize Donations

840 CFCW
Alberta Federation of REAs
Alberta Municipalities
Balon Valves
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Edmonton Elks
Element
Federation of Alberta Gas Co-ops Ltd.
Gas Alberta Inc.

Goose Hummock Golf Resort
Jurassic Forest
Linestar Utility Supply Inc.
Nova Hotels
Polytubes 2009 Inc.
Qualitec Distributors
Rural Municipalities of Alberta (RMA)
Smoky Lake County
Triple W. Natural Gas Co-op Ltd.



&



Federation Centre
 8429 24 Street
 Edmonton, AB T6P 1L3
 Phone: (780) 416-6543
 Fax: (780) 416-6544
 E-mail: azinnick@fedgas.com

August 24, 2022

Dear Sponsors and Fellow Golfers,

Thank you so much for making our 16th Anniversary Charity Golf Classic a huge success! The Alberta Federation of REAs and the Federation of Alberta Gas Co-ops Ltd., would like to thank everyone for their participation and support. We can only achieve our goals with your help!



Your generosity helped us raise over \$20,000 for the MS Society of Canada, Alberta & Northwest Territories Division. Over the past 16 years, this event has now raised over \$385,000! Our contributions to the MS Society go towards funding programs and services for rural Albertans living with multiple sclerosis, and to help find a cure for this disease.

We hope everyone had a memorable day. Again, thank you for your help to support such a worthwhile cause.

"Alone we can do so little...together we can do so much." (Helen Keller)

Until next year,

Dan Astner, President
 Alberta Federation of REAs

Bert Paulssen, Chairman
 Federation of Alberta Gas Co-ops Ltd.

Follow us at:

Alberta Federation of REAs



Federation of Alberta Gas Co-ops Ltd.



Daniel Moric

From: officeadmin <officeadmin@gasalberta.com>
Sent: September 2, 2022 12:56 PM
To: officeadmin
Subject: Communication to Shareholders
Attachments: GAI Shareholder Communication.pdf

Good Afternoon,

Attached please find a communication to all valued shareholders of Gas Alberta Inc.

Regards,

Gas Alberta Inc.

Suite 350, 2618 Hopewell Place N.E., Calgary, Alberta T1Y 7J7

T (403) 509-2600 | F (403) 509-2611

E | officeadmin@gasalberta.com W | www.gasalberta.com

Gas Alberta Inc.'s mission is to provide a reliable and competitive supply of energy and related value-added services that contribute to the success and sustainability of our customers through strategic and effective partnerships.

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Thank you.



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September 2, 2022

Dear Valued Shareholder,

Questions have recently been received relating to the commission and payment arrangements for agents retained to perform marketing services for Gas Alberta Energy. This is the joint venture that Gas Alberta Inc. participates in through its wholly owned subsidiary, Gas Alberta Enterprises Ltd. Since 2003, Gas Alberta Energy has been providing tailored energy products to commercial customers in Alberta and takes pride in their role as a trusted energy advisor that creates innovative solutions. Since inception, Gas Alberta Inc. has received over \$8.3 million in profits from the Gas Alberta Energy joint venture; these profits are used to lower our variable rate.

It is quite common in the industry for agents to be used to develop business and market energy management services. Often, as here, several agents may be used concurrently or over time to provide these services. Agency agreements are negotiated which confirm, among other things, the appointment of the agent, the agent's duties, and the commission or other remuneration payable to the agent for the services provided. The commission payable for the agent's services may be tied to new customer acquisition, continued customer relationships, revenue from specific customers, or other metrics or factors.

One of Gas Alberta's directors, Len Spratt, was retained as an agent by Gas Alberta Energy in the early stages of this joint venture to assist with business development. An agency agreement was confirmed at the time which provided for commission to be payable in accordance with the terms of the agreement. There was Board awareness of Len's activities with Gas Alberta Energy. Len has received commission payable in accordance with the terms of the agency agreement with Gas Alberta Energy. The customers obtained by Len in the early stages of this joint venture have provided, and in some cases continue to provide, substantial revenue to Gas Alberta Energy.

The questions recently received by Gas Alberta's management suggested there may be wider Gas Alberta shareholder interest in this general topic and the specific issue of whether there was an agreement between Len Spratt and Gas Alberta Energy. As such and given the value and importance that we place on transparency with stakeholders, we felt it was important to distribute this information broadly.

Should there be any further questions respecting the content of this letter, please contact us.

Sincerely,

Michelle Gallagher, Chair
Gas Alberta Inc.

Paul Dunsmore, President and CEO
Gas Alberta Inc.

Larry Dykstra, Managing Partner
Gas Alberta Energy

Brad Helfrich, Managing Partner
Gas Alberta Energy

Daniel Moric

From: Allison Zinnick <azinnick@fedgas.com>
Sent: September 7, 2022 11:58 AM
Subject: 2022 Fall Zone Meetings
Attachments: Tentative Agenda Fall 2022.doc; Schedule Fall 2022 .docx

Importance: High

To All Federation Members,

Please see attached schedule for the 2022 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.

Thank you,



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



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Tentative Agenda – 2022 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 2022 Spring 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 2023 Spring Zone Meeting

6. Federation Zone Director Elections (Zones 1, 3 & 4)

7. Topics Previously Submitted

8. Other Issues that May Arise

9. Closing



2022 Fall Zone Meeting Dates

ZONE	CHAIRMAN	DATE	TIME	LOCATION
ZONE 1	Ed Tollefson (780) 524-4819	October 21, 2022	10 a.m.	Pomeroy Hotel & Conference Centre 11633 - 100 Street Grande Prairie, Alberta
ZONE 2	Dan Tompkins (780) 893-6010	October 20, 2022	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 27, 2022	10 a.m.	Bold Center Devon Room 8702-91 ave Lac La Biche, AB
ZONE 5	Jack Goodall (780) 858-3521	October 28, 2022	10 a.m.	Castor Community Hall 4912 49th Ave Castor, AB
ZONE 6	Bert Paulssen (403) 748-3284	October 26, 2022	10 a.m.	Peter Lougheed Community Centre 5109 54 St Rimbey, AB
ZONE 7	Perry Ellis (403) 644-3963	October 25, 2022	10 a.m.	Strathmore CIVIC Center 120 Brent Blvd Strathmore, AB
ZONE 8	Randy Taylor (403) 733-0003	October 24, 2022	10 a.m.	The Keg 1715 Mayor Magrath Drive South (basement) Lethbridge, AB

Daniel Moric

From: officeadmin <officeadmin@gasalberta.com>
Sent: September 7, 2022 3:18 PM
To: officeadmin
Subject: Gas Alberta Inc. - Strategic Partnership Announcement
Attachments: Gas Alberta Inc_Strategic Partnership Announcement.pdf

Good Afternoon,

Attached please find an announcement from Gas Alberta Inc. to its valued shareholders.

Regards,

Gas Alberta Inc.

Suite 350, 2618 Hopewell Place N.E., Calgary, Alberta T1Y 7J7

T (403) 509-2600 | F (403) 509-2611

E | officeadmin@gasalberta.com W | www.gasalberta.com

Gas Alberta Inc.'s mission is to provide a reliable and competitive supply of energy and related value-added services that contribute to the success and sustainability of our customers through strategic and effective partnerships.

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Thank you.



