

## 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

Wednesday, October 14, 2020 at 9:00 o'clock A.M.

Held virtually through Electronic Communication Technology: Zoom Meeting:  
<https://us02web.zoom.us/j/82061639124?pwd=RENseE9VN04vcXQwVEJNVWI4UFpqQT09>

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**1. Meeting:**

1.1 Call to Order

**2. Agenda:**

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

**3. Minutes:**

3.1. Adopt minutes of August 18, 2020– Utilities Meeting: **Natural Gas Meeting.** ©

Recommendation: Motion to Adopt.

3.2 Utilities Meeting: – August 18, 2020 Natural Gas: **Action List.** ©

Recommendation: File for Information

**4. Request for Decision:**

4.1 RFD Natural Gas Grain Dryer Policy No. 09-18-02

**5. Issues for Information:**

5.1 Manager’s Report. ©

5.2 September 2020 Natural Gas Rates ©

5.3 October 2020 Natural Gas Rates ©

## **6. Correspondence:**

- 6.1 Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated August 17, 2020 – RE: July Gas, August Billing Gas Rate Survey Results ©

Recommendation: File for Information

- 6.2 Anita Sydora, Administrative Assistant, Federation of Alberta Gas Co-ops Ltd. dated August 31, 2020 – RE: 2020 Fall Zone Meetings ©

Recommendation: Those who can attend: Attend

- 6.3 Paul Dunsmore, President & CEO, Gas Alberta Inc. dated September 16, 2020 – RE: 2020 Advance Information Circular ©

Recommendation: Advise Manager on Delegate Voting

- 6.4 Paul Dunsmore, President & CEO, Gas Alberta Inc. dated September 22, 2020 - RE: Gas Cost Refund ©

Recommendation: File for Information

- 6.5 Allison Zinnick, Members Services Co-ordinator, Federation of Alberta Gas Ltd. dated October 6, 2020 – RE: Fedgas 2020 Annual General Meeting ©

Recommendation: Those who can attend: Attend

## **7. Delegation(s):**

No Delegations.

## **8. Executive Session:**

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

**Adjournment**

**SMOKY LAKE COUNTY**

Minutes of the **Natural Gas Meeting** held on Tuesday, **August 18, 2020** at 1:31 P.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

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

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, August 18, 2020</u>
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
Interim C.A.O.	Lydia Cielin	Virtually Present
Finance Manager	Brenda Adamson	Virtually Present
Nat. Gas Manager	Daniel Moric	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Virtually Present
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Virtually listening to the meeting as observers were:  
Jordan Ruegg, Planning and Development Manager.

No Members of the Media in virtual attendance.  
Two Member of the Public in virtual attendance.

**2. Agenda:**

1032-20: Orichowski That the Smoky Lake County Natural Gas Meeting Agenda for Tuesday, August 18, 2020, be adopted, as presented.

Carried Unanimously.

**3. Minutes:**

1033-20: Gawalko That the Minutes of the Smoky Lake County Natural Gas Meeting held on Tuesday, June 16, 2020, be adopted.

Carried.

1034-20: Cherniwchan That the Action List from the Smoky Lake County Natural Gas Meeting dated Tuesday, June 16, 2020, be accepted as for information.

Carried.

**4. Request for Decision:**

No Requests for Decision.

**5. Issues for Information:**

**Manager's Report**

1035-20: Gawalko

That Smoky Lake County Council accept the Natural Gas Manager's Report of statistics and activities dated August 12, 2020, and file for information.

Carried.

**Natural Gas Rate – July 2020 and August 2020**

1036-20: Orichowski

That the Smoky Lake County Natural Gas Rates for **July 2020**, from Gas Alberta in the amounts of \$1.80 (Gas Alberta Rate) + \$0.20 (Variable) + \$1.90 (Operations & Maintenance Charge) = \$3.90; and the Smoky Lake County Natural Gas Rates for **August 2020**, from Gas Alberta in the amounts of \$1.90 (Gas Alberta Rate) + \$0.20 (Variable) + \$1.90 (Operations & Maintenance Charge) = \$4.00, be filed for information.

Carried.

**6. Correspondence:**

**Gas Alberta Inc.**

1037-20: Lukinuk

That the correspondence received by Smoky Lake County from Paul Dunsmore, President & CEO, Gas Alberta Inc. dated June 29, 2020, requesting Director Nominees for the Gas Alberta Inc.'s Annual General Meeting scheduled for November 24, 2020, be filed for information.

Carried.

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

1038-20: Lukinuk

That the correspondence received by the Smoky Lake County Natural Gas Manager, from Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd. dated July 7, 2020 announcing the postponement of the 2020 Federation Convention and Trade Fair, and notice of working towards a one-day Annual General Meeting to be scheduled for November 2020, be filed for information.

Carried.

**8. Executive Session:**

No Executive Session.

**Next Meeting**  
1039-20: Gawalko

That the next Smoky Lake County Natural Gas Meeting be scheduled for **Wednesday, October 14, 2020** at **9:00 a.m.** to be held Virtually and/or in the County Council Chambers

Carried.

**ADJOURNMENT:**

1040-20: Halisky

That the Smoky Lake County Natural Gas Meeting of August 18, 2020, be adjourned, time, 1:49 p.m.

Carried.

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CHAIRPERSON

S E A L

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CHIEF ADMINISTRATIVE OFFICER

**ACTION LIST:**  
**August 18, 2020** Natural Gas Meeting



MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
N/A	N/A	N/A	No Action required.	



<b>REQUEST FOR DECISION</b>		<b>DATE</b>	<b>October 14, 2020</b>	<b>4.1A</b>
<b>TOPIC</b>	Natural Gas Grain Dryer(s) Policy No. 09-18-02			
<b>PROPOSAL</b>	Propose to amend Policy No. 09-18-02: Natural Gas Grain Dryer(s) as per Council's discretion.			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
<p>-Natural gas grain dryers have been increasingly popular over the past 3 years, which we have received many requests to have a natural gas line installed to service a grain dryer. The grain dryers of today are also much larger and have higher capacities than the grain dryers that were manufactured when this policy was created. Policy No. 09-18-02: Natural Gas Grain Dryer(s) has an outdated cost structure implemented as part of the billing for the construction and installation of the pipeline and associated equipment for a grain dryer. After installing 2 grain dryer gas lines this year, and billing out as according to the policy, the grain dryer customers paid less for a service that causes an extreme amount of stress on our RMO's, regulator stations, and pipelines as compared to an average household service installation. This year, we installed 2 service lines for grain dryers that should have been invoiced \$9664.51 and \$11,764.37, but as per the Policy, were invoiced \$5056.94 and \$5608.14. Whereas, the average household customer New Infill rate, as per Policy No. 09-03-10: Primary Installations, is \$7000.00. Plus there is a payment made to the customer for the gas consumed the first year of operation.</p> <p>-As with all large system tie-ins, we send the information to an engineer to have them ensure our system has enough capacity to handle the grain dryer. Our system capacity is based off how well our system is able to handle every appliance, whether it be a hot water tank, furnace, or grain dryer, running all at the same time to simulate an extreme cold weather situation. The grain dryers limit our customer expansion in certain areas of the County. One grain dryer request was denied as the engineers stated that with adding the requested grain dryer, the TC Energy pipeline that feeds the RMO would be undersized.</p>				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>				
<b>BENEFITS</b>	-Increased revenue when installing grain dryer service pipeline.			
<b>DISADVANTAGES</b>	N/A			
<b>ALTERNATIVES</b>	-Please see possible options below.			
<b>FINANCE/BUDGET IMPLICATIONS</b>				
<b>Operating Costs:</b>	\$ _____	<b>Capital Costs:</b>	\$ _____	
<b>Budget Available:</b>	\$ _____	<b>Source of Funds:</b>		
<b>Budgeted Costs:</b>		<b>Unbudgeted Costs:</b>	\$ _____	
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	N/A			
<b>COMMUNICATION STRATEGY</b>				
<b>RECOMMENDATION</b>				
Option 1. Amend the Policy so the applicant pays all costs involved and offer NO rebate on the installation of the line and the gas rate.				

Option 2. Amend the Policy so the applicant pays all costs involved in regard to the installation and upgrades and offer a rebate on the gas rate for the first year of operation. No rebate on installation.

Option 3. Council discretion.

<b>CHIEF ADMINISTRATIVE OFFICER</b>	
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## SMOKY LAKE COUNTY



<b>Title: Natural Gas Grain Dryer(s)</b>		<b>Policy No.: 18-02</b>
<b>Section: 09</b>	<b>Code:</b>	<b>Page No.: 1 of 1</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	To implement conditions to any person or company that intends to install a Natural Gas Line for the purpose of a Natural Gas fired Grain Dryers.
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**Policy Statement and Guidelines:**

All conditions for the installation of a Natural Gas Line would be identical as to the installation of Rural Gas installation.

Cost imposed would be as follows:

- The first \$ 3,200.00 would be the responsibility of the applicant.
- From \$ 3,200.00 to \$15,000.00, 25% of these costs would be paid by the applicant.
- Anything over \$ 15,000.00 would be the complete responsibility of the applicants.

*Example:* Estimated cost = \$ 20,000.00  
 $\$ 3,200.00 - \$ 15,000.00 = \$ 11,800 \times 25\% = \$ 2,950.00$   
 $\$ 3,200.00 + \$ 2,950.00 + \$ 5,000.00 = \$ 11,150.00 + \text{GST}$

Consumption of the retail price minus the wholesale price will result in a saving passed on to the Applicant during the first year of operation (maximum of 2 years from installation date).

*Example:* Applicant burns \$8,552.59 worth of natural gas @ a rate of \$5.87/gj.  
 The wholesale rate is \$4.80.

