



COLLECTIVE AGREEMENT

BETWEEN

PACIFIC NORTHERN GAS LTD.

&

PACIFIC NORTHERN GAS (N.E.) LTD.

AND

**LOCAL 213 OF THE
INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS**

November 1, 2012 to October 31, 2016

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ARTICLE I – PURPOSE/PERIOD OF AGREEMENT

- 1.01 In consideration of the mutual value of joint discussions and negotiations on matters pertaining to employer-employee relationships, the parties hereto agree that the purpose of this Agreement shall be to set forth terms and conditions of employment relating to rates of pay, hours of work, and other working conditions affecting the employees covered by this Agreement, and to provide for a means of settling disputes and grievances.
- 1.02 This Agreement shall be for the period from and including November 1, 2012 to and including October 31, 2016, and from year to year thereafter subject to the right of either party to the Agreement, at any time within four (4) months immediately preceding the date of the expiry of this Agreement, by written notice, to require the other party to the Agreement to commence collective bargaining.

Should either party give written notice aforesaid, this Agreement shall thereafter continue in full force and effect until:

- (a) The Union shall give notice to strike, or
- (b) The Employer shall give notice to lockout, or
- (c) The Parties shall conclude a renewal or revision of this Agreement or enter into a new Collective Agreement, whichever is the earliest.

Pursuant to Section 50(4) of the Labour Relations Code of B.C., the operation of Section 50, subsections (2) and (3) are specifically excluded from this Collective Agreement.

ARTICLE II – RELATIONSHIP

- 2.01 The Company recognizes the Union as sole collective bargaining agent for all employees of the Company for which a Certificate (dated May 16, 1977 and varied November 12, 1991, August 26, 1998 and October 21, 1999) from the B.C. Labour Relations Board has been obtained, for a unit composed of “employees in B.C., except sales staff, employed by Pacific Northern Gas (N.E.) and Pacific Northern Gas Ltd.”. The term “Employee” or “Employees” when used in this Agreement shall mean regular full-time employee or employees included in the bargaining unit except where otherwise specified in this Agreement.
- 2.02 The right of the Company in the operations of its business is unlimited, except as may be expressly and specifically restricted by the provisions of this Agreement. The Company shall have the right and power to manage its plant and to direct the working forces, hire, discipline, promote, demote, transfer, discharge or suspend subject to the provisions of this Agreement.
- 2.03 Subject to the terms of this Agreement the Company shall not dismiss or discipline an employee bound by this Agreement except for just and reasonable cause.

- 2.04 There shall be no discrimination of any kind against any member of the bargaining unit by any foreman, supervisor or any other person in the employ of the Company in a supervisory capacity.
- 2.05 The Union will not discriminate against any employee because of his membership or non-membership and/or his lawful activity or non-activity in any labour organization.
- 2.06 The Company and the Union will neither collectively nor separately discriminate against any employee covered by this Agreement because of race, creed, colour, age, marital status, sex, nationality, religious or political affiliation or because of giving evidence, presenting grievances, or engaging in any activity permitted by this Agreement.
- 2.07 The Union will not engage in any Union activities during working hours or hold meetings at any time on the Company's premises without permission of the Company.
- 2.08 All employees within the Bargaining Unit must, as a condition of continued employment, pay Union Dues.

All existing employees within the Bargaining Unit who have signed a Union Membership Card must maintain their Union Membership in good standing as a condition of continued employment.

All new employees must within thirty (30) days join the Union and maintain their membership in good standing as a condition of continued employment.

- 2.09 The Union will give the Company thirty (30) days notice when requesting the Company to terminate an employee because such employee is in arrears in payment of dues.
- 2.10 Upon written request from an employee, the Company shall deduct Union initiation fees, dues and uniform assessments as determined by the Local Union, from wages due to the employee. Such deduction shall be remitted to the Secretary-Treasurer of the Union by the fifteenth day of the following month together with a list of those employees from whom such deductions have been made.

The Company agrees to:

- (a) Issue to any employee that will be in the Bargaining Unit a Dues Deduction Card;
- (b) Advise new employees as applicable they will become members of the Bargaining Unit as covered under the provision of the Collective Agreement.
- 2.11 The Company and/or Union shall not cause a strike or lockout, walkout, suspension of work or slow down on the part of any employee or group of employees during the life of this Agreement for the purpose of imposing pressure on the Company or the Union.
- 2.12 The Company will not contract out any work normally performed by employees covered by this Agreement provided the necessary equipment and qualified employees are available to properly perform such work in the time required. No employee shall be

displaced from his regular employment as a result of using subcontractors. It is the Company's position to maintain a basic IBEW workforce to match a predictable base load of work, and not to limit the long term growth of the bargaining unit through the use of contractors.

- 2.13 Should the parties amend, alter or vary any term of this Agreement during the contract term, such change shall be submitted in writing and be attached to the Agreement as a Letter of Understanding.

Letters of Understanding signed by the Company and the Union shall remain in effect for the duration of the contract period, and such letters may be posted on Company bulletin boards by the Union.

- 2.14 No employee shall be disciplined for having honoured a legal picket line.
- 2.15 The Company will provide a bulletin board, accessible by all employees, at each office, plant or station to which three (3) or more employees report on a regular basis, for the purpose of posting Union literature and personal documents provided such documents are approved for posting by the Company.

ARTICLE III – SERVICE, SENIORITY, PROMOTIONS AND VACANCIES

- 3.01 All new regular employees shall be placed on probation for a period of twelve (12) months, exclusive of all time on lay-off, and during that period shall not acquire seniority rights. During this probationary period the Company may terminate employment of a new employee without the necessity of providing any reason for doing so provided the Union may raise as a grievance the question whether or not there was discrimination. Where a new employee is not notified of termination of employment before the end of his probationary period, it is understood that his application for employment has been approved. This probationary period shall not be affected by changes in classification. Upon satisfactory completion of the probationary period, seniority shall date from the date of hire.