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September 7, 2022

Dear Valued Shareholder,

We are pleased to announce that effective September 1, 2022, Gas Alberta Inc., through its wholly owned subsidiary, Gas Alberta Enterprises Ltd., has become a 48% shareholder of Lovat Gas Solutions Ltd. ('Lovat'). Lovat is a highly experienced provider of mobile CNG and LNG equipment (www.lovatgassolutions.com). Lovat's founders and executive management, Don Fraser and Gary Hyer, have over 30 years' combined industry experience and have been providing mobile gas support to Gas Alberta's shareholders for the last 10 years. With Gas Alberta's investment, Lovat will be expanding their CNG and LNG asset base which will allow them to further increase their service provision to our shareholders, investor-owned gas utilities, transmission pipeline operators, and industrial customers. Paul Dunsmore and Kyle Patterson have both been appointed as Directors of Lovat which will allow Gas Alberta to oversee the company's governance, policies, and executive management.

Transmission pipeline outage events have increased substantively since 2014 as both NGTL and ATCO have undertaken comprehensive integrity assessments of their transmission pipeline infrastructure. This activity has impacted 89% of Gas Alberta's shareholders to date, and over \$6.8 million has been spent on third party CNG/LNG to maintain uninterrupted supply to our customers. With the frequency of transmission pipeline outages expected to remain high moving forward, Gas Alberta's priority is to safeguard access to reliable mobile gas supply. To that end, Gas Alberta has spent the last year investigating strategic options to reduce security of supply risk which resulted in our partnership with Lovat Gas Solutions Ltd.

We look forward to sharing additional information about this investment during our presentations in the upcoming Managers' Meeting (September 9, 2022) and Fall Zone Meetings (October 20-28, 2022).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Dunsmore'.

Paul Dunsmore
President and CEO

A handwritten signature in blue ink, appearing to read 'Kyle Patterson'.

Kyle Patterson
VP Operations

6.5

Daniel Moric

From: Kevin Crush <kcrush@fedgas.com>
Sent: September 8, 2022 8:17 AM
Subject: Request for Business Strategy Considerations

To All Federation Members:

The Federation of Alberta Gas Co-ops has recently made changes to the Business Strategy Committee.

It is now a Board-level committee with three sitting Board Directors. Its mandate is to investigate new business or enhancement opportunities which may assist with the development of the Federation and/or its Member Utilities. This may include new technologies, business opportunities, programs, or other opportunities that the Committee determines is reasonable to investigate.

In order to assist the Committee, Member Utilities are being asked to provide some thoughts and ideas on what business or enhancement opportunities they feel the Committee should investigate.

Should your utility have some thoughts on this, please forward your suggestions to Business Strategy Committee Chair Randy Taylor at rtaylor@fedgas.com by September 30.

Thank you,



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



8429 24 Street NW, Edmonton, AB T6P 1L3

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Daniel Moric

From: officeadmin <officeadmin@gasalberta.com>
Sent: September 9, 2022 8:08 AM
To: officeadmin
Subject: 2022 Advance Information Circular
Attachments: 2022 Advance Circular.pdf

Dear Valued Shareholder,

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 29, 2022. 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 2022.

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, CFA, ICD.D | President & CEO | Gas Alberta Inc.

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

Gas Alberta Inc.'s mission is to provide a reliable and competitive supply of energy and related value-added services that contribute to the success and sustainability of our customers through strategic and effective partnerships.



September 8, 2022

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 29, 2022. 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 26, 2022 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 Denis Dubrule at (780) 910-5747, or Paul Dunsmore, President and CEO, at (403) 509-2601.

Regards,

A handwritten signature in black ink that reads "Denis Dubrule".

Denis Dubrule
Nominating Committee Chair



GAS ALBERTA INC.
ADVANCE INFORMATION CIRCULAR

Relating to the Annual Meeting of Shareholders
to be held on November 29, 2022

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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 29, 2022.

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, 2022, 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 in person.

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, 2022, 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 31,348 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, 2022 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 Director 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
GALLAGHER, Michelle ⁽¹⁾⁽⁶⁾⁽⁸⁾ Parkland County, AB	Lawyer, Patriot Law Group	Nov 28, 2017	Close of November 2025 annual meeting
LAWRICK, Clifford Calgary, AB	Senior Financial Consultant	-	Close of November 2025 annual meeting
SULLIVAN, Douglas Bruderheim, AB	Management Consultant	-	Close of November 2025 annual meeting
WILSON, Deborah Olds, AB	Office Manager, Foothills Natural Gas Co-op	-	Close of November 2025 annual meeting

⁽¹⁾ Board Chair ⁽²⁾ Board Vice Chair ⁽³⁾ Chair, Governance Committee ⁽⁴⁾ Chair, Audit Committee ⁽⁵⁾ Chair, ESG Committee ⁽⁶⁾ Member, Governance Committee ⁽⁷⁾ Member, Audit Committee ⁽⁸⁾ Member, ESG 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
DIETZ, Allen ⁽³⁾ Galahad, AB	Self-employed	Dec 1, 2005	Close of November 2023 annual meeting
HOLMES, Terry ⁽⁶⁾ Edmonton, AB	Self-employed	Nov 28, 2017	Close of November 2023 annual meeting

BEAZER, Delbert ⁽⁷⁾⁽⁸⁾ 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⁾ Chair, ESG Committee ⁽⁶⁾ Member, Governance Committee ⁽⁷⁾ Member, Audit Committee ⁽⁸⁾ Member, ESG 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 ⁽⁷⁾ Standard, AB	Self-employed	Nov 28, 2017	Close of November 2022 annual meeting
GOODALL, Jack ⁽⁶⁾ 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⁾ Chair, ESG Committee ⁽⁶⁾ Member, Governance Committee ⁽⁷⁾ Member, Audit Committee ⁽⁸⁾ Member, ESG Committee

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

The Company's financial statements for the year ended June 30, 2022, 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.

ITEM 4 – OTHER BUSINESS

The Board recommends that the Corporation's bylaws be amended to update verbiage that is outdated. The Board of Directors passed a motion at the Board meeting held June 30, 2022 to update bylaw **4.2 Qualifications/Eligibility** as shown below. Shareholders will be asked to confirm these amendments on the Proxy and Ballot forms that are distributed in early November 2022.

By-law 4.2 – original verbiage

No person shall be qualified or eligible for election as a director if:

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

A director need not be a shareholder.

A majority of the directors shall be resident Albertans.

By-law 4.2 – amended verbiage

No person shall be qualified or eligible for election as a director if they are:

- a) anyone who is less than 18 years of age;

- b) anyone who
 - i) is a represented adult as defined in the Adult Guardianship and Trusteeship Act or is the subject of a certificate of incapacity that is in effect under the Public Trustee Act,
 - ii) is a formal patient as defined in the Mental Health Act,
 - iii) is the subject of an order under the Mentally Incapacitated Persons Act, RSA 1970 c232, appointing a committee of the person or estate, or both, or
 - iv) has been found to be a person of unsound mind by a court elsewhere than in Alberta;
- c) a person who is not an individual;
- d) a person who has the status of bankrupt;
- e) a person who has been convicted of an indictable offence;
- f) a person who is, either individually or in partnership, or in conjunction with any other person or persons, firm, association, syndicate, company or corporation or corporation as principal, agent, shareholder, officer, employee, lender, guarantor or in any other manner whatsoever directly or indirectly, employed or engaged in, concerned with, or interested in or with, provides financial support by way of loan or guarantee or otherwise, or permits their name or any part thereof to be used or employed by any person, firm, association, syndicate, principal business or undertaking which is similar to and in competition with the Corporation's principal businesses, which includes, but is not limited to, the gas purchase, sale and exchange business, the gas brokerage business or the gas marketing business or if they are a principal, agent, officer, employee, or director of a utility company or a pipeline transmission company. For certainty, utility company does not include shareholder utilities.