1,457 gjs @ \$4.80 = \$1,558.99.  
 A saving of \$1,558.99 will be passed on the Applicant.  
 Up to a saving of \$3,200.00 per installation.

	Date	Resolution Number
Approved	February 13, 1997	# 6402 - Page # 5681
Amended	September 17, 2001	# 6645 - Page # 5734
Amended		



## NATURAL GAS PLAN (GAS) INFRASTRUCTURE

Goal	Progress Update
<p><b>AMR meter expiration replacement</b> Note: Strategic Priorities Chart Feb 6, 2017: 100%</p>	<p><b>Daniel Moric:</b> <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• AMR Meter installation is complete.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2020/10/07</p>
<p><b>Odorant Activity: 100%</b></p>	<p><b>Daniel Moric:</b> <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• August 1/20 to August 31/20 - 46 hours x 2 servicemen = 98 hours. Deliveries made to County of Two Hills Gas Utility, Lamco Gas, Coronado Gas, Goodfish Lake Gas Utility, Northeast Gas, Minco Gas, Sedgewick/Killam Gas Utility, Iron Creek Gas, and Phoenix Gas.</li> <li>• September 1/20 to September 30/20 - 25.5 hours x 2 servicemen = 51 hours. Deliveries made to Rocky Gas, County of Thorhild Gas Utility, and County of Two Hills Gas Utility.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2020/10/07</p>
<p><b>CNG Trailer: 100%</b></p>	<p><b>Daniel Moric:</b> <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• CNG trailer was delivered to North Peace Gas Co-op in Fairview for them to do a supply job for Northern Lights Gas Co-op in La Crete. Trailer was picked up from Fairview once job was completed.</li> <li>• CNG trailer was needed for an outage for TRL Gas Co-op near Evansberg. TC Energy failed to notify the Co-op that they would be shut down, resulting in the TAP running out of gas. Trailer was delivered and set up to run for the weekend and was picked up the following week.</li> <li>• One CNG requires repairs for one tank relief. Waiting for RCO Energy in Drayton Valley to repair.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2020/10/07</p>

**Administrative Activity (GAS): 100%**

**Daniel Moric:**

**Achievements:**

- Attend weekly manager meetings.
- Receive customer phone calls.
- Respond to emails.
- Assist in producing monthly gas bills.
- Continue to record gas consumption readings in order to analysis and monitor gas balancing.
- September 2020 gas price was \$4.60/GJ. October 2020 gas price has increased to \$4.30/GJ.
- Apply for new gas services and complete all of the required paperwork.
- Continue to get easements and contracts signed as necessary.
- Working on invoicing construction, odorant and CNG jobs.
- Monthly odorant intensity checks ( 20 locations )
- RMO routine station checks continue.
- Monthly explosives magazine inventory check.
- Working on gas line road crossing sign repairs and replacements. Currently have replaced or repaired 103 locations.
- Continually signing customers up for receiving their gas bills by email. Currently have 276 accounts registered.
- Posted in the gas bills for customers to give us updated account information with very good response. Also included this request in the Grapevine. Will continue to advertise for updated information.
- Practicing social distancing as much as possible during these uncertain times. Staff have been given additional PPE to help prevent contracting and transferring COVID-19
- See the "Measures" for more information

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/07

**Training Activity (GAS): 100%**

**Daniel Moric:**

**Achievements:**

- No training has happened since last Council update.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/07

**Natural Gas Construction of Infrastructure: 100%**

**Daniel Moric:**

**Achievements:**

- 3 New infills (2 Vilna, 1 Warspite)
- 6 Secondary gas lines (1 Warspite, 3 Smoky Lake, 1 Waskatenau, 1 Edward)
- 3 Main line alterations (1 Smoky Lake, 1 Edward, 1 Waskatenau)
- 2 Underground leak repairs (1 Smoky Lake, 1 Bellis) Both were caused by animals (beaver and mole)
- 45 Line locates were completed the month of August.
- 61 Line locates were completed the month of September.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/07

**Meter recalls and maintenance: 100%**

**Daniel Moric:**

**Achievements:**

- Installed 7 meters on new services.
- Installed 3 meters on services that have been idle for many years.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/07

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

**Daniel Moric:**

**Achievements:**

- No Council requests.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/07



August 26, 2020

Attention: Manager/CAO

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

Gas Alberta's gas cost rate will increase by \$0.60/GJ to **\$2.50/GJ** for the month of September 2020. Our variable rate will remain at \$0.20/GJ for the period July 1, 2020 through June 30, 2021.

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

	Direct Energy	AltaGas Utilities	Weighted Avg. (Est)	Gas Alberta
GCFR	\$2.492/GJ	\$2.685/GJ	\$2.511/GJ	<b>\$2.50/GJ</b>
Over (Under) riders included in Gas Costs	\$(0.01)/GJ	\$(0.18)/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 Nowakowski  
Vice President, Gas Supply

## Natural Gas Rates September 2020

	Gas Ab. Rate	Variable	O & M charge	Total	
Domestic rate	\$ 2.50	\$ 0.20	\$ 1.90	\$ 4.60	

### Sungro

0-35000 gjs	\$ 2.50	\$ 0.20	\$ 0.80	\$ 3.50	X
35-85000 gjs	\$ 2.50	\$ 0.20	\$ 0.60	\$ 3.30	
over 85	\$ 2.50	\$ 0.20	\$ 0.40	\$ 3.10	

### Smoky Lake Forest Nursery

0-35000 gjs	\$ 2.50	\$ 0.20	\$ 0.80	\$ 3.50	
35-85000 gjs	\$ 2.50	\$ 0.20	\$ 0.60	\$ 3.30	X
over 85	\$ 2.50	\$ 0.20	\$ 0.40	\$ 3.10	

Tremel	\$ 2.50	\$ 0.20	\$ 0.78	\$ 3.48	
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**Domestic riser service charge**      \$ 25.00 / riser

Fixed charge	\$ 1.90
Systems capital	\$ 0.40

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

Town of Smoky Lake	\$ 2.50	\$ 0.20	\$ 0.12	\$ 2.82	
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September 25, 2020

**Attention: Manager/CAO**

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

Gas Alberta's gas cost rate will decrease by \$0.30/GJ to **\$2.20/GJ** for the month of October 2020. Our variable rate will remain at \$0.20/GJ for the period July 1, 2020 through June 30, 2021.

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

	Direct Energy	AltaGas Utilities	Weighted Avg. (Est)	Gas Alberta
GCFR	\$2.251/GJ	\$2.261/GJ	\$2.252/GJ	<b>\$2.20/GJ</b>
Over (Under) riders included in Gas Costs	\$0.00/GJ	\$(0.07)/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 (formerly Nowakowski)  
Vice President, Gas Supply

## Natural Gas Rates October 2020

	Gas Ab. Rate	Variable	O & M charge	Total	
Domestic rate	\$ 2.20	\$ 0.20	\$ 1.90	\$ 4.30	

### Sungro

0-35000 gjs	\$ 2.20	\$ 0.20	\$ 0.80	\$ 3.20	X
35-85000 gjs	\$ 2.20	\$ 0.20	\$ 0.60	\$ 3.00	
over 85	\$ 2.20	\$ 0.20	\$ 0.40	\$ 2.80	

### Smoky Lake Forest Nursery

0-35000 gjs	\$ 2.20	\$ 0.20	\$ 0.80	\$ 3.20	
35-85000 gjs	\$ 2.20	\$ 0.20	\$ 0.60	\$ 3.00	X
over 85	\$ 2.20	\$ 0.20	\$ 0.40	\$ 2.80	

Tremel	\$ 2.20	\$ 0.20	\$ 0.78	\$ 3.18	
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**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	\$ 2.20	\$ 0.20	\$ 0.12	\$ 2.52	
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**Daniel Moric**

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**From:** Kevin Crush <kcrush@fedgas.com>  
**Sent:** August 17, 2020 2:34 PM  
**To:** Kevin Crush  
**Subject:** July Gas, August Billing Gas Rate Survey Results  
**Attachments:** July 2020 Gas, August 2020 Billing.pdf

To All Federation Members:

Attached are the results from the July Gas, August Billing Gas Rate Survey. Gas Rate survey results are also found in the Federation website's Members Area under the Operations Tab.



**Kevin Crush**  
Corporate Services Manager  
Federation of Alberta Gas Co-ops Ltd.  
(780) 416-6543  
[www.fedgas.com](http://www.fedgas.com)