- (a) There will be a three (3) month probationary period for employees who have been selected for a new position classification after completion of their initial twelve (12) month probationary period.
- (b) “Accredited Service” or “Service” means the total of all periods of service as a regular or temporary employee of the Company or as an employee of a predecessor or affiliate company. It does not include periods of layoff, leaves of absence in excess of thirty (30) days duration or a long term disability absence longer than two (2) years.

- 3.02 Seniority shall be retained and shall accumulate during:

- (a) Absence from work caused by industrial accident or sickness covered by Workers' Compensation Act;

- (b) The first calendar year of absence caused by sickness not covered by the Workers' Compensation Act;
 - (c) The first thirty (30) consecutive calendar days of absence caused by any other cause.
- 3.03 Seniority shall be retained but shall not accumulate during:
- (a) The portion of an absence from work caused by sickness not covered by the Workers' Compensation Act which is in excess of one (1) calendar year;
 - (b) Termination of employment for a period of less than twelve (12) months caused by lay-off;
 - (c) That portion of an absence from work caused by any other cause which is in excess of thirty (30) consecutive calendar days.
- 3.04 Seniority shall be lost when:
- (a) Employment is terminated for cause;
 - (b) Employment is terminated by resignation;
 - (c) Employment is terminated for a period of twelve (12) months or longer by lay-off.
- 3.05 The successful bidder for a job posting shall have the qualifications and experience required and shall have the ability and efficiency to perform the duties described in the job posting. Where applicants meet these requirements the employee with the most Company seniority will be selected. In the event Company seniority is equal, the employee with the most Affiliate seniority will receive preference.
- 3.06 Where there is an increase in the working force within one (1) year after a lay-off, employees will be rehired in the reverse order of lay-off, provided they have the necessary qualifications to perform work available. If a person does not report within ten (10) days of the Company sending notification by registered mail to the employee's last known address, the Company has no further obligation to that person, and the said employee shall be considered to have terminated his employment with the Company. A copy of the notification will be sent to the Union.
- 3.07 The Company may fill temporary vacancies in regular classifications (reference Article 14.03) without regard to the normal seniority rules provided that the first opportunity is given to qualified bargaining unit employees through a modified local posting and operational requirements permit employees to be released from their current position and providing those employees can be replaced voluntarily by other employees or by temporary new hires. Regular employees who may fill temporary vacancies shall be permitted to revert to their previously held position once the need for the temporary vacancy has come to an end. The seniority rules may also be relaxed when it is necessary to provide for the placement of disabled or handicapped employees.

- 3.08 Vacancies in regular employee categories (as defined in Article 14.01 and 14.02) shall be posted within thirty (30) days of the vacancy becoming available. Prior to posting a vacancy the Company shall update the job description and qualifications to ensure they are appropriate for the position. These vacancies shall be posted on the Company bulletin boards (and a copy to the Union) for ten (10) days exclusive of Saturday, Sunday and Company recognized holidays. Vacancies will be filled from the qualified bids received which shall include bids made in advance by employees. These advance bids shall be in writing to the Company, indicating which jobs such employees would like to bid for in the event of a vacancy. Such advance bids shall be effective for six (6) months from the date of receipt by the Company.
- 3.09 If, after complying with Clause 3.08, it is determined no qualified employees have bid, vacancies may be filled by the Company from any other source, and the Union shall be notified in writing when such vacancy is filled.
- 3.10 If a posted vacancy is not filled within six (6) months, the Company may consider filling the position at a lower classification level. This will be at the discretion of the Company.
- 3.11 Seniority lists showing Company, Affiliate, Regional and Classification seniority shall be prepared and posted on the Company's intranet site. The Company will update such lists at least annually.
- 3.12 Seniority

There are four (4) types of seniority defined as follows:

- (a) Company (Union) Seniority is the date the employee was hired into PNG, PNG (NE), or PNG (FSJ) as an employee with IBEW Local 213 membership or membership in a predecessor Union.
- (b) Regional Seniority – There are three (3) areas of regional seniority within the Bargaining Unit:
- (i) Western Region – from Summit Lake west to Prince Rupert;
 - (ii) Eastern Region – Dawson Creek, Tumbler Ridge and Fort St. John;
 - (iii) Vancouver Office.
- (c) Job Classification Seniority is the date an employee is selected to a classification after completion of a three (3) month probation period. See Article 3.01(a):
- (i) An employee may establish classification seniority in all regions;
 - (ii) A classification seniority date, once established shall not be affected by selection to another job, lay-off or bumping;
 - (iii) An employee may return to his previous classification during his probationary period either by his election or by the Company determining

through objective evidence that he cannot satisfactorily perform the job. In either event, the employee forfeits classification seniority in the position he is leaving;

- (iv) If an employee refuses recall to a classification he forfeits classification seniority in that position;
- (v) Employees holding seniority in a job stream or a job classification shall be considered to hold seniority in the lower classification levels of that job stream.
- (vi) Job Classification is defined by the position title as well as the duties of the position.
- (vii) Job Streams are different levels in a classification hierarchy e.g. Utilityman I, Utilityman II, Utilityman III, and Labourer 1 and Labourer 2. For example, an employee who holds a Utility I position would have classification seniority based on his entry date in the Labourer 2 position and an employee progressing from a Customer Service Tech 5 to a Customer Service Tech 2 would have Customer Service Tech classification seniority based on his entry date into the Customer Service Tech 5 position.

(d) Affiliate Seniority is from the date of regular employment with the Company and any affiliated company provided there is no break in service between service with any of the companies involved.

3.13 Application of Seniority

- (a) Job Bulletins: Union seniority shall be taken into consideration when an applicant is being considered for a bulletined job (see Article 3.02(a)).
- (b) Lay-off: In a classification in which a lay-off occurs, the employee with the least job classification seniority within a headquarters will be the first laid off.
- (c) No employee in a region will be laid off while a contractor is being used for work normally performed by that employee, except contractors completing a specific project or a specific out of town assignment may continue to work for a maximum of fifteen (15) working days.