A director need not be a shareholder.

A majority of the directors shall be resident Albertans.



SECTION 4 – CORPORATE INFORMATION

EMPLOYMENT CONTRACTS FOR EXECUTIVE OFFICERS

For the fiscal year ended June 30, 2022, the Company's Executive Officers were the President and CEO, Paul Dunsmore and the VP Operations, Kyle Patterson.

CORPORATE COMPENSATION

For the fiscal year ended June 30, 2022, the five highest paid employees of the Company, including the Corporate Officers, received aggregate compensation of \$1,458,082 (compensation of \$1,421,939 in fiscal year 2021) which is comprised of base salaries and bonuses paid in the fiscal year.

No other benefits or compensation were paid by the Company to its Corporate Officers during the year ended June 30, 2022 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, 2022, each Director of the Company's Board was entitled to receive: i) an annual retainer of \$24,768, ii) per diem fees of \$832 for attendance at each Board or Board Committee meeting, iii) a fee of \$88 per hour for travel time for meeting attendance at a location outside their area of residence, and iv) a fee of \$88 per hour or \$832 per day for additional services required or requested by the Board or the Board Chair. The Board Chair receives an additional retainer of \$12,072 per annum and the Board Vice Chair receives an additional retainer of \$2,000 per annum. Chairs of each Board Committee receive an additional \$2,700 per annum.

For the fiscal year ended June 30, 2022, the Company paid its directors a total of \$357,260 in fees, not including expenses (as compared to total fees of \$302,075 paid for the fiscal year ended June 30, 2021).

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, 2022, the Board held eight meetings either in person or by videoconference. Michelle Gallagher served as Board Chair and Len Spratt served as Board Vice Chair. The directors represented the Company's interests at various shareholder and industry meetings.

A Corporate Governance Committee, an Audit Committee and an Environmental, Social and Governance (ESG) 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, 2022 were Allen Dietz (Governance Committee Chair), Jack Goodall, Michelle Gallagher and Len Spratt. The Corporate Governance Committee met eight times during the fiscal year ended June 30, 2022.

A Nominating Committee reports to the Governance Committee and is comprised of three members including the Board Chair, and either the Governance Committee Chair or the Audit Committee Chair. The third position is filled by other Directors. Directors seeking re-election to the Board are not eligible to serve on the Nominating Committee. In these situations, the Governance Committee will recommend an alternate Director to serve on the Nominating Committee for the 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, 2022 were Denis Dubrulle (Nominating Committee Chair), Allen Dietz and Delbert Beazer.

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, 2022 were Denis Dubrulle (Audit Committee Chair), Delbert Beazer, Perry Ellis and Terry Holmes. The Audit Committee met four times during the fiscal year ended June 30, 2022.



The ESG Committee fulfills the oversight, risk management and strategy development responsibilities in relation to ESG matters. ESG matters are those that have an impact on the natural environment, on relevant social groups, and on the ethical conduct of the Company's business. Gas Alberta is committed to stewardship in a variety of ESG areas, including climate change, employee and stakeholder relations, community engagement, and business code of conduct. Directors serving on the ESG Committee at June 30, 2022 were Len Spratt (ESG Committee Chair), Michelle Gallagher and Delbert Beazer. The ESG Committee met two times during the fiscal year ended June 30, 2022.

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 8th day of September 2022.

(This Advance Information Circular is for information purposes only)

Michelle Gallagher
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 GALLAGHER, Michelle

A-2 LAWRICK, Clifford

A-3 SULLIVAN, Douglas (Doug)

A-4 WILSON, Deborah



MICHELLE GALLAGHER

Parkland County, AB

email: mgallagher@gasalberta.com

Telephone: 780-967-2550

PROFILE

Education:

- Directors Education Program, 2021, Institute of Corporate Directors
- Bachelor of Laws, 2008 (with Distinction), University of Alberta Law School, Edmonton, AB
- Master of Business Administration, 2007, University of Alberta School of Business, Edmonton, AB
- Graduated, 2002, Canadian Land Force Command and Staff College, Kingston, ON
- Master of Arts (War Studies), 2001, Royal Military College of Canada, Kingston, ON
- Bachelor of Science in Nursing, 1995, University of British Columbia, Vancouver, BC

Professional Experience and Employment:

Michelle is a lawyer with Patriot Law. Her practice areas include municipal law, real estate, wills and estates, and business law. Michelle has appeared before all levels of Court in Alberta, and many administrative tribunals. Prior to becoming a lawyer, Michelle served as a commissioned officer (Army) in the Canadian Armed Forces. During her time in the military, Michelle held various command and staff positions and was the recipient of several awards for military proficiency and leadership.

Current Board Experience / Positions:

- 2011 to Present: Director (and Chair of Board since April 2013), West Parkland Gas Co-op Ltd. (holds 824 Class A Shares)
- 2014 to Present: Director (and Chair since October 2020), Legal Education Society of Alberta. Member of the Executive and Governance Committees.
- 2017 to Present: Director (and Chair since December 2021), Gas Alberta Inc.

Prior Board Experience / Positions:

- 2012 to 2017: Secretary, Onoway & District Chamber of Commerce.
- 2012 to 2018: Governor, Northern Alberta, NWT and Nunavut Division of the Canadian Corps of Commissionaires. Member of the Governance Committee (2012-2017) and HR Committee.

Additional Board Governance and Professional Training Completed:

- Board Leadership Workshop (Edmonton) April 2019
- Board Leadership - Governance Fundamentals, Board Leadership Edmonton, March 2017
- NFP Governance Essentials Program, Institute of Corporate Directors, March 2015
- Strive! – Developing Effective Governance Policy workshop, January 2013
- Strive! – Board Governance Fundamentals workshop, January/February 2012
- Extensive Legal and other Professional Development training annually (various topics)

Memberships / Affiliations:

- Institute of Corporate Directors (since 2015)
- Law Society of Alberta (since 2009)
- Canadian Bar Association (since 2008)
- Alberta Civil Trial Lawyers Assn (since 2007)
- Royal Canadian Armour Corps Assn (Life Member)

Honours / Awards / Distinctions (highlights only):

- Appointed Queen's Counsel May 13, 2022
- Co-recipient of the Growth Alberta Business Excellence Award (awarded to Patriot Law), 2015
- Canadian Decoration (CD), 2002
- Commander, 1 Canadian Mechanized Brigade Group Commendation, and Commanding General 82 Brigade (Oregon Army National Guard) Award of Excellence for winning a joint Canada /US tank gunnery competition (the Can/Am Cup), 2002

Other: No direct or material interest, including in respect of associates or affiliates, in any transaction since October 1, 1998, that would materially affect Gas Alberta Inc.



Nominee's Comments

Thank you for taking the time to consider my nomination.

It has been my pleasure and privilege to serve on the Gas Alberta Inc. Board for the last 5 years, and since December 2021 as the Board Chair. Over that time frame, I believe that I have provided meaningful contribution and a strong voice to the company's Board. I passionately believe in Gas Alberta Inc. I recognize and acknowledge its value and importance to its shareholders. I am committed to its ongoing success.