8429 24 Street NW, Edmonton, AB T6P 1L3

Gas Rates July Gas, August Billing 2020

Utility	Zone	Wholesale Purchase Price	Location of GAI Variable Rate	Wholesale Gas Purchased From	Delivery/Vari-able Rate (per GJ)	GAI Variable Rate	Gas Loss by Wholesale Price %	Gas Loss Charge (%)	Gas Loss Charge (GJ)	System Improvement Fee	Other Charges on the Gas Rate	TOTAL	Monthly Service Charge	Gas Loss Monthly Charge	System Improvement Monthly Charge	Other Monthly Charge	TOTAL MONTHLY	Infill Urban	Infill Rural
Birch Hills Gas Co-op Ltd.	1	1.80	Gas Rate	GAI	1.70	0.20						3.70	29.50				29.50	0.00	0.00
Central Peace Natural Gas Co-op Ltd.	1	1.80	Gas Rate	GAI	1.60	0.20						3.60	25.00				25.00	0.00	9000.00
Dene Tha	1	1.80	Variable Rate	GAI	3.50							5.30	10.00				10.00	0.00	0.00
East Peace Gas Co-op Ltd.	1	1.80	Variable Rate	GAI	1.65					0.00		3.45	20.00	0.00	0.00	0.00	20.00	4000.00	9000.00
East Smoky Gas Co-op Ltd.	1	1.80	Variable Rate	GAI	1.75		2.00					3.59	25.00		0.10		25.10	2500.00	7000.00
North Peace Gas Co-op Ltd.	1	1.80	Gas Rate	GAI	1.34	0.20	2.00					3.38	30.00				30.00	3000.00	7500.00
Paddle Prairie	1	1.80	Variable Rate	GAI	0.20							2.00	20.00				20.00	0.00	0.00
Prairie River Gas Co-op Ltd.	1	1.80	Gas Rate	GAI	1.70	0.20				0.20		3.90	20.00				20.00	4000.00	7000.00
Swan River Gas Co-op Ltd.	1	1.80	Gas Rate	GAI	2.10	0.20						4.10	26.75		5.50		32.25	4000.00	7000.00
Town of High Prairie Gas Utility	1	1.80		GAI	1.80							3.60	20.00				20.00	0.00	0.00
Town of Manning Gas Utility	1	1.80	Gas Rate	GAI	2.50	0.20						4.50	22.00				22.00	0.00	0.00
Town of Valleyview Gas Utility	1	1.80	Gas Rate	GAI	1.70	0.20	2.00					3.74	18.45	0.00	0.00	0.00	18.45	0.00	0.00
Buck Mountain Gas Co-op Ltd.	2	1.80	Gas Rate	GAI	1.30	0.20	2.00					3.34	22.00				22.00	3000.00	7500.00
Evergreen Gas Co-op Ltd.	2	1.80	Gas Rate	GAI	1.43	0.20						3.43	25.00				25.00	6400.00	7000.00
Pembina River Natural Gas Co-op Ltd.	2	1.80	Gas Rate	GAI	1.50	0.20	0.00	0.00	0.00	0.00	0.00	3.50	32.00	0.00	0.00	0.00	32.00	3500.00	7000.00
St. Anne Natural Gas Co-op Ltd.	2	1.80	Gas Rate	GAI	1.50	0.20	4.00			1.00		4.57	33.00		5.00		38.00	4000.00	7000.00
TRL Gas Co-op Ltd.	2	1.80	Gas Rate	GAI	2.00	0.20						4.00	31.00				31.00	0.00	0.00
West Parkland Gas Co-op Ltd.	2	1.80	Gas Rate	GAI	1.62	0.20	3.00					3.67	26.50		2.75		29.25	0.00	0.00
Yellowhead Gas Co-op Ltd.	2	1.80	Gas Rate	GAI	1.37	0.20	2.00					3.41	24.00				24.00	4750.00	7500.00
County of Two Hills Gas Utility	3	1.80	Gas Rate	GAI	1.50	0.20						3.50	18.00		5.00		23.00	0.00	0.00
County of Vermilion River Gas Utility	3	1.80	Gas Rate	GAI	1.27	0.20						3.27	30.00				30.00	2500.00	7000.00
Lac La Biche County	3	1.80	Variable Rate	GAI	1.85							3.65	25.00				25.00	0.00	0.00
Minco Gas Co-op Ltd.	3	1.80	Variable Rate	GAI	1.72							3.52	15.00				15.00	4750.00	9500.00
Smoky Lake County	3	1.80	Gas Rate	GAI	1.50	0.20				0.40		3.90	25.00				25.00	3500.00	7000.00
Thorhild County	3	1.80	Variable Rate	GAI	2.01				0.00	0.00	0.00	3.81	27.00	0.00	0.00	4.00	31.00	0.00	0.00
Town of Redwater Gas Utility	3	1.80	Variable Rate	GAI	0.20						2.10	4.10	18.00				18.00	0.00	0.00
Town of Smoky Lake Gas Utility	3	2.12		County	3.90					0.40		6.42	25.00				25.00	2500.00	0.00
Village of Boyle Gas Utility	3	1.80	Variable Rate	GAI	2.22							4.02	15.00				15.00	0.00	0.00
Coronado Gas Co-op Ltd.	4	1.80	Gas Rate	GAI	2.10	0.20	0.00	0.00	0.00	0.00	0.00	4.10	28.00	0.00	0.00	0.00	28.00	0.00	7000.00
Kehewin	4	1.80	Variable Rate	GAI	2.25							4.05	20.00				20.00	0.00	0.00
Lac La Biche District Natural Gas Co-op	4	1.80	Gas Rate	GAI	1.75	0.20						3.75	35.00				35.00	3250.00	7000.00
Lamco Gas Co-op Ltd.	4	1.80	Gas Rate	GAI	1.65	0.20	3.00	0.00	0.00	0.50	0.00	4.20	30.00	0.00	5.00	0.00	35.00	6000.00	10000.00
North East	4	1.80		GAI	1.22							3.02	10.00				10.00	0.00	0.00
North East Gas Co-op Ltd.	4	1.80	Gas Rate	GAI	1.00	0.20						3.00	10.00				10.00	10.00	6250.00
Ankerton Gas Co-op Ltd.	5	1.80	Gas Rate	GAI	1.45	0.20						3.45	28.00				28.00	1500.00	7000.00
Battle River Gas Co-op Ltd.	5	1.80	Variable Rate	GAI	1.63			0.10				3.53	25.00		5.00		30.00	2750.00	7000.00
Dry County Gas Co-op Ltd.	5	1.80	Gas Rate	GAI	1.50	0.20						3.50	27.00				27.00	3000.00	7500.00
Iron Creek Gas Co-op Ltd.	5	1.80	Gas Rate	GAI	1.40	0.20						3.40	25.00		7.50		32.50	0.00	10000.00



**Daniel Moric**

---

**From:** Anita Sydora <asydora@fedgas.com>  
**Sent:** August 31, 2020 3:05 PM  
**To:** Anita Sydora  
**Subject:** 2020 Fall Zone Meetings  
**Attachments:** Federation Resolution Policy 2019.pdf; Schedule Fall 2020.pdf; Tentative Agenda Fall 2020.pdf; COVID-19 Protocols.pdf; COVID-19 Screening Questionnaire.pdf

To All Federation Members,

Please see attached schedule for the 2020 Fall Zone Meetings as well as a tentative agenda.

Due to the Covid-19 pandemic there are additional protocols hosting utilities will need to follow. Attached is a protocol sheet for the utilities and also attached is a Covid-19 screening questionnaire that all attendees need to fill out prior to participating in the meeting.

**\*\*\*Reminder\*\*\***

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

Thank you



**Anita Sydora**  
Administrative Assistant  
Federation of Alberta Gas Co-ops Ltd.  
Tel: (780) 416-6543  
Fax: (780) 416-6544  
[www.fedgas.com](http://www.fedgas.com)



8429 24 Street NW, Edmonton, AB T6P 1L3

**RESOLUTIONS POLICY**  
**Revised November 2019**

**1. INTRODUCTION**

**Federation of Alberta Gas Co-ops Ltd. Resolutions Committee (“the Committee”)**

- a) Shall consist of:
- 1) A Director or executive of the Federation of Alberta Gas Co-ops Ltd. who shall act as or appoint a Chairperson.
  - 2) One representative from each of the eight zones as voting Members of the Committee. Five out of eight shall constitute a Quorum.
  - 3) The Committee shall elect a Vice-Chair.
- b) Each zone annually will elect one representative and one alternate at their respective Zone meetings.

Resolutions are a key to providing grass roots participation by the membership of the Association in the affairs and direction of the Association. **Resolutions are a formal statement by members that must be considered.**

In order for a resolution to be effective, it must be clear, concise and factual. Many of the details described following are designed to achieve maximum effectiveness. They are not meant to be obstructions, but it is disheartening to a Member to have their resolution rejected because of procedural problems, improper wording or other problems. It would be in everyone's best interest to aid Members in the resolutions process, thus the following outline is presented.

**2. RESPONSIBILITIES OF COMMITTEE MEMBERS**

- a) Chairperson shall:
- 1) Chair the Committee prior to Annual General Meeting.
  - 2) Chair Presentation of Resolutions at the Annual General Meeting.
  - 3) Call and Chair any meetings.
  - 4) Vote only to break a tie.
- b) Chairperson shall:
- 1) Receive and review resolutions from Zone Meetings.
  - 2) Arrange Committee Meetings.
  - 3) Provide copies of resolutions for Committee Members.
  - 4) Forward copies of resolutions to each Member.
- c) The Committee responsibilities to include:
- 1) Request clarification for a resolution from the sponsoring Member in terms of wording, intent, etc.
  - 2) Amalgamation of two or more resolutions between Members if resolutions are of similar topic and intent.
  - 3) Reject resolutions if the resolution:
    - a) Has no bearing whatsoever with the industry.
    - b) Has been resolved prior to the Committee reviewing the resolution.
    - c) Has been covered by another resolution.
    - d) Is frivolous or contrary to law.

- 4) In the event of the Committee deeming that two or more resolutions are contradictory, the Committee will order the resolutions in such fashion that the contradictory resolutions are presented consecutively.
  - a) If the first of the resolutions is passed, the contradicting resolution(s) will be deemed defeated, and will not subsequently be brought to the floor.
  - b) If the first resolution is defeated, the contradictory resolutions(s) will be brought to the floor of the Annual General Meeting for consideration.
- 5) Attend Resolutions meeting, assist in presentation of resolutions to the Annual General Meeting and any follow-up meetings.

### 3. PREPARING RESOLUTIONS

A resolution is the written statement and proposed solution of a problem that is presented to an appropriate body for their consideration and action. A resolution must always be presented in writing. If it is presented orally, it becomes a motion, not a resolution.

It is desirable and preferable that a resolution be made up of two parts. The first part called the preamble is a clear and factual statement of the problem and the reason(s) for the resolution. The second part is the body of the resolution and states what is desired to bring about possible resolution of the problem, and may suggest how the problem should be handled.