3.14 Headquarters

- (a) The Company shall designate a headquarters for each employee and the employee shall report to his headquarters at the beginning of his workday or shift except as otherwise specified in this Agreement.
- (b) A headquarters is defined as a municipal area within a region consisting of a city, town, municipal district or unorganized territory, or a combination of the above.

Headquarters are established by the Company to provide the personnel necessary to meet the work requirements in the various population centres throughout the region. Headquarters and their boundaries shall be subject to adjustment by the Company as growth patterns, work loads, population densities and other related operating conditions require.

3.15 Bumping

Bumping is a process used by employees to avoid lay-off by displacing an employee with less classification or Union seniority. The laid off employee's wage rate will be the same as the classification bumped and he may choose one of the following five (5) options. The Company will identify the locations associated with each option. Once an employee has selected an option they cannot change their decision and select another option unless the option chosen has been exhausted and no bumps are available in which case the employee will select his next preferred option. When the employee selects an option, the employee must bump into the first available location (which will be identified by the Company) in the numerical sequence specified for that option. If the employee refuses to bump into the position identified by the Company, all bumping rights are lost.

Option 1 – Bumping into Lower Level of Job Stream

An employee may bump down into the lower levels of his job stream category, displacing the employee with the least classification seniority at each level: First – in his current headquarters; Second – in his current region; Third – Company wide.

Option 2 – Bumping into Same Level of Current Job Classification

An employee may bump the employee in his current job classification with the least classification seniority: First – in his region; Second – Company wide.

Option 3 – Bumping into Most Recent Previously Held Classification

If an employee has previously held other classifications he may bump the employee in his most recent previously held existing classification with the least classification seniority: First – in current headquarters; Second – in his current region; Third – Company wide.

Option 4 – Bumping into Core Level Classification

An employee may bump the employee with the least Union seniority in the core level classifications: First – in his current headquarters; Second – in his current unit; Third – Company wide. These core level classifications are Utilityman III, Labourers and Meter Readers for field and technical employees, and junior clerks for clerical employees.

Option 5 – Recall List

If an employee is not able to, or chooses not to, exercise any of the above options, he will be laid off to the recall list pursuant to Article 3.06.

In cases of equal classification seniority, regional seniority shall govern. In cases of equal classification and regional seniority, Union seniority shall govern. In cases of equal classification seniority, equal regional seniority and equal Union seniority, the employee with the least points, based on their most recent performance review will be laid off.

The employee will notify his manager in writing of his bumping option selection within five (5) working days of receiving his lay-off notice and bumping option, or he will relinquish all bumping rights.

Recall (for Regular Employees)

- (a) A laid off employee shall retain recall rights for twelve (12) months from the date of lay-off and will be eligible for recall in order of classification seniority to any previously held position: First – in his headquarters; Second – in his region; Third – to any core level classification Company wide.
- (b) Employees recalled within twelve (12) months will not be considered new hires. Employees who have not been recalled within twelve (12) months will be terminated.
- (c) If a recalled employee refuses a permanent position in his headquarters or region he shall forfeit all seniority and right to recall to that position.
- (d) Recall to temporary positions shall not result in an extension to the twelve (12) month recall period.
- (e) Employees who cannot be recalled due to an accident or illness, confirmed by a medical certificate from a mutually-agreed upon physician will have their twelve (12) month recall period extended for the period of the illness or disability to a maximum of an additional six (6) months.
- (f) Contractors will not be engaged to perform work within the classification or job description of laid off employees.
- (g) Subject to qualifications, no new employees will be hired until all eligible laid off employees have been recalled from the recall list.
- (h) Employees who are laid off shall leave their current address and telephone number with the human resources department and the Union. The onus shall rest with the employee to immediately notify the human resources department and the Union in writing of any change in address or telephone number.

3.16 Temporary Lay-off, Bumping and Recall for Regular Part-Time Employees

- (a) A regular part-time employee receiving temporary lay-off notice may exercise his bumping rights by temporarily bumping the employee with the least classification seniority: First – in his current headquarters; Second – in his current region:
 - (i) His wage rate will be the same as the classification bumped and he will not be entitled to any moving, travel or boarding/lodging expenses.
 - (ii) He must continue to work at the other headquarters until he is laid off or recalled to his regular headquarters.
- (b) A regular part-time employee who is temporarily laid off to the recall list may qualify for temporary recall to any headquarters within his region by notifying his manager at time of lay-off.
- (c) When all laid off regular part-time employees in a region have been recalled, all other regular part-time employees who have qualified themselves for temporary recall shall be recalled in order of Union seniority.
- (d) If a regular part-time employee refuses recall to a temporary position in excess of ten (10) working days in his region, he will lost his right of temporary recall for the duration of his temporary lay-off.
- (e) A regular part-time employee recalled to another region must continue to work there until he is laid off or recalled to his regular headquarters.

ARTICLE IV – WAGE RATES AND CLASSIFICATIONS

4.01 Employees shall be paid in accordance with the Schedules of Wages attached hereto as Appendix “A” and Appendix “B” for all time actually worked.

- 4.02 (a) When an employee is temporarily assigned to a job of higher classification than his regular job, he shall be paid as follows for the full shift when on such job for two (2) hours or more:

When a regular Sales and Service employee who is classified below the level of Journeyman is assigned to relieve an Area Manager he shall receive pay equal to the next highest Sales and Service Department rate for all hours worked.

In the event an employee is assigned to relieve an Area Manager I and is fully qualified to perform all the duties of an Area Manager I he shall receive the Area Manager I rate of pay.

When a regular office employee is temporarily upgraded he shall be paid the lowest rate on the applicable salary scale or one hundred and five percent (105%) of his regular base rate, whichever is greater.

Temporary upgrading may take place in work groups with two (2) or more employees and whose senior position is absent from work for greater than a day. If a planned absence of five (5) days or greater occurs, the upgrading will commence on the first day. If an unplanned absence exceeds one (1) day, the upgrading will commence on the second day.

When temporarily assigned to a job of lower classification, an employee's pay shall not be reduced.