I have an unusually varied professional background with a wide range of different and complementary experience and skills. I have extensive leadership training and experience arising from my time in the military. As a civilian, I built a successful law practice (a small business enterprise). However, I continue to effectively work with local government as legal counsel to many small municipalities. I know the importance of teamwork, and the role of personal responsibility within a team such as a Board of Directors. I live that every day in my office at work, and at the board table for organizations large and small.

There are three specific things that I would like to highlight with respect to my contribution to Gas Alberta's Board:

- I believe that I have been an effective facilitator on the Board, that I have contributed to a collaborative environment, and that I have worked hard to promote strategic thinking, strategic planning, and good Board governance. I have worked hard and will continue to work hard in this respect.
- I believe in the importance of professional development. I spend a significant amount of time on such development. For example, in 2021, I completed a 4 module, 12-day director's education training program focused on Board leadership and governance. I earned a specialized designation from this training. However, more broadly, I am a curious and open-minded person who is always interested in new things, learning from others, and who is willing to change her mind. I have learned, and continue to learn, a great deal from my fellow Board members.
- As a lawyer and a business owner, I provide a unique perspective to the Board. That legal and business background assists with discussion of such issues as risk management, regulatory issues, compliance matters, finance, human resources, governance, stakeholder relations and many more.

What Gas Alberta Inc. will continue to get from me is a diligent, hardworking, open-minded, team player who will promise ongoing professional development.

Should you be interested in speaking to me directly, please feel free to give me a call.



CLIFFORD LAWRICK, CPA, CA

Calgary, AB
 Email: clifflawrick@gmail.com
 Phone: (403) 473-2573

PROFILE

Senior Financial Consultant

Proven leader with a comprehensive background managing financial operations for leading Canadian and US energy companies. Leverage outstanding interpersonal skills to lead and motivate finance teams and work with cross-functional groups, as well as external agencies. Expertise in financial reporting, budgetary planning, audit management, commodity marketing and trading accounting policy and procedure development.

Professional Experience

ConocoPhillips Company, Houston, TX

Manager, Commercial Finance, Calgary, AB	2007 - 2015
Director, Financial Planning & Reporting, Houston, TX	2006 - 2007
Director, Gas Marketing Accounting, Houston, TX	2005 - 2006

ConocoPhillips Canada Limited, Calgary, AB

Finance Team Lead	2002 - 2004
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Additional Professional Experience

Enron Canada Corp., Calgary, AB, Manager, Accounting; Director, Business Unit Co-ordination
TransCanada Pipelines Limited, Northridge, Calgary, AB, Manager, Treasury; Controller, Assistant Controller and Senior Financial Accountant

Education

- **Bachelor of Arts, Economics**, Princeton University, Princeton, NJ
- **Chartered Accountant**, Canadian Institute of Chartered Accountants (Vic Dzurko Honour Roll)

Board Experience

Director and Audit Committee Chair, Corridor Communications, Inc. (Calgary)	May 2020 – September 2020
President and Treasurer, Woodlands on the Park Condominium Corporation (Calgary)	2012-2022
Treasurer, Lakeshore at Andersen Springs Homeowners Association (Phoenix, AZ)	2017-2019

Volunteer Experience

- Head coach, team USA, World Ringette Championships, Edmonton, AB 2002
- Head Coach, Team Alberta, Canada Summer Games Fastpitch Softball 2005
- Head Coach, Multiple Provincial and National Championship Elite Level Womens Fastpitch
- Fastpitch Softball and Ringette Teams that Included a two-time Olympic Athlete 1996-2002
- Finance Chair, Priddis Greens Charity Classic, multi million-dollar Fundraiser for the Prostate Cancer Centre 2017-2022
- Finance Committee, Priddis Greens Golf & Country Club 2018-2022
- Treasurer, Kidney Foundation of Canada, Southern Alberta Branch 1985

Nominee's Comments

Please accept this letter and resume as an expression of my interest in becoming a Director of Gas Alberta Inc.

As a proven leader and big picture thinker with a comprehensive background managing financial operations for leading Canadian and U.S. energy companies. I am ready to be involved with a Board where I can deliver value using my technical expertise and business acumen.

My professional experience and knowledge in several of the key areas required for the role places me in a positive position to contribute to the Board and help the organization to achieve its mission and goals. I would be able to leverage outstanding interpersonal skills to lead and motivate teams and work with cross-functional groups, as well as external agencies.

Having grown up in rural Saskatchewan and remaining in touch with rural communities throughout my career, I was drawn to the mission of Gas Alberta Inc. to provide a safe and reliable supply of natural gas to rural Albertans.

I continue to invest in building my board and directorship knowledge. My experience on the Board of Corridor Communications Inc. along with several years of experience with condominium organizations has helped me understand the requirements of a Board member including participating in business honestly and in good faith while always keeping the best interests of the association at the forefront.

I look forward to discussing the Gas Alberta Inc. Director role with you soon.

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

Respectfully yours,

Clifford Lawrick



DOUGLAS L. (DOUG) SULLIVAN

Bruderheim, AB
Phone: (780) 267-4269

PROFILE

OCCUPATION:

Vice-Chair of Lamco Gas Co-op (Current)
Management Consultant (2005 - 2020)
Dow Chemical Company (1973-2004)

NUMBER OF GAS ALBERTA SHARES:

Lamco Gas Co-op holds 490 shares in Gas Alberta. As one of the directors of the Co-op I would have some influence over the direction of these shares.

DIRECT OR INDIRECT MATERIAL INTERESTS:

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

Nominee's Comments

To: Gas Alberta Nominating Committee

I graduated from the University of Saskatchewan with a Bachelor of Science in Chemical Engineering. Most of my career has been in Operations Management, Project Management, and technical leadership roles.

For the past few years, I have been focusing on opportunities to use my experience and skills for support and advancement of the larger community, rather than supporting industrial development only.

One example that stood out was the attraction of a hemp fibre processing facility to the Town of Bruderheim while I was doing contract economic development. This project not only provides a boost to the town through additional activity for local business, adds to the tax base, creates job opportunities for the younger generation, and opens another option for the farming community within a 150 km radius of the town. There is also the opportunity for spin-off businesses to locate near the fibre plant to create further value-adding options to that supply chain.

I see some opportunity to contribute to Gas Alberta's success in future using my background and perspective.

I look forward to having further conversations with the nominating committee.

Regards,



Doug Sullivan



DEBORAH D. WILSON

Olds, AB

Email: deborahdee@xplornet.com

Phone: 403-559-4632

PROFILE

Chartered Professional Accountant (CPA) seeking the opportunity to contribute to the success of Gas Alberta Inc. through the application of leadership, analytical and technical skills.

Proficient in all aspects of the entire accounting cycle including financial statements, period closing, general ledger maintenance and year end working papers. Committed to excellence in quality of operations, improved reporting & data management and all aspects of HR management.

Experience

Foothills Natural Gas Co-op Ltd, Office Manager

August 2015 – present

Olds College Students Association, General Manager

April 2011 – February 2015

Self Employed, Accounting – part time

March 2009 – December 2013

Olds College, Contract instructor – part time (some day, some night courses)

Feb 2009 – Feb 2014

Town of Sundre, Interim Director of Corporate Services

Jan 2008 – March 2009

Stirdon Betker, division of UFA, Intensive Livestock facilities, Grain handling systems, Commercial Buildings

May 2006 – October 2007

Self Employed, Accounting/Administration

August 2002 – May 2006

I am currently employed with and am a member of Foothills Natural Gas Co-op Ltd. who owns 858 Gas Alberta Class A shares.