#### PREAMBLE

- a) The statement of the problem.
- b) Uses the word WHEREAS at the beginning of each important explanatory statement in the preamble.
- c) Make sure that the statements that are made about the problem are based on fact. If you have supporting figures to back up the facts include them.
- d) Be clear and specific. Explain the problem sufficiently so that it can be readily understood by anyone who reads it.
- e) Be brief. Include only pertinent information.
- f) Should a third-party be included in the resolution, that third-party shall be identified in the Preamble.

#### BODY

- a) The statement of the resolution.
- b) Uses the words THEREFORE BE IT RESOLVED THAT to introduce the resolution.
- c) If there is more than one part to the body of the resolution, use the words BE IT FURTHER RESOLVED THAT to introduce other parts. These same words are used to introduce some amendments if proposed.

Sources: Writing a Resolution. Publication #578, Edmonton, Alberta:  
Rural Education and Development Association, 1979. The Scott, Foresman Robert's  
Rules of Order, Newly Revised, 1981.

**EXAMPLE OF A RESOLUTION**

WHEREAS: *The North Saskatchewan River has overflowed its banks during the spring in four of the past six years; and*

WHEREAS: *Flooding has resulted in great soil erosion to the riverbed itself thereby affecting said Co-op pipelines buried beneath the riverbed; and*

WHEREAS: *The Department of Environment has recommended that a dam be built to control the flow of river waters; and*

WHEREAS: *Funds for the construction of the dam have been deleted from the Department's budget for the current year; therefore be it;*

THEREFORE BE IT RESOLVED: *That we, the members of the Federation of Alberta Gas Co-ops Ltd. assembled at this Annual General Meeting appoint our Executive Committee to act as a delegation to meet with officials of the Department of Environment to urge that construction of the dam be given their highest priority; and*

THEREFORE BE IT RESOLVED: *That the Executive Committee be reimbursed all expenses incurred in respect to this action from the general funds of this association.*

**4. RESOLUTION PROCESS AT MEMBER LEVEL**

- a) A resolution may be presented by a Member or by a Zone of the Federation to the Committee.
- b) A Member desiring to present a resolution must give notice of the resolution by delivering a copy of the proposed resolution to the Committee Chairperson and the Federation office at least 30 days prior to a Spring or Fall Zone meeting, together with a statement that the proposed resolution was adopted by the Board or the Council of the Member. In consultation with the Federation, the Member should provide an estimate of potential costs that may be incurred by the Federation should the resolution be adopted
- c) Upon receipt of a proposed resolution, the Chairperson of the Committee shall review the proposed resolution to ensure it meets the guidelines of this policy. If it does not meet the guidelines, amendments or clarifications will be sought of the Chairperson/Mayor/Reeve/Chief of the presenting Member. If there is disagreement, a meeting of the Committee shall be called. A proposed resolution meeting the guidelines shall be forwarded to the Members in the Zone at the earliest date possible, and it shall be put on the agenda for the Zone Meeting.
- d) At the Zone meeting, the proposed resolution shall be presented by the proposing Member. If passed by the Zone, it will become a Zone Approved Resolution.
- e) A Zone Approved Resolution shall be forwarded by the Zone Director to the Federation office and to the Chairperson of the Committee. The Zone Director shall become the contact person to deal with the Committee on any issues that may arise upon review by the Committee.
- f) Should the Zone not adopt the proposed resolution, the Member may still submit the proposed resolution on its own, if desired. The Member must submit the proposed resolution to the office

of the Federation and to Committee Chairperson, with a letter stating it was not adopted by the Zone but the Member intends to pursue the resolution. The Chairperson/Mayor/Reeve/Chief of the Member shall be the contact person to deal with the Committee on any issues that may arise.

## 5. RESOLUTIONS PROCESS AT THE RESOLUTIONS COMMITTEE LEVEL

- a) On receipt of resolutions from Zones, the Chairperson of the Committee may take further steps to clarify and research resolutions received.
- b) The Committee and/or the Federation may:
  - i. Amend the grammar, wording or format of the resolution provided it does not change the intent
  - ii. Provide comments on each resolution with regard to its background
- c) The Committee will meet the week following the last Zone Meeting to review the Resolutions.
- d) The Committee at the resolutions meeting can:
  - i. Reject any resolution that is contrary to Federation of Alberta Gas Co-ops Ltd. Policy Statements, unless it is the stated intent of the resolution to change existing policy.
  - ii. Combine and consolidate resolutions after consultation with originating members.
  - iii. Reject resolutions that are being considered that are already in effect.
  - iv. Secure re-writing, including additions, to either the body or preamble of any resolution.
  - v. Place the resolution on the agenda for the Annual General Meeting to debate.
  - vi. Resolutions shall be printed by the Resolutions Committee and forwarded to each Member prior to the Annual General Meeting. (Forward the Resolutions as early as possible.)
- e) The Committee may draft and submit resolutions if they are of an urgent nature.
- f) Resolutions received after the Fall Zone Meeting shall be designated Late Resolutions. They will be reviewed by the committee and may be considered by the Annual General Meeting if they meet the following criteria;
  - (i) An issue that has arisen since a Zone Meeting regarding Legislation or Policy.
- g) Resolutions received during the Annual General Meeting shall be designated as Emergent Resolutions if they meet the following criteria:
  - (i) An issue that has arisen during the Annual General Meeting regarding Legislation or Policy.
- h) Emergent Resolutions presented by a member must be submitted with sufficient copies for distribution to all delegates at the Annual General Meeting.

## 6. PROCEDURES

- a) Resolutions submitted by the Committee shall be handled in numerical order first unless 3/5 of the voting delegates on the Annual General Meeting floor agrees to accept a resolution out of numerical order.
- b) Emergent resolutions are dealt with last if they have been accepted.
- c) Each resolution must have a Mover and Seconder.

- d) The Chairperson shall call on the Mover and Seconder to speak to the Resolution and then call for anyone wishing to speak in opposition. If there is opposition, the Chair will open discussion to the floor.
- e) Only one amendment will be accepted at a time and only one amendment to the amendment will be accepted on any resolution.
- f) The Mover and Seconder are allowed five minutes in total to speak to the resolution. The Seconder may waive his right to speak and the Mover would be allowed the full five minutes.
  - i) The Mover has the right to close the debate and a maximum of three minutes will be allowed for this.
- g) All other speakers to the resolution are allowed a maximum of two minutes to speak. Speakers are not allowed to speak twice to a resolution until all delegates are allowed an opportunity to speak to the resolution.

## **7. VOTING AND SPEAKING**

- a) A Member may request to have any person provide clarification of a Resolution.
- b) All Resolutions are passed or defeated by simple majority.
- c) Late resolutions may be accepted by the Resolutions Committee.
- d) Emergent Resolutions from the Annual General Meeting Floor must receive a 3/5 majority of the voting delegates on the Annual General Meeting floor to be put before the Annual General Meeting.

## **8. AMENDMENTS TO RULES OF PROCEDURES**

- a) An amendment to these Rules of Procedure may be recommended by:
  - i) the Committee, or
  - ii) any voting delegate at the Annual General Meeting.
- b) Amendments shall be presented at the Annual General Meeting and voted on by the delegates.
- c) Amendments that are carried will take effect at the conclusion of the Annual General Meeting.
- d) Amendments that do not alter the spirit or intent of these Rules of Procedure can be implemented by the Committee.

Resolutions Policy created 1998  
Revised in 2011  
Revised in 2014  
Revised in 2016

**RESOLUTIONS FORMAT TEMPLATE**

**(TITLE)**

WHEREAS

WHEREAS

WHEREAS

THEREFORE

Respectfully submitted by *(Name of Zone or Utility)*

**Background Information**

**ACTION ON RESOLUTION**

Presenting Utility		
Zone Action	Approved:	Defeated:
Contact Person:		

## COVID-19 Protocols and Best Practices for Zone Meetings

Specific requirements and protocols for hosting an in-person gathering will be in compliance with orders, restrictions, and guidance from the Government of Alberta, Alberta Health Services, Chief Medical Officer of Health for Alberta (Dr. Deena Hinshaw), and the Public Health Agency of Canada.

### Legislated requirements for gatherings:

- The maximum allowed for outdoor events and indoor seated/audience events is **100 people**.
- The host **must** implement practices to minimize the risk of transmission among attendees.
- The host **must** provide procedures for rapid response if an attendee develops symptoms.
- The host **must** ensure that attendees maintain high levels of sanitation and personal hygiene.
- Anyone with symptoms of COVID-19, with a history of international travel in the last 14 days, or with close contact with a confirmed case of COVID-19 in the past 14 days **must** remain at home.

### Recommendations Albertans are encouraged to follow to protect themselves and others:

- Practice **physical distancing** by maintaining at least 2 metres (6 feet) of space between people from outside your household or cohort.
- **Wear a mask** when adequate physical distancing may not be possible.
- Practice good hygiene by **washing hands** with soap and water often for at least 20 seconds or use 60% alcohol hand sanitizer.
- **Reduce transmission** via droplets by coughing or sneezing into your elbow or a tissue. Dispose of the tissue immediately and wash your hands.
- **Avoid touching your face** with unwashed hands, particularly your nose and mouth.
- Be aware of and **monitor symptoms** such as cough, fever, shortness of breath, runny nose, or sore throat.

### Suggestions for safe gatherings:

- Strongly encourage **attendees use a mask**. Consider supplying disposable masks.
- Set up **hand sanitizer stations** at entrances and high-traffic areas.
- Consider implementing **active screening**, such as by assigning one person to take attendees' temperatures with a digital infrared thermometer, or by requiring completion of a screening questionnaire, such as the one attached.
- **Keep an adequate supply of pens** for attendees filling out questionnaires, or ensure they are properly sanitized after each use.