- (b) Where two (2) or more qualified Sales and Service employees, including Area Managers, are employed in an area, standby duties shall be shared equally among qualified employees within the area with the Area Manager having prime responsibility to ensure that standby periods are covered. Scheduling within the area will be done by agreement amongst the employees.

Standby premiums:

Effective Date	Regular Work Day	Weekend or Statutory Holiday
<u>November 1, 2012</u> to <u>October 31, 2014</u>	\$ <u>45</u> per day	\$ <u>100</u> per day
<u>November 1, 2014</u> to <u>July 31, 2015</u>	\$ <u>50</u> per day	\$ <u>110</u> per day
<u>August 1, 2015</u>	<u>One (1) hours'</u> <u>pay at the A</u> <u>Rate per day</u>	<u>4.5 hours' pay at the A</u> <u>Rate per day</u>

Such premium to be paid only for the actual time spent on performing the standby duties. (Weekday standby period is 4:30 p.m. to 8:00 a.m. on the following day. Weekend and statutory holiday standby period is 8:00 a.m. to 8:00 a.m. on the following day.)

First Line Supervisors in the bargaining unit (such as area managers, senior technicians, etc.) shall have the primary day to day responsibility for work set out in their job descriptions.

Employees excluded from the bargaining unit will not perform the day-to-day work of bargaining unit employees except to assist in training and advisory situations.

During emergencies, non-bargaining unit employees may be utilized to supplement the work force required, but only after available bargaining unit employees have been utilized to the maximum extent required to deal with the situation in a timely manner.

Only bargaining unit employees may be used to relieve first line bargaining unit supervisory positions.

- 4.03 If an employee is assigned to a lower classification at his own request or because of unsatisfactory performance of his duties, he shall be reclassified and paid at the rate established for such lower classification.
- 4.04 If a new classification is established or an existing job description is changed by the permanent addition of major duties or responsibilities, the rate for such classifications shall be opened for negotiation between the Company and the Union within thirty (30) days. The Company may place into effect a temporary rate of pay pending negotiations of the rate to be established, and once the rate is established, it shall be made retroactive.
- 4.05 In the event the Union and the Company are unable to agree on the appropriate rate for new or changed classifications, the dispute shall be submitted to arbitration as per Article 9.16 to what classification and rate is appropriate to the work to be performed. Failure to agree or the reference to arbitration shall in no event preclude or delay the Company from commencing operations to be covered by the new classification.
- 4.06 In consideration of receiving standby premium, an employee will accept the responsibility of ensuring adequate coverage is available to deal with an emergent situation related to the natural gas system in his area. The employee on standby shall be prepared to deal with any emergent situation which may arise by attending himself and/or calling out another employee(s) as required. Payment for call out work shall only be paid to the employee(s) on standby who actually attend the emergent situation. Payment will be in accordance with Clause 6.06.
- An employee who is not on standby may be called to attend to an emergent situation outside his regularly scheduled working hours. He may effectively solve the emergent situation by communicating with employee(s) at site or by actually going to the site. In either case he will be paid in accordance with Clause 6.06. An emergent situation is one which can immediately affect the operation of the system and cannot wait until regular working hours to be attended to.
- 4.07 An office employee who successfully bids on a job at a higher salary classification level will be paid at the salary in the new level which is closest to, but higher than, their current salary.
- 4.08 An employee assigned to inspect work being done by contractors will receive either his regular rate of pay or a rate of one hundred and nine percent (109%) of the (A) rate in Appendix B, whichever is greater.

ARTICLE V – HOURS OF WORK

- 5.01 (a) The normal work day for office employees shall be seven and one half (7 ½) hours from 8:00 a.m. to 4:30 p.m. with a one (1) hour unpaid lunch break and two

(2) relief periods of not more than fifteen (15) minutes, scheduled by the Company.

- (b) The normal work day for field employees shall be eight (8) hours from 8:00 a.m. to 4:30 p.m. with a one half (1/2) hour unpaid lunch break and two (2) relief periods of not more than fifteen (15) minutes, scheduled by the Company. Part-time employees will be eligible for a relief period of not more than fifteen (15) minutes if the period of time between commencement of work and meal time, or between commencement of work and end of scheduled work day, is more than two (2) hours.
- (c) The normal work week shall be Monday to Friday inclusive. It shall be thirty-seven and one half (37 ½) hours for office employees and forty (40) hours for field employees.

- 5.02
- (a) Full-time regular office employees shall be entitled to seventeen (17) SWYL days off on an annual basis. These days may be taken in blocks of time up to, and including a maximum of five (5) days each. Five (5) day blocks of time cannot be stacked and used consecutively. This time will be scheduled according to operating requirements with consideration being given to the preference of individual employees to the extent permitted by efficient operations.
 - (b) All full-time regular field employees shall be entitled to seventeen (17) paid days of SWYL per year. The scheduling of SWYL shall be strictly subject to operational requirements and subject to mutual agreement between each employee and his or her supervisor.
 - (c) Construction employees will normally take SWYL during the period from November 1 to May 31, each year.
 - (d) New employees and terminating employees will be entitled to SWYL on a prorated basis according to the length of service in the qualifying period. Both new employee SWYL benefits and terminating employee SWYL payouts will be rounded to the nearest whole hours.
 - (e) SWYL entitlements shall be reduced by one-tenth (1/10) for each full month of unscheduled absence in excess of two (2) months. Unscheduled absences include Short Term Disability, Long Term Disability, WCB and any other approved leaves of absence as described in Article 12.02. SWYL entitlements will be prorated for employees other than full-time regular employees based on the number of days worked in a calendar year. In all instances, vacation scheduling will take preference to the scheduling of SWYL time.

- 5.03
- Employees required to work during scheduled lunch breaks shall be granted a lunch period without pay at an alternate time.