I have no direct or material interest, including in respect of associates or affiliates, in any transaction since October 1, 1998, that 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
Email: pellis@gasalberta.com
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 Chair 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. I am also Chair the Finance Committee. I have represented the Federation on the Utility Safety Partners' Board for the past five years and I am Treasurer of that Board. I have been on Gas Alberta Inc.'s Board for the past five 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
Email: jgoodall@gasalberta.com
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 a delegate for the Village of Chauvin natural gas utility and Zone Director for Zone 5 of the Federation of Alberta Gas Co-ops, serving as Chair of the Governance committee. I have served as a Federation representative on the Gas Alberta Inc. Board of Directors, and as a member of the Governance Committee, 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.

O = Outstanding
E = Exceeds expectations
C = Competent
N = Needs Improvement

Nominees (in alphabetical order):	Nominees of the Class A Shareholders				Nominees of the Special Shareholder	
	GALLAGHER, Michelle	LAWRICK, Clifford	SULLIVAN, Doug	WILSON, Deborah	ELLIS, Perry	GOODALL, Jack
I. GOVERNANCE SKILLS						
1) Formal board training	O	C	E	N	E	E
2) Exec recruitment/succession planning	O	E	E	N	C	E
3) Strategic planning and focus	O	E	O	E	E	E
4) Risks and compliance	E	O	O	E	E	E
5) Management performance	E	E	C	N	E	E
6) Organizational management	E	O	O	E	E	E
7) Policy development	O	O	E	E	C	E
8) Other board experience	O	E	E	N	O	O
II. BUSINESS KNOWLEDGE						
9) Business judgement	O	O	O	O	E	E
10) Natural gas industry	E	O	E	E	C	E
11) Gas management	C	O	C	N	C	C
12) Stakeholder relations	E	E	O	E	O	E
III. TECHNICAL SKILLS						
13) Internal controls	E	O	O	O	E	C
14) Financial reporting	O	O	C	O	E	E
15) Business planning	E	O	O	O	E	E
16) Auditing requirements	O	O	E	O	E	C
17) Formal financial training	E	O	C	O	E	C
18) Information technology	E	E	E	O	E	C
IV. PERSONAL ATTRIBUTES						
19) Interpersonal skills	O	O	O	E	E	O
20) Communication skills	O	O	O	E	E	E
21) Teamwork	O	O	O	E	E	O
22) Leadership	O	O	O	N	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 September 8, 2022			
	Class A Shares		Class A Shares
Ankerton Gas Co-op Ltd.	434	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.	500
Birch Hills Gas Co-op Ltd.	185	North East Gas Co-op Ltd.	853
Bow River Gas Co-op Ltd.	370	North Peace Gas Co-op Ltd.	963
Buck Mountain Gas Co-op Ltd.	647	Northern Lights Gas Co-op Ltd.	1,037
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.	511
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.	644
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.	592
Coronado Gas Co-op Ltd.	211	Rocky Gas Co-op Ltd.	620
County of Lac La Biche	482	Rockyview Gas Co-op Ltd.	639
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	329	Ste. Anne Natural Gas Co-op Limited	1,052
County of Vermilion River No. 24 Gas Utility	1,136	Sucker Creek First Nation	24
Crossroads Gas Co-op Ltd.	1,037	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.	370	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.	607	Town of High Prairie	343
East Smoky Gas Co-op Ltd.	467	Town of Manning	151
Evergreen Gas Co-op Ltd.	453	Town of Rainbow Lake	111
Foothills Natural Gas Co-op Ltd.	858	Town of Redwater	200
Forty Mile Gas Co-op Ltd.	702	Town of Sunde	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.	322	TRL Gas Co-op Ltd.	738
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.	490	West Parkland Gas Co-op Ltd.	824
Little Bow Gas Co-op Ltd.	253	Yellowhead Gas Co-op Ltd.	624
		TOTAL CLASS A SHARES	31,479

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: September 12, 2022 12:59 PM
Subject: Federation Policy Change on Unpaid Accounts

To All Federation Members:

As of September 1, the Federation of Alberta Gas Co-ops Ltd. has changed its policy on unpaid accounts. The new Accounts Receivable Policy clarifies that payments are due within 60 days of the invoice date. Any payment not received by the end of 60 days will now be charged interest at a current rate of 1% per month on all overdue balances.

Thank you for your understanding on this change.



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



8429 24 Street NW, Edmonton, AB T6P 1L3

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

Daniel Moric

From: Doug Sullivan <doug.sull@gmail.com>
Sent: September 19, 2022 6:47 PM
To: Douglas Sullivan
Subject: Douglas (Doug) Sullivan Application for Gas Alberta Board of Directors
Attachments: D. Sullivan Gas Alberta Supplementary Information.pdf

I have submitted my name as a candidate for election to Gas Alberta's Board of Directors. I have put together a more complete profile for your information and decision making process.

I hope to gain your support for my application. I look forward to meeting many of you at the convention in November.

If anyone has questions or would like more information, please do not hesitate to contact me via email or phone.

Regards,

Doug Sullivan, P. Eng. (Ret)
Phone: 780-267-4269
Email: doug.sull@gmail.com

GAS ALBERTA DIRECTOR NOMINATION – 2022
Supplementary Information for Douglas (Doug) Sullivan

FOR: Douglas L. (Doug) Sullivan
PO Box 179
Bruderheim, AB T0B 0S0
Email: doug.sull@gmail.com
Phone: 780-267-4269

To: Alberta Gas Co-ops

I have assembled some supplementary information to expand on the package sent out recently by Gas Alberta to provide a more complete picture around my background and application.

Education and Experience

- Bachelor of Science in Chemical Engineering from University of Saskatchewan
- Professional Engineer – life member of APEGA
- Employed by Dow Chemical 1973 to 2004, including
 - Operations management in several positions at Fort Saskatchewan
 - Leader of Canadian ethylene storage and distribution system, manager of ethylene storage joint venture, responsible for all operations, maintenance and capital budgeting, planning and execution, coordination with Hydrocarbon commercial leadership and regular reporting to the partners
 - Leadership role in development and implementation of Continuous Improvement programs
 - Global Technology Manager for pipelines, salt cavern drilling and development, and underground storage of chemicals and hydrocarbons, including close liaison with Hydrocarbons commercial department to plan movement of products. Responsible to oversee and audit global facilities in these technologies to ensure appropriate long-term planning, reasonable cost structures, and effective operation of their supply chain, and approve major capital expenditures
 - Several Project Management assignments including some into nine figures value
 - Leadership role in rebuilding of the chemical industry in Eastern Germany including negotiations with German safety authorities, company leadership in Europe, local project management and operations leadership.
 - Six Sigma Master Black Belt – trained technical personnel on using statistics, problem solving skills, project management, leadership, and communication skills to optimize work processes, supply chain and chemical plant operations.
- Management consulting – 2004 –
 - Project management for companies to build new facilities
 - Project management to assist clients in introducing Change Management to reduce maintenance and production costs through development of work processes, financial and management controls and monitoring processes

- Six Sigma introductory training for client
- Economic Development contractor for towns and villages in Lamont County, including attraction of a major hemp fibre processing facility to the Town of Bruderheim
- Board of Directors – Vice Chair – Lamco Gas Co-op

Board Experience

- Vice-chair for Lamco Gas Co-op for past two years
- Leader of subcommittee to develop job descriptions and interview protocol for replacement of retiring Lamco leadership
- President, Past-President and Director roles for our local Chamber of Commerce and part of the team to merge our Chamber with another Chamber
- Attended several Board Leadership training sessions by Alberta Chambers of Commerce and Board Leadership Alberta
- Leader of a group in our local church to effect major repairs to the facility
- Part of the leadership team to plan and carry out an annual event at our local church, with up to 3000 attendees.
- Landowner representative on the Lamont County Oil and Gas Energy Extraction and Transportation Committee.
- Chair of Canadian Standards Association subcommittee to develop the new standard CSA-Z341 for Underground Storage of Hydrocarbons.