## COVID-19 Protocols and Best Practices for Zone Meetings

- **Do not allow the sharing of food, drinks, or utensils.** Consider supplying bottled water and prepackaged food or opt to not serve food or drinks at all.
- **Avoid carpooling** with people from outside your household.
- **Do not share equipment**, such as handheld microphones. Avoid touching podiums or stand microphones and consider regularly disinfecting such equipment if there are multiple users. Consider having **one person** operate all computer equipment (slide clickers, peripherals, etc.).
- **Keep periods of inaction to a minimum** to discourage mingling and close-range conversations.
- **Arrange chairs** and other common spaces to accommodate 2 metres (6 feet) between individuals.
- **Direct foot traffic** with signs, ropes, or floor decals. Establish **dedicated entry and exit** points into busy areas.
- Assign dedicated staff to regularly **wipe and disinfect high-touch surfaces**, such as doorknobs, light switches, toilet handles, faucets and taps, countertops, and railings.
- Increase total airflow supply to occupied spaces, if possible, by **opening doors and windows**.
- Consider options for **virtual attendance** for non-essential attendees, or those who are at increased risk.
- **Washroom capacity should be limited** to allow for distancing between guests.
- If **providing handouts** such as programs, flyers, or promotional materials, ensure there are enough for everyone, so there is **no sharing**. Consider providing information via email or online prior to the meeting to avoid having printouts.

## COVID-19 Screening Questionnaire

This checklist must be completed prior to participating in the meeting. If you answer **YES** to any of the following questions, you **will not** be allowed to attend or participate in the meeting.

### Mandatory Screening Questions:

1. Do you or anyone in your household or cohort have any new onset (or worsening) of any of the following symptoms, not related to seasonal allergies:		CIRCLE ONE	
*	Fever	YES	NO
*	Cough	YES	NO
*	Shortness of breath/difficulty breathing	YES	NO
*	Sore throat	YES	NO
*	Chills	YES	NO
*	Painful swallowing	YES	NO
*	Runny nose/nasal congestion	YES	NO
*	Feeling unwell/fatigued	YES	NO
*	Nausea/vomiting/diarrhea	YES	NO
*	Unexplained loss of appetite	YES	NO
*	Loss of sense of taste or smell	YES	NO
*	Muscle/joint aches	YES	NO
*	Headache	YES	NO
*	Conjunctivitis (commonly known as Pink Eye)	YES	NO
2.	Have you travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you or anyone in your household or cohort had close <u>unprotected*</u> contact (face-to-face contact within 2 metres/6 feet) with someone who has travelled outside of Canada in the last 14 days and who is ill**?	YES	NO
4.	Have you or anyone in your household or cohort had close <u>unprotected*</u> contact (face-to-face contact within 2 metres/6 feet) in the last 14 days with someone who is ill**?	YES	NO
5.	Have you or anyone in your household or cohort been in close <u>unprotected*</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

\* "unprotected" means close contact without appropriate personal protective equipment

\*\* "ill" means someone with COVID-19 symptoms on the list above

Comments:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# 2020 Fall Zone Meeting Dates

<b>ZONE</b>	<b>CHAIRMAN</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
<b>ZONE 1</b>	Ed Tollefson (780) 524-4819	October 23, 2020	10 a.m.	Slave Lake Inn & Conference Centre 1200 Main Street, South Slave Lake, AB
<b>ZONE 2</b>	Dan Tompkins (780) 893-6010	October 30, 2020	10 a.m.	Blueberry Hall 53109 Rng Rd 15 Stony Plain, AB
<b>JOINT ZONES 3 &amp; 4</b>	Dale Swyripa (780) 205-4849 Lloyd Prefontaine (780) 732-0428	October 22, 2020	10 a.m.	Thorhild Community Hall 11 – 7 Avenue Thorhild, AB
<b>ZONE 5</b>	Jack Goodall (780) 858-3521	October 29, 2020	10 a.m.	Recreation & Culture Centre 5113 – 43 Street Provost, AB
<b>ZONE 6</b>	Bert Paulssen (403) 748-3284	October 28, 2020	10 a.m.	Spruce View Community Hall 2127 – 10 <sup>th</sup> Avenue SW, AB-54 Spruce View, AB (403) 728-3074
<b>ZONE 7</b>	Perry Ellis (403) 644-3963	October 27, 2020	10 a.m.	TBD
<b>ZONE 8</b>	Randy Taylor (403) 733-0003	October 26, 2020	10 a.m.	The Keg 1715 Mayor Magrath Drive South (basement) Lethbridge, AB



## Tentative - Agenda 2020 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 2019 Fall Zone Meeting
- Business Arising from Minutes
- Director Report

**2. Federation Update**

**3. FIRE Update**

**LUNCH**

**4. Gas Alberta Update**

**5. Resolutions**

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

**6. Location of the 2020 Spring Zone Meeting**

**7. Federation Zone Director Elections (Zones 5, 7)**

**8. Topics Previously Submitted**

**9. Other Issues that May Arise**

**10. Closing**

**Daniel Moric**

---

**From:** officeadmin <officeadmin@gasalberta.com>  
**Sent:** September 16, 2020 5:08 PM  
**To:** officeadmin  
**Subject:** 2020 Advance Information Circular  
**Attachments:** Advance Circular - Cover Letter 2020.pdf; GAI 2020 Advance Circular.pdf

Attached is Gas Alberta’s Advance Information Circular that is being forwarded to all shareholders in advance of the Company’s AGM that will be held November 24, 2020. 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 forwarded to shareholders in early November 2020.

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

Regards,

Paul Dunsmore  
President and CEO

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

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

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

 Please consider the environment before printing this e-mail



September 16, 2020

**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, due to the COVID-19 pandemic, will be held electronically on November 24, 2020. 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 28, 2020 and the Board has approved the candidacy of these individuals.

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

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

Regards,

A handwritten signature in black ink, appearing to read "LS", is written over a light blue circular background.

**Len Spratt**  
**Nominating Committee Member**



**GAS ALBERTA INC.**  
**ADVANCE INFORMATION CIRCULAR**

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

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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 electronically on November 24, 2020.

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 2, 2020, 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

Historically, the solicitation of proxies has primarily been by mail; however, due to the current global COVID-19 pandemic, employees of the Company will primarily solicit proxies by email this year. Proxies may also be solicited by telephone or facsimile.

Accompanying the Proxy and Ballot forms is the Company's annual report that contains audited financial statements for the Company's fiscal year ended June 30, 2020, management's discussion and analysis and the Auditor's Report.

### APPOINTMENT AND REVOCATION OF PROXIES

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

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

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



## SECTION 2 – VOTING SHARES AND PRINCIPAL HOLDERS

### VOTING ENTITLEMENT

The Company's voting securities consist of one Special Share and 32,536 Class A shares<sup>1</sup> (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, 2020 and the Company will prepare a list of its shareholders to that date. Shareholders named on that shareholder list will be entitled to vote at the Meeting 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 four percent (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 four percent (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. Items to be voted on are outlined in Section 3 of this Circular.

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

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

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.

---

<sup>1</sup> Projected number of shares



**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 (4) Directors as follows:

- two Directors will be Nominees of the Class A shareholders and elected for three-year terms
- 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.

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. Two nominees of Class A shareholders will be elected for terms expiring at the close of the third annual meeting following their election. The profiles for these Director Nominees are provided in Appendix A.

<b>DIRECTOR NOMINEE</b>	<b>PRINCIPAL OCCUPATION</b>	<b>DIRECTOR SINCE</b>	<b>EXPIRY OF TERM OF OFFICE UPON ELECTION</b>
BLAKEMAN, Joe Alberta Beach, Alberta	Owner Operator, Blakeman Drilling	-	Close of November 2023 annual meeting
DIETZ, Allen <sup>2</sup> Galahad, Alberta	Self-employed	Dec 1, 2005	Close of November 2023 annual meeting
HOLMES, Terry <sup>3</sup> Edmonton, Alberta	Self-employed	Nov 28, 2017	Close of November 2023 annual meeting
SLENDERS, Cindy Scandia, Alberta	Retired	-	Close of November 2023 annual meeting

The schedule on the following page 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:

<sup>2</sup> Chair, Governance Committee

<sup>3</sup> Member, Audit Committee



DIRECTOR NOMINEE	PRINCIPAL OCCUPATION	DIRECTOR SINCE	EXPIRY OF TERM OF OFFICE
BEAZER, Delbert <sup>4</sup> Cardston, AB	Chief Executive Officer, Chief Mountain Gas Co-op	Nov 27, 2018	Close of November 2021 annual meeting
DUBRULE, Denis <sup>5</sup> Parkland County, AB	Self-employed	Dec 4, 2003	Close of November 2021 annual meeting

GALLAGHER, Michelle <sup>6</sup> Parkland County, AB	Lawyer, Patriot Law Group	Nov 28, 2017	Close of November 2022 annual meeting
SPRATT, Len <sup>7</sup> Westeros, AB	Self-employed	Dec 1, 1997	Close of November 2022 annual meeting

**ii. 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 <sup>8</sup> Standard, AB	Self-employed	Nov 28, 2017	Close of November 2021 annual meeting
GOODALL, Jack <sup>9</sup> Chauvin, AB	Self-employed	Nov 24, 2015	Close of November 2021 annual meeting

<sup>4</sup> Audit Committee member

<sup>5</sup> Audit Committee Chair

<sup>6</sup> Governance Committee member

<sup>7</sup> Board Chair, Governance Committee member

<sup>8</sup> Audit Committee member

<sup>9</sup> Governance Committee member



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

The Company's financial statements for the year ended June 30, 2020, together with the Auditor's Report, are 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 of Directors passed two motions at the Board meeting held September 10, 2020 so that the Annual Meeting of Shareholders can be held electronically. These motions amend by-law **4.9 Meeting by Telephone** and by-law **10.21 Telephone Meeting** by replacing the word "hear" with the phrase "communicate adequately with". Pursuant to the terms of the Alberta Business Corporations Act (ABCA), a bylaw amendment takes effect upon Board approval, and continues in effect provided the shareholders confirm the amendment at the next annual meeting. Shareholders will be asked to confirm these amendments on the Proxy and Ballot forms that are distributed in early November 2020.