- 5.04 Notwithstanding Clauses 5.01 and 5.02 above, the Company may institute alternate work schedules to cover special or unforeseen operational requirements, as follows:

Area Managers and other Sales & Service personnel engaged in marketing activities may be required to work an alternate work schedule of eight (8) or seven and one half (7 ½) consecutive hours, as appropriate to their position, on a straight time basis between 6:00 a.m. and 10:00 p.m. for a maximum of twenty (20) days in a calendar year. They will be paid a ten percent (10%) premium for all hours worked outside their normally scheduled hours. When this alternate schedule involves weekend work, the employee's schedule will be adjusted so that the total hours worked at straight time in the two (2) week period encompassing the weekend do not exceed eighty (80) for field employees and seventy-five (75) for office employees.

Upon giving seven (7) days notice, Area Managers and Customer Service Techs may be required to work, at straight time, an alternate schedule of 10:00 a.m. to 6:00 p.m. up to thirty (30) days per year to facilitate customer reights. Normal overtime provisions shall apply to work outside of these hours, or for any work on this schedule for which the designated notice has not been given.

- 5.05 Notwithstanding any other provision, Compressor Station Operators may be scheduled to work their normal working hours on Saturday and Sunday provided such shifts do not result in more than eighty (80) hours of work in any two (2) calendar weeks and employees so scheduled are paid a premium of ten percent (10%) above their normal straight time rate for all such hours on Saturday and Sunday. If a weekend shift is extended by overtime, the overtime rate of two hundred percent (200%) will be based on the employees' normal straight time rate.

- 5.06 Subject to Company and Union approval, the normal working day may be varied from day to day when mutual agreement can be reached between an employee or group of employees and the Company. When the hours of work are varied by mutual consent, it will be without penalty to the Company.

- 5.07 Employees in the Construction and Operations classification in Appendix B may be scheduled on a compressed work week basis when they are required to work away from their regular area of residence for a full five (5) day period, specifically Monday to Friday. When such a schedule is in effect, it will apply to all members of the crew.

The compressed work schedule will be comprised of four (4) ten (10) hour days. The hours of work will be determined by the Company. In the event the work week involves a statutory holiday as provided for in Article 8.01, the modified work schedule will not be used.

Employees will be paid at straight time basic rates for the first ten (10) hours of each work day. Overtime of two (2) times the straight time basic rate will be paid for hours worked in excess of ten (10) in one (1) day or forty (40) in one (1) week.

Employees working on the compressed work week schedule and required to work overtime will be provided with a hot meal, or a meal ticket in lieu of the meal, when they have worked two (2) or more hours prior to or beyond the scheduled work day unless they are receiving meal premiums provided for in Article 12.07; and they shall receive meal breaks in accordance with Clause 6.05 (b).

Employees on this schedule will not be paid for the normally scheduled fifth day that is not worked.

ARTICLE VI – OVERTIME

6.01 Premium rates of two (2) times regular rates will be paid:

- (a) For all hours worked in excess of normally scheduled hours in one (1) day.
- (b) For all hours worked in excess of normally scheduled hours in one (1) week.
- (c) For all hours worked on a Company recognized holiday.

6.02 Under no circumstances shall overtime rates be paid more than once for the same hours worked.

6.03 (a) The Union recognizes the Company's need to have sufficient qualified personnel available for overtime.

The Company recognizes the individual employee's right to refuse to work overtime for good and valid reasons, subject to sufficient qualified employees being available and willing to work. Where all qualified employees exercise their right to refuse under this section, the supervisor may assign such overtime to the least-senior, qualified employee(s) in order that the work be performed within the time required.

- (b) Both parties recognize the Company retains the right and responsibility to administer overtime work in a reasonable and equitable manner, to determine the amount of overtime and the number of employees required, and to determine the necessary qualifications of the employees so engaged.

6.04 When an employee is called out or scheduled to work overtime work earlier than three (3) hours prior to his regular working day, such employee shall not be required to return to his normal work within eight (8) hours of finishing such work. He, however, will be paid his normal scheduled hours for that day if he returns to work to complete the remaining normal scheduled hours for the day.

If he does not return to work to complete his normal scheduled hours, he will not receive his regular day's pay.

worked and an equal number of hours shall be placed in the employee's Vacation Overtime (V.O.) bank. Time off entitlement accumulated shall be taken off at a time mutually agreeable to the Company and the employee, subject to the following:

- (a) An employee will be permitted to maintain a bank of up to one hundred (100) hours. Employees who are subject to seasonal lay-off may use banked time to extend their employment, cash it out on lay-off, or carry it over for future use.
- (b) Management retains exclusive authority to schedule V.O.
- (c) While all employees may elect to bank V.O., compressor station personnel, Measurement and E & I Technicians will not be permitted to withdraw time from their banks except under exceptional circumstances.
- (d) An employee granted time off on V.O. may be recalled to work a normal schedule at regular straight time rates of pay, without penalty to the Company.

ARTICLE VII – VACATIONS

7.01 An employee shall EARN annual vacation entitlement for any calendar year only when reaching their anniversary, although they may TAKE their annual vacation anytime during that calendar year. The vacation year shall be defined as the twelve (12) months from January 1 preceding the anniversary date to December 31 following the anniversary date.

7.02 An employee who has completed six (6) months or more of service but less than one (1) year by the anniversary date shall be entitled to take fifteen (15) days vacation, with pay equivalent in proration to the time actually worked. The remainder of vacation shall be considered leave of absence without pay.

An employee who has not completed at least six (6) months of service on the anniversary date shall be entitled to vacation in proration to time actually worked. As at that anniversary date, the employee shall be deemed to be in his first year of service.

7.03 Employees who have, on or before the anniversary date, completed the years of service shown under column (1) shall be entitled to the equivalent number of working days of annual vacation during the vacation year and subsequent years as provided in column (2). The employee shall be paid, for this vacation entitlement, the greater of:

- (a) the employee's regular rate of pay for the period, or
- (b) the percentage entitlement as provided in column (3) of the total wages earned by the employee during the qualifying period.

(1)	(2)	(3)
Vacation Entitlement		
Service Years	Days	Pay
1	15	6%
10	20	8%
18	25	10%
28	30	12%

The calculation comparing the actual vacation wages paid and the applicable percentage entitlement will be provided to each employee prior to June 30.