Other Experience

- Extensive background in Root Cause Analysis; have used Hazard and Operability Studies (HAZOP), Process Hazard Analysis (PHA), SWOT analysis and other tools to do detailed analysis of operations and process designs in industrial settings
- Significant experience in teaching and using Continuous Improvement programs
- Chaired Canadian Standards Association subcommittee to develop CSA-Z341 – Underground Storage of Hydrocarbons in Salt Caverns and Formations. This included extensive negotiations with provincial regulatory representatives and diverse company representatives to successfully write a standard.
- Member of Office of Pipeline Safety committee in the United States to successfully develop regulatory language for industrial pipelines.
- Instigated and led the Alberta Cavern Operators group with the purpose of sharing pertinent safety and operational information among the members and Alberta Energy Regulator (AER) representatives.
- Led the Edmonton Area Disposal Well Operators group. The purpose of the group was to provide Alberta Environment and AER with the information they needed while eliminating redundant and unnecessary costs.
- Trained in Incident Command System to ICS 300 level.

I would like to thank everyone for considering my application for a director position with Gas Alberta.

For the past few years, I have dedicated my focus on opportunities to use my experience, skills and energy for support and advancement of the larger community, rather than supporting industrial development only. This potential Gas Alberta opportunity is another step in using my background and perspective, including international experience, to help with continuing the success of Gas Alberta to provide product to all the gas co-ops.

There are many opportunities and challenges ahead for Gas Alberta, including dealing with proposed environmental initiatives. My industrial background, pipeline and hydrocarbon storage operations experience, and past experience in negotiations with regulators would potentially be an asset in moving Gas Alberta forward while protecting the interests of the gas co-op clients.

If anyone would like to discuss my application further or would like more information, please do not hesitate to contact me via email or phone.

Regards,

A handwritten signature in blue ink, appearing to read "Doug Sullivan".

Doug Sullivan

Daniel Moric

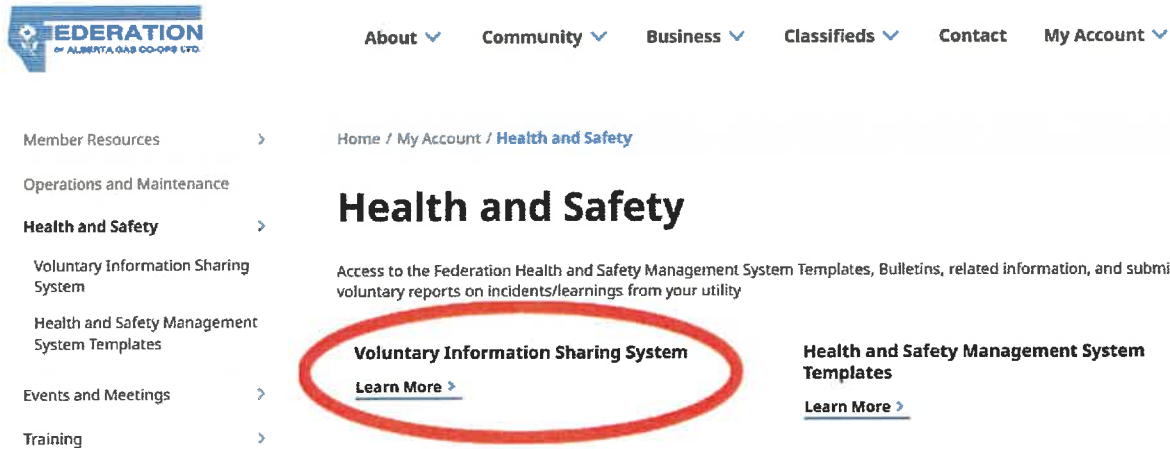
From: Kevin Crush <kcrush@fedgas.com>
Sent: September 27, 2022 11:51 AM
Subject: FedGas H&S Voluntary Information Sharing System

Federation Member Utility-Voluntary Information Sharing System

The Federation Health and Safety (H&S) 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. The Working Group suggests voluntary sharing of the following information, which can increase learning and incident prevention at your organization. The list can include, but is not limited to:

- Incident facts, causes and learning outcomes
- Near miss incidents (close calls)
- Hazard causes and hazard controls
- Product/equipment recalls
- Good news safety stories

The voluntary information sharing system has been added to the Federation webpage and is now LIVE. To share information using the system, sign into the Members Area of the Federation Website. Once signed in, select Health and Safety, then click on the "Voluntary Information Sharing System" and proceed to fill out the requested information. You can include photos and attachments within the form. Once the requested information has been completed, click submit.



The information collected will be shared in a generic manner without names and locations, while focusing on facts only. The information will be included in safety bulletins and/or newsletters. Information sources will be kept confidential at all times.

Thank you in advance for your participation in sharing learning opportunities with the membership. If you have any questions, contact the Federation Health and Safety Specialist, Brett Wood; by email bwood@fedgas.com or by phone 780-220-9351.

Sincerely,
Federation Health and Safety Working Group

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



8429 24 Street NW, Edmonton, AB T6P 1L3

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

Daniel Moric

From: Kevin Crush <kcrush@fedgas.com>
Sent: September 16, 2022 8:56 AM
Subject: Utility Rebate Program Stakeholders Meeting
Attachments: Application for EFT Direct Deposit.pdf; Natural Gas Rebate Program Billing Requirements.pdf

Good morning,

The Federation of Alberta Gas Co-ops Ltd. has been contracted by the Government of Alberta to process applications under the Natural Gas Rebate Program for gas utilities. This will include all Federation Member Utilities and Independent Natural Gas Utilities.

Attached to this email are two documents. The first is a letter from the Federation outlining the process and the requirements your utility may need for customer billing purposes. The second is an EFT form to facilitate the Government of Alberta distributing rebate amounts to the individual utilities. This EFT form needs to be filled out by October 1 and returned to utilityrebateprogram@gov.ab.ca.

A more detailed Guideline of the Natural Gas Rebate program will be forthcoming from the Government of Alberta.

To provide an overview of the process that will be used, and to help answer any questions, a Stakeholders Meeting will be virtually held on Tuesday, September 20, at 2 p.m. A calendar invite will follow.



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



8429 24 Street NW, Edmonton, AB T6P 1L3

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



September 16, 2022

Natural Gas Rebate Program Stakeholders
Distributed by Email

Natural Gas Rebate Program Billing Requirements

The Alberta Natural Gas Rebate Program is launching soon. This Provincial Government program was announced earlier this year to run from October 1, 2022 to March 31, 2023. There are requirements that every utility/retailer will need to implement in their billing software to be ready for the Program. This letter is intended to highlight what those requirements are for your billing software. You will need to speak to your billing provider about the requirements and having them in place before October 1, 2022. The Provincial Government will compensate utilities for reasonable costs related to modifying billing software.