The motions passed at the September 10, 2020 Board of Directors meeting are:

**UPON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED**, by-law 4.9 is amended as follows: If all directors of the Corporation consent, a director may participate in a meeting of the Board or of a committee of the Board by means of such telephone or other communication facilities as permit all persons participating in the meeting to be able to *communicate adequately with* each other, and a director participating in such a meeting by such means is deemed to be present at the meeting for all purposes of the Act.

**UPON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED**, by-law 10.21 is amended as follows: A shareholder or other person entitled to attend a meeting of shareholders may participate in the meeting by means of telephone or other communication facilities that permits all persons participating in the meeting to be able to *communicate adequately with* each other, and a person so participating in a meeting is deemed to be present at the meeting.



## SECTION 4 – CORPORATE INFORMATION

### **CORPORATE OFFICERS**

For the fiscal year ended June 30, 2020, the Company's Corporate Officers were the President and CEO and the Vice President, Operations.

David Symon was the Company's President and CEO for the period July 1, 2019 through January 12, 2020. Paul Dunsmore was the Company's President and CEO for the period January 13, 2020 through June 30, 2020. Kyle Patterson was the Company's Vice President, Operations for fiscal year 2020.

### **CORPORATE COMPENSATION**

For the fiscal year ended June 30, 2020, the five (5) highest paid employees of the Company, which includes the Corporate Officers, received aggregate compensation of \$1,239,175 which is comprised of base salaries and bonuses earned in the fiscal year.

No other benefits or compensation were paid by the Company to its Corporate Officers during the year ended June 30, 2020 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, 2020, each Director of the Company's Board was entitled to receive: i) an annual retainer of \$23,800, ii) per diem fees of \$800 for attendance at each Board or Board Committee meeting, iii) a fee of \$85 per hour for travel time for meeting attendance at a location outside their area of residence, and iv) a fee of \$85 per hour or \$800 per day for additional services required or requested by the Board or the Board Chair. The Board Chair receives an additional retainer of \$11,600 per annum and the Chairs of each Board Committee receive an additional \$2,652 per annum.

For the fiscal year ended June 30, 2020, the Company paid its Directors a total of \$380,306 in fees, not including expenses (as compared to total fees of \$342,407 paid for the fiscal year ended June 30, 2019).

### **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 the President and CEO;
- monitoring internal controls and management information systems, and
- approving Corporate communication policies.

For the fiscal year ended June 30, 2020, the Board held eight meetings either in person or by videoconference. Len Spratt served as Board Chair and, along with the other Directors, represented the Company's interests at various shareholder and industry meetings.

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

The Corporate Governance Committee is responsible for developing and making recommendations to the Board with respect to governance matters and ensuring that effective governance practices and procedures are in place and functioning as intended. This Committee evaluates the performance of the Board, its Committees, and the President and CEO. This Committee is also responsible for overseeing senior management compensation policies and reviewing and recommending to the Board the compensation levels for the Directors. Directors serving on the Corporate Governance Committee at June 30, 2020 were Allen Dietz (Governance Committee Chair), Jack Goodall, Michelle Gallagher and Len Spratt. The Corporate Governance Committee met four times during the fiscal year ended June 30, 2020.

A Nominating Committee reports to the Governance Committee and is comprised of the Board Chair, the Governance Committee Chair and the Audit Committee Chair. If a member of the Nominating Committee is up for re-election, an alternate Director will be appointed to the Committee for that year. The mandate of this Committee is to ensure that appropriate skill sets are maintained on the Board and to administer the Director nomination and election process. The Directors serving on the Nominating Committee at June 30, 2020 were Len Spratt, Denis Dubrule and Michelle Gallagher.

The Audit Committee is responsible for reviewing the Company's financial policies and procedures, internal controls and performance of the external Auditor. This Committee's responsibilities also include reviewing and authorizing for release the Company's interim financial reports, reviewing the Company's annual financial statements prior to their approval by the Board and meeting with the external Auditor at least annually and without management present. Directors serving on the Audit Committee at June 30, 2020 were Denis Dubrule (Audit Committee Chair), Delbert Beazer, Perry Ellis and Terry Holmes. The Audit Committee met four times during the fiscal year ended June 30, 2020.



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.

During the fiscal year ended June 30, 2019, David Symon, the Company's President and CEO, gave notice to the Board that he would be retiring effective June 30, 2020. The Board formed a CEO Search Committee with the mandate of selecting and making a recommendation to the Board for hiring a new President and CEO. This Committee reported to the Board and was in effect until Paul Dunsmore, the successive President and CEO was hired and had completed a preliminary training plan. The Directors serving on the CEO Search Committee during fiscal year 2020 were Len Spratt (Committee Chair), Allen Dietz (Committee Co-Chair), Michelle Gallagher and Denis Dubrule. Randy O'Hara also served on this Committee in his capacity as the Company's Corporate Advisor.

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 10<sup>th</sup> day of September 2020

(This Advance Information Circular is for information purposes only)

A handwritten signature in blue ink, appearing to be "L. Spratt", written over a horizontal line.

Len Spratt  
Chair, Board of Directors

A handwritten signature in blue ink, appearing to be "Paul Dunsmore", written over a horizontal line.

Paul Dunsmore  
President and CEO



**SECTION 5 – DIRECTOR NOMINEES**

**APPENDIX A - NOMINEES OF THE CLASS A SHAREHOLDERS**

**(in alphabetical order)**

**A-1 BLAKEMAN, Joe**

**A-2 DIETZ, Allen**

**A-3 HOLMES, Terry**

**A-4 SLENDERS, Cindy**





**ALLEN DIETZ**

Box 75

Galahad, Alberta TOB IRO

Phone: 780-583-3974

Cell 403-742-9610

**Profile**

**Education**

Allen Dietz graduated from Forestburg High School in 1972.  
NAIT Designated Train the Trainer Certificate  
Federation Trainer - Train the Trainer Certification

**Working Career**

Worked at Manalta Coal for three years as a dragline operator and then as an apprentice electrician.  
Active grain farming from 1975 until 2018, have since rented out the farmland.  
In 1978 I started working for South Flagstaff Gas Coop Ltd. as a serviceman until 1983 when I was promoted to the General Manager position.  
Managed both the South Flagstaff Gas Coop and the Paintearth Gas Coop Ltd. together 1983 to 1985.  
Manager of Paintearth Gas Coop Ltd. - 1985 until my retirement December 31, 2019.  
Taught Federation sanctioned courses.  
Currently providing consulting services related to the Natural Gas Utility industry.

**Community and Board Accomplishments**

Completed five terms on the Gas Alberta Inc. Board (Past Board Chair, Current Governance Chair)  
Past Alberta Alcohol and Drug Abuse Commission (AADAC) Board member -17.5 years (11 yrs. Vice Chair)  
Past Board Member Alberta Family Life Foundation  
Past Councilor for Village of Galahad - Mayor for one term  
Past County of Flagstaff School Board Member (Vice-Chair one year)  
Past Board member of the Flagstaff Victim Services  
Past Gas Coop committees  
Past Chairman of the Managers Group  
Past O & M Committee member - currently serving as an advisor to the committee  
Past Committee member of the line locating group at ENFORM training facility  
Past Committee member of several Federation Adhoc Committees  
Current Board Member of the Flagstaff Informed Response Sharing Team (FIRST) - Chair, Vice Chair, Treasurer  
Current Board Member of the Galahad Agricultural Society  
Current Galahad Lions Club member



## **ALLEN DIETZ - NOMINEE'S COMMENTS**

My name is Allen Dietz and it has been a pleasure to serve as a director of Gas Alberta Inc. for five terms as one of your elected representatives.

My wife and I have committed our entire lives to rural Alberta and will continue to do so. We have three grown children with five grandchildren. We live on our farm and are retired from our active working careers and business. I worked in the Gas Co-op profession for 40+ years.

I have been involved in many aspects of the local rural life with volunteer committee work, Councilor and Mayor, School Board member, some Provincial Government Boards, and various Federation of Alberta Gas Co-ops Ltd. committees.

From these experiences, I feel that I bring value to the Gas Alberta Inc. Board Room in the deliberations that take place. I have taken various Board Governance training courses as part of my time spent on Provincial Committees both as a requirement and others because of interest in the training. The Board of Directors place a high value in good and proper Board Governance for the Company. The Board is continually looking at itself to ensure that we are providing value and stewardship for the shareholders .

Gas Alberta Inc in the past year has experienced some significant changes to key people positions by the retirement of Dave Symon President and Mark Sherley Controller specifically. I wish to personally thank both Dave and Mark for the years of dedication to the company and the shareholders, they have been great people to work with.

I was especially pleased to serve on the recruitment committee for the search and hiring of a new President. Through the recruiting process outlined by the Board and the Committee we were able to select a great person to fill the President position. Mr. Paul Dunsmore was selected as the new President and started in January of this year. Allison Moller was promoted to the position of Controller from within the Company. Both individuals have proven themselves as capable people to fulfill the positions, along with the support of our two Vice Presidents Carlee Nowakowski and Kyle Patterson. It has been a challenging year for the Management team and with the support of the Board have been able to meet the demands of the pandemic COVID 19 protocols in maintaining daily operations and keeping all employees safe by working from home. Now with Paul's leadership and the support of the Board I look forward to the future as we look at opportunities and face challenges under the new leadership.