- 7.04 Vacations will be scheduled by the Company according to operating requirements with full consideration being given to the preference of individual employees to the extent permitted by efficient operations. It is not permissible to waive a vacation and draw double pay, or accumulate vacation time from year to year. Vacation entitlement shall be reduced by one tenth (1/10) for each full month of unscheduled absence in excess of two (2) months. Unscheduled absences include Short Term Disability, Long Term Disability, WCB and any other approved leaves of absence as described in Article 12.02.
- 7.05 Company approved leaves of absence with or without pay, for periods of less than thirty (30) days in any calendar year will not be deducted from employee's service when calculating service for vacation purposes.
- 7.06 When an employee is disabled by sickness or accident after vacation has commenced, the period of such disability, if verified by a doctor's certificate, to the satisfaction of the Company, will be considered as an absence due to sickness and excluded from vacations. Such an employee will be granted a compensatory number of days of vacation at a time determined on the basis of Clause 7.04 above.
- 7.07 When an employee becomes disabled as a result of sickness or accident before he takes the vacation to which he is entitled in any vacation year, and continues to be disabled through the end of the vacation year, and the period of such disability is verified by a doctor's certificate, to the satisfaction of the Company, he may, subject to the operational requirements of the Company carry his vacation privileges into the following year providing at the time disability occurred he had been actively at work for at least four (4) months following termination of his last vacation period.
- 7.08 When a Company recognized holiday occurs during an employee's vacation, he will be entitled to an extra day's vacation with pay.

7.09 Upon termination of service, an employee shall be compensated in money in lieu of the accrued vacation due to him.

ARTICLE VIII – COMPANY RECOGNIZED HOLIDAYS

8.01 The following days are designated Company recognized holidays:

New Year's Day	Labour Day	Good Friday
Thanksgiving Day	Easter Monday	Remembrance Day
Victoria Day	Christmas Day	Canada Day
Boxing Day	B.C. Day	<u>Family Day</u>

plus any other Federal or Provincial holiday as proclaimed.

The period of time recognized as the holiday is the twenty-four (24) hour period beginning at 12:01 a.m. on the day which is recognized as the holiday.

8.02 When the Company recognized holiday occurs on a normally scheduled work day:

- (a) An employee not required to work will receive pay at his normal pay rate for his normally scheduled hours.
- (b) An employee required to work will be paid his normal pay rate plus the premium rate for the hours worked.

8.03 When a Company recognized holiday occurs on a Saturday or Sunday, the Company shall proclaim a Company wide holiday on the first working day following. Hours worked on such proclaimed holiday(s) will be paid at the premium rates as applicable.

8.04 Except for employees who are prevented from working because of sickness or accident, to qualify for pay on Company recognized holidays, an employee must work fifteen (15) of the thirty (30) working days immediately preceding the holiday. The Company may require a medical certificate to be produced in default of which an employee absent on the qualifying days shall not be entitled to be paid.

ARTICLE IX – GRIEVANCE PROCEDURE AND ARBITRATION

9.01 All time periods specified in this Article are exclusive of Saturdays, Sundays and Company recognized holidays.

9.02 A grievance means any complaint concerning the interpretation, application, operation or violation of the terms of this Agreement. If any such grievance shall arise there shall be no stoppage of work because of such grievance.

9.03 An employee claiming a grievance shall proceed in the following manner:

Step 1 The employee shall present his grievance, in writing, on the form provided by the Union, to his immediate supervisor, within ten (10) days of the date of the alleged violation. This supervisor shall reply, in writing, within five (5) days of having received the grievance.

Step 2 In the event the grievance is unable to be resolved at Step 1, then it may be further presented, in writing, by a Shop Steward or by the Union, to the General Manager of Operations in the case of west-central and northeast employees or to the Vice President of Human Resources and Government Relations in the case of Vancouver employees.

Presentation of the grievance at this step shall be within five (5) days of the response of the immediate supervisor at Step 1. The Manager reviewing the grievance at this step may, at a mutually agreeable time within five (5) days, convene a meeting to review the grievance. The Manager reviewing the grievance at this step shall render a decision, in writing, within ten (10) days.

All time periods in Steps 1 and 2 may be extended by mutual consent.

- 9.04 Any grievance, question or matter which has proceeded through the procedures set forth above and is not settled to the satisfaction of both parties to this Agreement, may be submitted to arbitration upon written notification by either party to the other. Such notification shall be given within thirty (30) days of the completion of the procedure taken above, otherwise the decision rendered at Step 2 shall become final and binding.
- 9.05 Where either party to this Agreement requests that a grievance, question or matter be submitted to arbitration, that party shall make such request in writing, addressed to the other party to this Agreement within the time limit prescribed in Clause 9.04 above and at the same time nominate Arbitrators. The notice shall state the matter at issue and in which respect the Agreement has been violated or misinterpreted by reference to the specific clause or clauses relied upon. The notice shall also state the nature of the relief or remedy sought.
- 9.06 Upon receiving the notification referred to in Clause 9.04 the other party will accept a nominated Arbitrator or nominate alternative Arbitrators within five (5) days. Should the parties fail to agree on an Arbitrator within twenty (20) days, either party may request the British Columbia Minister of Labour to appoint an Arbitrator.
- 9.07 The Arbitrator should commence hearings on the matters presented as soon as possible after his/her appointment.
- 9.08 The Arbitrator shall have the authority to determine whether the case before him/her is in fact a matter for arbitration.
- 9.09 The Arbitrator shall have the authority only to interpret the existing provisions of this Agreement and apply them to the specific facts of the grievance or dispute.