Definitions

Alberta Price – The Provincial Government determination of the cost of natural gas, determined by the highest price of natural gas as submitted by ATCO DERS or Apex Utilities to the Alberta Utilities Commission, generally around the 25th of the month. The Alberta Price will be in place for the upcoming calendar month (i.e. an Alberta Price set on September 25 will be in place October 1-31).

Trigger Price - \$6.50/Gigajoule (GJ) as set by the Provincial Government.

Rebate – The Rebate will be the difference of the Alberta Price and the Trigger Price in \$/GJ if the Alberta Price is above \$6.50/GJ. It will be set monthly by the Province and communicated to all utilities/retailers. If the Alberta Price is \$6.50/GJ or below, there will not be a rebate for that month.

Eligible Consumer – Any consumer of natural gas in Alberta where their estimated annual consumption is up to 2,500 Gigajoules per year. An eligible consumer is an end user (not transportation) and may be a resident, a business, farm, commercial entity, or other type of consumer. Annual consumption is an aggregate of all 12 months of a year without taking into consideration highs and lows of individual months.

Program Overview

Between October 1, 2022 and March 31, 2023, if the Province sets the Alberta Price above the Trigger Price, all eligible consumers must receive the appropriate rebate. The rebate will be based on the difference between the Alberta Price and the Trigger Price and multiplied by the eligible consumer's volume consumption of natural gas for that calendar month.

Example: The Alberta Price is set to \$7.50/GJ for October. Eligible consumers would receive a \$1/GJ rebate. A consumer with 10 GJ of consumption in October would receive a \$10 rebate on their bill. If your billing schedule is for a calendar month this may be straight forward. If your billing schedule is for mid-month - such as the 10th of the month – then the rebate on the first bill would be for the consumption between October 1 and 10. The following bill, the October rebate for October 11-31 would be applied, as well as any (if any) rebate for consumption between November 1 and

November 10 based on November's Alberta Price. Your billing system will need to take the possibility of multiple Alberta Prices into account.

The utility's actual price will likely be different than the Alberta Price. Your utility's price may be below the trigger price of \$6.50/GJ but your eligible consumers would all still get the rebate IF the Alberta Price is higher than the trigger price. All of the utility's bill, including cost of gas, variable rates, and fixed rates, all get calculated separate from the rebate.

Example: The utility's rate for October is \$6.40/GJ (which is below the Trigger Price). The Alberta Price for October is set to \$7.50/GJ. The eligible consumer receives a rebate of \$1.00/GJ (the difference between the Alberta Price and the Trigger Price) regardless of the utility's rate.

All bills must have a line item stating "GOA Utility Commodity Rebate". The line item must state the sum of the eligible consumer's rebate for that billing period. It does not need to show the math used to determine the sum. The utility may decide to show the math at their complete discretion.

The rebate will be applied after the GST.

Example: For October, the Alberta Price is set to \$7.50/GJ for a rebate of \$1.00/GJ. An eligible consumer consumes 10 GJ of gas. Their bill, with the utility's rate, variable rates, and fixed rates comes out to \$100 before taxes. The bill would be as follows:

Total Bill Before Taxes	\$100.00
GST	\$5.00
Carbon Levy	\$26.30
Total Bill After Taxes	\$131.30
GOA Utility Commodity Rebate	(\$10.00)
Total Bill	\$121.30

Reporting Requirements

For Program reporting purposes, the Government of Alberta is contracting with the Federation of Alberta Gas Co-ops Ltd. to administer the Natural Gas Rebate Program on its behalf. The Federation will be collecting information from stakeholders on a monthly basis for submission to the Government. Online forms will be available for utilities for their monthly and other reporting. Information on the forms will be distributed when they go live.

Each month will require utilities to estimate their number of eligible consumers for the calendar month, and an estimate of the volume of natural gas to be distributed to eligible consumers for the calendar month. This information will be required to be submitted to the Federation by five business day after the beginning of the calendar month. The information will be processed and submitted to the Province, which in turn will be trying to get the rebate to utilities within 15 business days. In this way, utilities should not have to be out money to pay for the rebates.

At the end of the calendar month, utilities will have 45 calendar days to provide actual figures – or “true up” - for the calendar month (actual eligible consumers billed, actual volume of gas to eligible consumers distributed, rebate received from the calendar month, actual rebate needed for the calendar month). This will ensure utilities receive the correct rebate in relation to their eligible consumers.

Utilities should consider modifying their billing or accounting software so that the information required for these two forms can be tracked and reported monthly.

Two other online forms are developed. The first will allow utilities to claim reasonable expenses for modifying billing platforms to accommodate the Natural Gas Rebate Program. It is not intended for expenses in relation to dealing with customers or ongoing managing of the billing cycle.

The second form will be for the end of the Program. Utilities will have a period of time to fill out a form giving actual numbers for each of the calendar months the Program was active.

Additionally, utilities will have a duty to keep all records of the rebate program, including amounts received from the government and actual amounts distributed to eligible consumers. This information may be used if the Province decides to audit your utility.

Steps to Take

1. **Fill out and send the Service Alberta Banking Information Form.** Return it to the Department of Energy at utilityrebateprogram@gov.ab.ca as soon as possible and before October 1, 2022. Without this information, the Alberta government will not be able to reimburse the utility for the rebate since it does not know into which account to deposit the payment.
2. **Amend your utility's billing program for the rebate.** It must have a line item stating "GOA Utility Commodity Rebate" applied after the GST. Submit an Application for Reasonable Costs and Expenses form to the Federation for any expenses related to amending the billing program (this form can be done later, it does not need to be completed at the start of the program).
3. **All stakeholders will receive an email regarding the monthly rebate amount.** This email will come from the Federation and will typically take place around the 25th of each month preceding the rebate month.
4. **Fill out any monthly required forms.** If the rebate for a month is \$0.00, no forms are required to be filled out. For any month with a rebate amount, the Application for Reimbursement of Natural Gas Rebates form must be completed. Provide your utility's estimated eligible consumers for that month, and estimated volume of natural gas to eligible consumers. This will be used by the Department of Energy to provide the utility with rebate funding within 15 business days after receiving the application.
5. **Fill out Reimbursement Adjustment form, if required.** For any month with a rebate applied, the utility will afterward need to provide actual figures of eligible consumers and volumes distributed during that month. This form needs to be submitted within 45 days after the month with the adjusted rebate amount.
6. **Program End.** Fill out the Final Reimbursement of Adjustment and Reporting form. Utilities have until October 1, 2023 to complete this and submit to the Federation. Keep any records of the Natural Gas Rebate Program.

We thank you all for your co-operation on getting prepared for the Program. It will certainly help most of your members/consumers in keeping their bills a little more affordable this winter. Should you have questions regarding the Program, please contact Federation Corporate Services Manager Kevin Crush at kcrush@fedgas.com or 780-416-6535.

Federation of Alberta Gas Co-ops Ltd.



Daniel Moric

From: Kevin Crush <kcrush@fedgas.com>
Sent: September 21, 2022 8:54 AM
Subject: Follow-up Documents from Natural Gas Rebate Webinar
Attachments: Natural Gas Rebate Program Process.pdf

To Natural Gas Rebate Stakeholders:

As a follow-up to yesterday's Natural Gas Rebate Meeting, attached is a copy of the Federation's PowerPoint presentation outlining the process for the rebate.