I have enjoyed serving on the Board and providing value from my experience and willingness to look at opportunities as they may arise for the Company. This company is continually evolving with the changes in the industry and the commitment to be competitive and responding to the needs of its shareholders to ensure that we are viable entities in the distribution of natural gas.

The oil and gas markets always seem to be evolving and changing; therefore, our Gas Buyers are always trying to extract opportunities that will benefit our shareholders. The last number of years have yielded benefits for our shareholders.

My commitment is to remain attentive to the pressures surrounding Gas Alberta Inc. and be willing to address any issues that may arise.

Thank you for your past support as a Director for the company and will continue to act in the best interests of the Company as a Director. I ask for your support in the upcoming election of the Director vacancy.



### **TERRY HOLMES**

#501, 2755 – 109 Street NW

Edmonton, Alberta T6J 5S4

Phone: (780) 461-2002

### **PROFILE**

#### **EDUCATION**

Terry holds a CIM (Certified in Management) designation from the Canadian Institute of Management. Following his graduation from CIM, he served as CIM's chair of the Edmonton Chapter and the Alberta Region. He also served as a director on the national board.

#### **BACKGROUND**

Terry Holmes has been involved with the Rural Gas Program for over 41 years. In 1979, he started employment in the Gas Alberta Division of Alberta Telephones and Utilities. Initially he was involved in auditing co-op sales records to calculate grants to compensate co-ops from financial losses due to faulty 3306 pipe. Subsequently, he held several other positions within Gas Alberta including gas contract administrator and briefly, Manager of Gas Alberta before transferring to the Engineering and Construction Division as Manager, Technical Services.

In 2000, Terry became the Executive Director of the Rural Utilities Division. In this capacity, Terry was responsible for management of several grant programs including the Rural Gas Grant Program, the Rural Electric Grant Program and the Remote Area Heating Allowance Program. In addition, he was appointed the Chief Officer under the *Gas Distribution Act* responsible for setting and overseeing compliance of standards for the design, construction, operation and maintenance of Alberta's natural gas systems and approving/amending rural gas franchise area approvals for all rural gas utilities including those of the investor owned utilities. He was also appointed "Director of Co-operatives". In this role, Terry was responsible for providing governance oversight for Alberta's rural utility associations including rural gas co-ops, rural electrification associations and rural water co-ops. In this respect, Terry facilitated and encouraged governance training for rural utility associations by sponsoring governance training programs delivered by STRIVE, an internationally renowned organization in governance and leadership training.

In late December of 2000, Terry was assigned a key role in the development and delivery of the natural gas rebate program designed to protect Alberta households and businesses from skyrocketing natural gas prices. In recognition of the work that he and his team members accomplished, he received the Premier's Award of Excellence.

Terry retired from the Alberta Government in July 2013 following the outsourcing of the Rural Gas Program to the Federation of Alberta Gas Co-ops Ltd. He immediately joined the Federation as Grant Administrator and successfully and seamlessly transitioned the grant program. Key to the transfer was the development of a new and more simplified grant management system.

Prior to his retirement from the Federation in August 2017, Terry facilitated the development of the Federation's most recent Strategic and Operational Plans. This was developed through consultations with the Federation's members.

In November of 2017, following his retirement from the Federation, Terry was elected to the Board of Gas Alberta Inc. During his three-year term, Terry served on both the Governance Committee and the Audit Committee.

#### **OTHER**

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



### **TERRY HOLMES - NOMINEE'S COMMENTS**

My name is Terry Holmes and I am seeking your support for reelection to the position of Board Director for Gas Alberta Inc.

I have a long history with the gas co-ops with over 41 years involvement with the Rural Gas Program, 34 of those with provincial government in which the last 13 years I served as Executive Director of Rural Utilities, 4 years with the Federation of Alberta Gas Co-ops as Grant Administrator and most recently, 3 years as a director of Gas Alberta Inc.

Over the past 41 years, it has been interesting to see how Gas Alberta has transitioned from a government run operation to an independent and very successful business. During that time, Board members have successfully overseen significant challenges including the initial setup, hiring its first President and CEO (Randy O'Hara), and then transitioning leadership from Randy to Dave Symon. Once again, with Dave announcing his retirement this past June, the Board was faced with finding a new CEO. After a thorough search by the CEO selection committee, the Board brought on our first CEO (Paul Dunsmore) from outside the organization. Given that both Randy and Dave had been with Gas Alberta since it was part of the government, the transition from Randy to Dave was practically seamless. The transition from Dave to Paul will be more challenging but with Dave's assistance and Board oversight, it will be successful. This is already more than evident in what we have seen from Paul since coming on board in January.

In addition to the leadership change, the Board is undertaking a more focused approach to strategic planning and shaping the future direction of the organization. The climate change issue is prominent and gaining worldwide support. How will this impact Gas Alberta and its shareholders? What other opportunities could Gas Alberta pursue that would benefit its shareholders? And of course, our latest challenge, operating in a COVID-19 environment. I am looking forward to helping address these issues and more should I be reelected to the Board.

As I have no affiliation with any gas co-op or other shareholder and with my background in government, I believe I can bring a different perspective to the deliberations of the board and governance of the organization.

It has been an honour to have provided guidance and service to the rural gas co-operatives for the past 41 years and I hope to continue to provide that support in the coming years by continuing my role on the board of Gas Alberta Inc.



**Cindy Marie Payne Slenders M.Ed. (Leadership)**

Box 39, Scandia AB., TOJ 2Z0

(403) 501-3615 | cindympslenders@gmail.com

Mrs. Slenders has been an active advocate for rural services for people of all ages, and people in multiple industry sectors her entire working career. She is extremely involved in the Southern Alberta region and seems to operate in overdrive most of the time.

She completed a Bachelor of Education degree from the University of Lethbridge, and a Master of Education degree from Concordia University On-Line (Portland). Her teaching career has provided multiple opportunities from teaching students from grades 1-12 in classrooms and on-line; being a Vice-Principal, Principal and District Principal; teaching adults; being a post-secondary administrator.

Her working experience is not limited to teaching and education. She has also worked for the federal government as a primary products inspector, and as an Executive Director for two not-for-profit community agencies. Mrs. Slenders is an experienced businessperson having been involved in two privately owned businesses for more than three decades. She is an active business partner in her family's farming and ranching operations and is the managing partner/owner in an agriculture related consulting business.

She has been actively involved in economic development activities serving as the President of the Brooks and District Chamber of Commerce and as a Director on the South Eastern Regional Economic Development Association (REDA) called the Palliser Economic Partnership.

Mrs. Slenders has proven leadership and board experience at the local, regional and provincial levels. She has spent considerable time and attention devoted to strategic acquisition and personnel development, governance policy and management procedure development and implementation, community needs assessments and community development. As a result, the programs and agencies she worked with transformed to meet the needs of the communities they operated in.

Mrs. Slenders retired in the Spring of 2020 and has the time and attention to ensure that rural gas coops have the opportunities to continue to thrive, flourish and continue to serve their communities as their communities' demand.



**APPENDIX B - NOMINEES OF THE HOLDER OF THE SPECIAL SHARE**

**(in alphabetical order)**

**B-1 ELLIS, Perry**

**B-2 GOODALL, Jack**



**PERRY ELLIS**

Box 414  
Standard, AB T0J 3G0

Phone: (403) 934-0969

**BACKGROUND & EXPERIENCE**

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

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

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

Box 264, 111 Main Street  
Chauvin, AB T0B 0V0

Phone: (780) 842-0637

**BACKGROUND & EXPERIENCE**

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

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

I have served on Village Council for 21 plus years, giving me an 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 & gas, business and governance worlds provides me with a working knowledge that I can bring to Gas Alberta's Board table. It would be an honor to sit on Gas Alberta's Board on your behalf as a representative of Fed Gas, as both organizations are strong supporters of each other. I believe I will be an asset on Gas Alberta Inc.'s Board.

Thank you for your consideration and support.



## APPENDIX C – SKILLS SELF-ASSESSMENT

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

		Nominees of the Class A Shareholders				Nominees of the Special Shareholder	
Nominees (in alphabetical order):		BLAKEMAN, Joe	DIETZ, Allen	HOLMES, Terry	SLENDERS, Cindy	ELLIS, Perry	GOODALL, Jack
<b>I. GOVERNANCE SKILLS</b>							
1)	Formal board training	C	E	E	E	C	E
2)	Exec recruitment/succession planning	C	E	E	E	E	E
3)	Strategic planning and focus	E	O	E	O	E	O
4)	Risks and compliance	C	E	E	O	E	E
5)	Management performance	E	O	E	E	E	E
6)	Organizational management	C	O	E	O	E	E
7)	Policy development	O	O	E	O	E	E
8)	Other board experience	E	O	E	O	O	O
<b>II. INDUSTRY KNOWLEDGE</b>							
1)	Business judgement	E	E	E	E	C	E
2)	Natural gas industry	C	O	E	C	E	E
3)	Gas management	C	C	C	C	C	C
4)	Stakeholder relations	O	O	E	O	C	E
<b>III. TECHNICAL SKILLS</b>							
1)	Internal controls	E	O	C	O	E	E
2)	Financial reporting	E	O	C	E	E	E
3)	Business planning	E	O	E	O	E	E
4)	Auditing requirements	C	O	C	C	E	E
5)	Formal financial training	N	C	E	C	C	C
6)	Information technology	C	O	E	E	E	E
<b>IV. PERSONAL ATTRIBUTES</b>							
1)	Interpersonal skills	O	O	E	O	O	O
2)	Communication skills	E	O	O	O	E	O
3)	Teamwork	O	O	O	O	O	E
4)	Leadership	O	O	C	O	O	E



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

<b>I. GOVERNANCE SKILLS</b>	
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 good understanding of corporate governance.
<b>II. INDUSTRY KNOWLEDGE</b>	
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 stakeholder relations including interactions, negotiations and consensus-building.
<b>III. TECHNICAL SKILLS</b>	
1) Internal controls	- Understanding of the proper application of internal controls within an organization.
2) Financial reporting	- Understanding of financial reports to assess 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/ seminars (Accounting designation is the highest rating).
6) Information technology	- Knowledge and experience in the strategic implementation and use of information technology within an organization.
<b>IV. PERSONAL ATTRIBUTES</b>	
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**

Projected shares at November 1, 2020

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

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**

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**From:** officeadmin <officeadmin@gasalberta.com>  
**Sent:** September 22, 2020 5:41 PM  
**To:** Daniel Moric  
**Cc:** officeadmin  
**Subject:** Gas Cost Refund  
**Attachments:** Smoky Lake County\_Refund Letter 2020.pdf

Dear Daniel,

We are pleased to inform you that Gas Alberta Inc. is refunding a total of \$2.0 million to its shareholders as a result of gains that were generated by the Company's gas management activities during the fiscal year ending June 30, 2020.