- 9.10 The Arbitrator's decision shall be in writing and shall be final and binding upon the parties to this Agreement and upon any employee affected by the decision.
- 9.11 Each party shall bear its own expenses. The fees and expenses of the Arbitrator shall be shared equally between the parties.
- 9.12 In the event an employee is discharged or suspended s/he may initiate his/her grievance at Step 2 of the grievance procedure, but it must be started within seven (7) days of the discipline. If the Arbitration Board rules an employee has been unjustly disciplined, discharged or suspended, the Arbitrator may order reinstatement with back pay and restoration of all other rights including seniority.
- 9.13 Notwithstanding all of the provisions of this Article, the procedures formerly set out in Section 103 of the Labour Relations Code of British Columbia may be implemented by mutual agreement as follows:

Where a difference arises between the parties relating to the dismissal, discipline or suspension of an employee, or the interpretation, application, operation, or alleged violation of this Agreement, including any questions as to a matter is arbitrable, during the term of the Collective Agreement, an arbitrator agreed to by the parties, shall at the request of either party:

- (a) investigate the difference;
- (b) define the issue in the difference; and
- (c) make written recommendations to resolve the difference within five (5) working days of the date of receipt of the request; and, for those five (5) working days from that date, time does not run in respect of the grievance procedure.

ARTICLE X – UNION STEWARDS, SAFETY AND OTHER COMMITTEES

- 10.01 (a) The Company agrees to recognize a Union Bargaining Committee of normally no more than four (4) employees. These Committee members may be accompanied by a duly authorized representative of the Union.
- (b) The Union will notify the Company, in writing, at the beginning of each round of collective bargaining, and thereafter as changes are made, of the names of Union Committee members.
- (c) The Union agrees to accept responsibility for the payment of wages for all hours spent by members of this Committee while fulfilling the Committee's obligations.
- 10.02 To provide a minimum of interference to production the parties agree to the following rules of conduct for duly elected stewards:

- (a) A Steward will be allowed reasonable time during working hours for the investigation of a grievance and a dispute, subject to operational requirements of the Company.
- (b) If a Steward wishes to be released to investigate a grievance, he must make a request and he will inform his supervisor of the nature and the place of the grievance. The supervisor will grant permission for investigation within a reasonable period.
- (c) A Steward who is investigating a grievance will note this fact on his daily time card. Upon returning to his own department, he will notify his supervisor who will verify the daily time card and authorize payment to ensure no loss of pay for regular scheduled hours.
- (d) Upon entering a department other than his own, the Steward will inform the Supervisor of that department of the nature of the grievance he is investigating. In the event the appropriate supervisor is not available the steward shall contact and inform the next or subsequent higher level of supervisor available as to the nature of the grievance he is investigating.

The Union will notify the Company, in writing, at the beginning of each contract year, and thereafter as changes are made, of the names of the stewards.

10.03 Leave of absence without pay for periods of up to two (2) weeks shall, subject to reasonable advance notice and the operational requirements of the Company, be granted to an Officer of the Union to attend Union sponsored conferences, workshops or conventions.

Applications for leaves of absence under this Article shall be given precedence over any other application for leave during the same period. Normally no more than two (2) employees will be granted leave on this basis at any one time.

10.04 Safety Committee

A Safety Committee of four (4) members shall be established in each Region. Two (2) members shall be appointed by the Company and two (2) members shall be appointed from the bargaining unit employees.

It shall be the object of the Company, the Union and all employees to minimize safety and health hazards in the workplace. To this end the Safety Committee shall establish programs and procedures which are consistent with the Workers' Compensation Accident Prevention Regulations, and shall recommend safety awards and incentives consistent with Company policies.

ARTICLE XI – BENEFIT AND PENSION PLANS

11.01 Except as provided in Article XIII the Benefit and Pension Plans listed below shall be available to employees covered in this Agreement. Any proposed changes in coverage

or costs to members of the Union will be discussed with the Union and will only be made with the approval of the Union:

- (1) Group Life Insurance
- (2) Short and Long Term Disability Insurance
- (3) Retirement Plan
- (4) Savings Plan
- (5) Student Scholarship/Grant Program
- (6) Dental Plan
- (7) Medicare and Extended Health

The conditions, rules and regulations of such Benefit and Pension Plans as established by the Company shall determine all questions arising thereunder. The Company shall make detailed information covering the provisions of such Benefit and Pension Plans available to the employees. The Union shall be entitled to copies of the master insurance company policies.

The Company will provide a yearly pension plan statement to each regular or part-time employee and ensure benefit plan statements are readily available to employees from insurer's website.

11.02 Group Life Insurance

Employees are eligible for enrolment on date of hire. Participation in the basic plan is compulsory for all employees. Benefits payable are as follows:

(a) Basic Plan:

- Two x basic annual salary rounded to the next higher \$1000;
- The Company pays the full premium cost.

(b) Optional Life Plan:

Employees may purchase additional life insurance equal to one hundred percent (100%), two hundred percent (200%), three hundred percent (300%) or four hundred percent (400%) of basic annual salary. The employees pay the full premium cost.

(c) Optional Accidental Death & Dismemberment Plan:

Employees can purchase optional A.D. & D. insurance in multiples of \$10,000 up to a maximum of \$250,000.

Employees may choose to include family members in the A.D. & D. plan with the following coverage:

- if there are no dependent children, the spouse will be insured for fifty percent (50%) of the employee's coverage;
- if there are dependent children, the spouse will be insured for forty (40%) and each child for five percent (5%) each of the employee's coverage;
- if there is no spouse, each child will be insured for fifteen (15%) of the employee's coverage.

The employee pays the full premium cost.

11.03 Short and Long Term Disability

(a) General Provisions:

In the event of an occupational illness or injury resulting in time loss, the Company will maintain the employee's basic salary and recover the Workers' Compensation lost time benefits.

For non-occupational injuries and illnesses, the duration of temporary disability benefits at full and part pay as outlined below are guidelines and are not to be construed as a guarantee that employees will automatically receive benefits in every case. The intent of the Policy is to provide financial security for employees suffering relatively serious and long term illness or injury; therefore, the Company, at its discretion, reserves the right to suspend payments to an employee who abuses his privileges under this program. Conversely, the Company may elect to extend benefits in cases where special need exists.

The Company reserves the right to request a medical examination certifying the nature of an employee's illness or non-occupational injury and/or to ensure the employee is fit to return to work. The employee's immediate supervisor may request such an examination at his discretion.