In addition, Department of Energy officials have forwarded on the link to the Utility Commodity Rebate Regulation. It is at https://kings-printer.alberta.ca/1266.cfm?page=2022_158.cfm&leg_type=Regs&isbncln=9780779832354.



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Natural Gas Rebate Program

Process Overview

The Federation is acting as contractor to the Government of Alberta to administer the rebate applications from rural gas utilities and the City of Medicine Hat.

The Federation's role will be to ensure that forms are filled out when required, and to check to ensure that the information appears accurate. This information will then be forwarded on to the Government.

All forms have been designed to be submitted securely online, and will only be accessible through a username and password to the Federation website (www.FedGas.com).

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Process Overview

Alberta Price – the higher of the rates filed by Apex Utilities or DERS to the Alberta Utilities Commission.

Trigger Price - \$6.50/GJ as set by the Alberta Government

Rebate Price – the difference between the Alberta Price and the Trigger Price.

Eligible Consumer – Any home or business with an estimated annual consumption of under 2,500 GJ

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Process Overview

Prior to October 1, all Utilities must fill out the Application for EFT Direct Deposit and return it to utilityrebateprogram@gov.ab.ca. This information will be used to submit reimbursements to Utilities for rebates given.

This is a fillable PDF and is the only form that cannot be submitted online. It has been attached to emails but will also be available on the Natural Gas Rebate Program portal of the Federation website.

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Billing Requirements

- Bills must contain a line item stating:
“GOA Utility Commodity Rebate”
- The rebate is calculated separately from the utility’s gas rate, variable rate, and fixed rates, and will be calculated after the GST and Federal Fuel Charge.
- In this way, if the Rebate multiplied by the Consumption is \$10.00, then the effect is the total bill subtract the rebate of \$10.00.

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Billing Expenses

Reasonable Utility costs to modify its billing program will be reimbursed by the Government of Alberta. An online form has been created to make the submission easy on the Federation website.

Reasonable Costs Include	Ineligible Costs Include
Costs of system modifications and bill formatting changes to accommodate the rebate program	Costs of additional care agents
Additional expenses from the usual third party billing consultant(s) directly needed to administer the rebate to eligible consumers	Customer communications
	Financing costs

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Rebate Trigger

- Apex Utilities and DERS will submit their rates to the Alberta Utilities Commission approximately 5 business days before the end of the calendar month.
- The higher of their submitted rates will be deemed the Alberta Price, and if it is over the Trigger Price then a rebate will be in effect for the next calendar month
- This information will be emailed to all utilities so that forms can begin to be filled out, if needed
- If the Alberta Price minus the Trigger Price is \$0.00 or less, then no reporting is required that month.

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Reporting – Monthly Estimates

- If the Rebate is triggered, Utilities will need to fill out the online Application for Reimbursement of Natural Gas Rebates by the 5th business day of the calendar month.
- Information needed for the upcoming calendar month includes:
 - Estimated number of eligible consumers
 - Estimated volume of natural gas to eligible consumers
- Government will use this information to reimburse utilities for the rebates provided to eligible consumers. This is expected within the first 15 business days of the calendar month

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Reporting – Adjustments to Actual

- Reimbursements are based on estimates. Utilities will be required to “True-Up” to actual figures after a calendar month has been completed.
- Use the online “Reimbursement Adjustment” form
 - Actual eligible consumers
 - Actual consumption of eligible consumers
 - Total Rebate given by the utility to eligible consumers
 - Total Reimbursement received from Government
- This information will be used to either provide the Utility with additional reimbursement if required, or reduce the next payment if required

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Reporting – Program End

- After Rebate program ends March 31, 2023, Utilities will need to fill out the online Final Reimbursement of Adjustment and Reporting form prior to October 1, 2023.
- This will include the same information as the monthly adjustment forms but for all 6 months of the program and will be used to settle any reimbursements to actuals

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Reporting – Program End

- Utilities have a Duty to Keep Records
 - Relating to rebates to verify that rebates were provided to eligible consumers
 - Relating to its own or its vendor's costs to comply with the Rebate Program
 - Provide, when requested by the Minister of Energy, a detailed report on rebates provided to eligible consumers
 - Provide information requested by the Minister including:
 - Eligible consumers, including site and meter identification
 - Payments and credits made by the vendor to eligible consumers or other vendors
 - Administrative costs incurred to provide the rebate to eligible consumers or other vendors

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Questions?

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Daniel Moric

From: Kevin Crush <kcrush@fedgas.com>
Sent: September 26, 2022 3:48 PM
Subject: Natural Gas Rebate - No Rebate in October
Attachments: Application for EFT Direct Deposit (unsecured).pdf

To Natural Gas Rebate Program Stakeholders:

October Rebate Price

The Alberta Utilities Commission [posted their regulated rate submissions](#) from Apex Utilities and Direct Energy Regulated Services this afternoon.

The rates posted were:

- Apex Utilities - \$5.632/Gigajoule (GJ)
- DERS/ATCO - \$4.521/GJ

As neither rate was above the Province’s Rebate Price of \$6.50/GJ, **there will be no rebate in October.**

Rebate Program Documents

Although there will be no rebate this upcoming month, the Province still requires utilities to complete the Application for EFT Deposit. This should be done by October 1. There were questions regarding the pdf not being able to be opened due to security issues. The Province has now stated that an unsecured version of the form (attached) can instead be filled out. This version is on the Federation website in the [Natural Gas Rebate Program portal](#).

The Guidelines for Natural Gas rebates has now been received from the Department of Energy. It has been posted to the [Natural Gas Rebate Program portal](#).

For utilities with reimbursement costs for modifying your billing program to accommodate the rebate, please ensure you are filling out and submitting the [Application for Reimbursement of Reasonable Cost and Expense form](#).



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Daniel Moric

From: Kevin Crush <kcrush@fedgas.com>
Sent: September 28, 2022 1:29 PM
Subject: Natural Gas rebate Program Flyer
Attachments: Natural Gas Rebate Program Flyer.pdf

To All Federation Members:

Attached to this email is a printable flyer/bill stuffer regarding the Natural Gas Rebate Program. This was requested by the Membership and is completely optional for any utilities that want to use it for their consumers. It can be used as messaging from the utility to your consumers.

It is also available for download at <https://www.fedgas.com/natural-gas-rebate-program>



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NATURAL GAS REBATE PROGRAM

Albertans are getting extra help with their natural gas utility bills this winter.

From October 1, 2022 to March 31, 2023, most Albertans with natural gas service will receive a rebate from the Government of Alberta if Alberta's natural gas price is above \$6.50 per Gigajoule (/GJ).

The rebate applies to any Alberta residence or Alberta company with a natural gas usage under 2,500 GJ per year – a typical Alberta house uses around 120 GJ of natural gas per year!

Your local natural gas utility will automatically place the rebate on your monthly bill if the rebate is in effect. You will see a line on your bill stating "GoA Utility Commodity Rebate Program."

The natural gas rebate will be triggered if the monthly natural gas rate charged by any of Alberta's regulated default supply providers is above \$6.50/GJ. All eligible customers will receive rebates, regardless of whether their local utility has a lower rate.

The Federation of Alberta Gas Co-ops Ltd. and all 80 of our Member Natural Gas Utilities have worked with the Province to ensure Albertans get natural gas cost relief. The Natural Gas Rebate Program helps Albertans to continue to heat their homes with clean, efficient natural gas.

The Alberta Government has more details on the Rebates at www.alberta.ca/affordability-programs.aspx



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