Please find enclosed the details regarding your refund.

Regards,

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

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

*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.*

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

 Please consider the environment before printing this e-mail



Suite 350, 2618 Hopewell Place NE  
Calgary, Alberta T1Y 7J7  
Telephone: (403) 509-2600  
Toll-free: 1 (877) 509-7258  
Fax: (403) 509-2611  
www.gasalberta.com

September 22, 2020

To: Daniel Moric, Manager  
Smoky Lake County

**Re: Gas Cost Refund**

We are pleased to inform you that Gas Alberta Inc. is refunding a total of \$2.0 million to its shareholders as a result of gains that were generated by the Company's gas management activities during the fiscal year ending June 30, 2020.

Each shareholder will receive a portion of this refund based on their gas purchase volume for the period July 1, 2019 to June 30, 2020.

The refund for your organization was calculated as follows:

Total gas purchases by all shareholders: 33,155,959 GJs

Total gas purchases by your organization: 516,223 GJs

Pro-rated Refund Amount: \$31,139.08

GST: \$1,556.95

Total Refund Amount: \$32,696.03

The above refund will be credited to your account via EFT on September 30, 2020. If you have any questions regarding the above, please contact me at (403) 509-2601.

Regards,

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

Paul Dunsmore  
President and CEO

**Daniel Moric**

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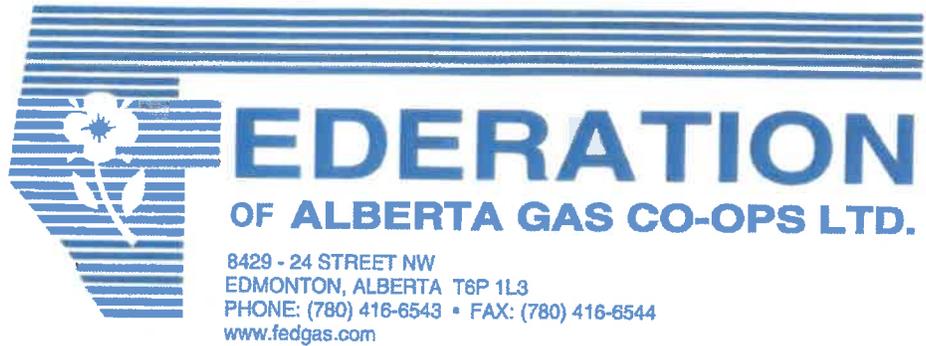
**From:** Allison Zinnick <azinnick@fedgas.com>  
**Sent:** October 6, 2020 1:23 PM  
**Subject:** Fedgas 2020 Annual General Meeting  
**Attachments:** AGM 2nd Letter.pdf; Daily Zone 3and4 and AGM Agenda Fall 2020.pdf

Zone 3 & 4 Federation Members,

Your Zone meeting and the Annual General Meeting are upcoming. Please find the attached letter and your full day agenda for the meetings on Thursday, October 22<sup>nd</sup> at the Thorhild Community Hall in Thorhild, AB.

Thank you so much

**Allison Zinnick**  
Member Services Co-ordinator  
Federation of Alberta Gas Co-ops Ltd.  
(780) 416-6543  
[www.fedgas.com](http://www.fedgas.com)  
   
8429 24 Street, Edmonton, AB T6P1L3



October 6, 2020

Distributed by Email to All Federation Member Utilities

**Re: 2020 Annual General Meeting**

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To All Federation Members:

Notices and accompanying documentation for the 2020 Annual General Meeting (AGM) have been sent to all Member Utilities. We understand that this year's method of holding the meeting to coincide with the Zone Meetings may cause some confusion as it is a departure from our traditional method. To help provide some clarity, Parliamentarian Ray Purdy has provided some thoughts on how the meetings will be structured:

“To summarize the process, each Zone will hold its Fall Zone Meeting as in past years (except for any restrictions regarding the number of representatives because of COVID requirements).

“Immediately following each Zone Meeting, a session of the AGM will be held.

“After the first Zone Meeting, the AGM will be called to order by the Chair. In all prior years, the first substantive order of business has been the approval of the agenda for the AGM. This year, the agenda has been pre-approved by the Federation Board.

“Some attendees might ask why the agenda is not being approved at each session with a vote being taken at each session and with the voting results reported at the end of voting at the last session. The reason is that the entire AGM needs to be conducted pursuant to the same agenda. The only way that the attendees at each session can have certainty that the only orders of business are those on the agenda is by having the agenda pre-approved. I note that on the pre-approved agenda for the AGM, there is an Order of business that states “Acceptance of Agenda”. This should be read and understood by attendees at each session of the AGM as ‘acknowledgment of the agenda’. The only orders of business will be those matters stated on the agenda as numbers 2 through 6 with recess or adjournment occurring after the last order of business.

“The following are the anticipated motions:

- Motion: That the Auditors Report and accompanying Audited Financial Statements for the fiscal year 2019-2020 be approved.
- Motion: That the Metrix Group LLP are appointed as the Federation of Alberta Gas Co-ops Ltd. Auditor for the fiscal year 2020-2021.
- Motion: That a levy of \$13.60 per riser for the fiscal year 2020-2021 be approved.

“By following the pre-approved agenda, all of the required business will be conducted. Attendees at each session will have certainty that the agenda will not be changed or amended at subsequent sessions and that the legal requirements for holding an AGM have been met.

“At the last session (which immediately follows the last Zone meeting) the 2020 AGM will be adjourned.

“The process of holding the 2020 AGM by session is, of course, more complicated simply by the fact that all delegates are not meeting together to voice and hear each other’s concerns. This is not avoidable but can be mitigated to a significant degree by Members that have any questions or concerns about the agenda items asking for clarification or voicing their concerns as soon as possible.”

We hope that Ray’s comments provide some additional clarity, and the Federation office is always open to Members wanting more clarification.

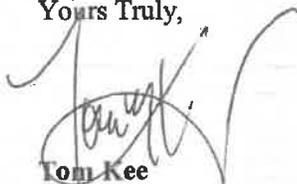
Along with this letter, you will find attached to the email an agenda for your Zone for the day. It outlines the agenda items to be discussed at each Zone meeting, followed by the AGM agenda. This should further help with clarity on how the day will be run.

The Federation has set up a portal on the Federation Members Area website for AGM registration. This is for voting delegates only and is being used to ensure only voting delegates receive voting devices.

Due to COVID-19 restrictions, it is possible that if the potential a meeting could have attendance beyond what can be held that the Federation may have to either deny people entry or look at alternative dates and places to hold the meeting.

We are looking forward to this year’s Zone Meetings and AGM. They will be different than years past, but we are confident that the systems we have put in place will give everyone the information they seek and maintain the integrity of the meetings.

Yours Truly,



**Tom Kee**  
**Executive Director**  
**Federation of Alberta Gas Co-ops Ltd.**



**Day Agenda – Zone 3 & 4  
2020 Fall Zone Meeting &  
Federation Annual General Meeting**

**October 22, 2020**

**Thorhild Community Hall**

**Zone Meeting – Chaired by Zone 3 Director Dale Swyripa**

1. Call to Order
  - Introduction of Guests
  - Adoption of Agenda
  - Minutes of the 2019 Fall Zone Meeting
  - Business Arising from Minutes
  - Director Report
2. Federation Update
3. Gas Alberta Update
4. Location of the 2020 Spring Zone Meeting
5. Topics Previously Submitted
6. Other Issues that May Arise
7. Closing

**Annual General Meeting – Chaired by Federation Chair Bert Paulssen**

1. Call to Order
  - 1.1. Acknowledgement of agenda
2. Minutes of 2019 Annual General Meeting
3. Federation Board and Executive Reports
4. 2019-2020 Audited Financial Statements
  - 4.1. Approval of 2019-2020 Audited Financial Statements  
**MOTION – That the Auditors Report and accompanying Audited Financial Statements for the fiscal year 2019-2020 be approved**

5. Appointment of Auditor for 2020-2021  
**MOTION – That the Metrix Group LLP are appointed as the Federation of Alberta Gas Co-ops Ltd. Auditor for the fiscal year 2020-2021**
  
6. 2020-2021 Riser Levy
  - 6.1. Presentation of 2020-2021 Budget
  - 6.2. 2020-2021 Riser Levy
    - 6.2.1. Approval of 2020-2021 Riser Levy  
**MOTION – That a levy of \$13.60 per riser for the fiscal year 2020-2021 be approved**
  
7. Recess