It is the employee's responsibility to notify his immediate supervisor of any impending absence as far in advance as possible.

For the purpose of determining the rate of disability payments, normal earnings will mean base salary earned at the commencement of disability and will be paid at intervals corresponding to the employee's normal pay period.

Successive periods of temporary disability in respect of which benefits are payable shall be added together in determining whether an employee has received benefits for the maximum period to which he is entitled under the schedule. After he has an unbroken period of twenty-six (26) weeks of service, a new period of disability payments will be made available to him.

Employees totally disabled will be eligible for Long Term Disability benefits subject to the terms and conditions of the agreement the Company has with the Insurance Carrier.

(b) Disability Benefit Plan Schedule:

Temporary disability benefits as shown in the schedules in Section (1) and Section (2) are payable to an employee in accordance with his accredited service.

Amount of Temporary Disability Benefits:

(1) Temporary disability benefits are payable in the amount of basic earnings for the periods set forth in the following schedule:

<u>Accredited Service in Completed Years at Date of Commencement of Disability</u>	<u>Duration of Temporary Disability Benefits in the Amount of Basic Earnings</u>
Less than 1 year	2 weeks
1 year but less than 2	4 weeks
2 years but less than 3	6 weeks
3 years but less than 4	8 weeks
4 years but less than 5	10 weeks
5 years but less than 6	12 weeks
6 years but less than 7	14 weeks
7 years but less than 8	16 weeks
8 years but less than 9	18 weeks
9 years but less than 10	20 weeks
10 years but less than 11	22 weeks
11 years but less than 12	24 weeks
12 years or more	26 weeks

(2) Temporary disability benefits are payable in the amount of seventy percent (70%) of basic earnings, following expiry of benefits under Section (1) for the periods set forth in the following schedule or weekly benefits equal to that available from the EI, whichever is the greater amount.

<u>Accredited Service in</u> Completed Years at Date of Commencement of Disability	Duration of Temporary Disability Benefits
Less than 1 year	24 weeks
1 year but less than 2	22 weeks
2 years but less than 3	20 weeks
3 years but less than 4	18 weeks
4 years but less than 5	16 weeks
5 years but less than 6	14 weeks
6 years but less than 7	12 weeks
7 years but less than 8	10 weeks
8 years but less than 9	8 weeks
9 years but less than 10	6 weeks
10 years but less than 11	4 weeks
11 years but less than 12	2 weeks
12 years or more	0 weeks

(c) Long Term Disability:

At expiration of temporary disability benefits an employee becomes eligible for Long Term Disability benefits in the amount of sixty percent (60%) of basic earnings (maximum benefit \$4,000 monthly) to age sixty-five (65) in accordance with the terms of the group insurance policy.

The Long Term Disability plan is compulsory for all employees. Employees shall pay the full premium for the Long Term Disability plan.

11.04 Retirement Plan

A. Career Average Plan

This plan is only available to employees hired prior to October 1990 and who chose, prior to that date, to participate in the career average plan. The employee's choice is irrevocable.

Employees are eligible for enrolment upon completion of one (1) year's continuous service as a regular employee.

Contributions are fully paid by the Company, and are fully vested after five (5) year's membership in the plan.

Pension formula (from January 1, 1973) is 2.4% times career average earnings times number of years in the plan.

Normal retirement age is sixty-five (65) years. Early retirement will be granted with six (6) months written notification to the Company and is allowed from age fifty-five (55) to sixty-two (62) with a reduction in earned pension benefits equal to one quarter of one percent per month (three percent (3%) per year) for each month retirement is earlier than sixty-two (62) years. Early retirement, with Company approval, is allowed from age sixty-two (62) to sixty-five (65) without reduction in earned pension benefit.

B. Final Average Plan

This plan is only available to employees hired on or after October 1, 1990 and those employees hired prior to October 1, 1990 who made the irrevocable choice to participate in this plan.

Employees are eligible to join the plan after one (1) year of accredited service coincident with successfully completing their probationary period.

Contributions are fully paid by the Company.

Pension formula is 1.1% of Final Average Earnings up to the Final YMPE plus 1.7% of Final Average Earnings in excess of the Final YMPE, multiplied by number of years' plan membership.

Final Average Earnings is the highest annual average of earnings in any three (3) consecutive years prior to retirement. Final YMPE is the annual average of the Year's Maximum Pensionable Earnings under the Canada Pension Plan in the same period used to determine Final Average Earnings.

Normal retirement age is sixty-five (65) years. Early retirement with Company consent is allowed after age fifty-five (55) with two (2) years of plan membership. An unreduced pension is payable from age sixty-two (62), or from age fifty-five (55) if age plus years of service equals eighty-five (85) years or more. Otherwise, a reduced pension is payable equal to the accrued pension reduced by three percent (3%) per year retirement age is less than sixty-two (62).

Normal form of pension for members with a spouse at retirement is a pension payable for the lifetime of the member, with sixty percent (60%) continuation to the surviving spouse after the member's death.

Normal form of pension for members without a spouse at retirement is a pension payable for life with a guarantee of at least sixty (60) monthly payments.

The Company shall provide the Union with copies of actuarial evaluations of the Company's Retirement Plan as soon as is practical after such evaluations are completed. The Company further agrees to meet with a Union representative at a convenient date within thirty (30) days of receiving said actuarial reports, for the purposes of answering questions regarding the Plan and discussing suggestions for improvement.

11.05 Employee Savings Plan

After one (1) year's service employees may contribute from their monthly salary to one (1) or more of three (3) options: Alta Gas shares, Units of Pooled Investment Funds, or a Cash Savings Account. The Company will contribute each month (up to a maximum of six percent (6%) of the employee's salary), an amount determined by the following schedules to be allocated by the employee into Alta Gas Shares, or a cash savings account:

- (a) After one (1) year of service, the Company will contribute \$0.50 for every \$1.00 the employee contributes;
- (b) After three (3) years of service, the Company will contribute \$0.75 for every \$1.00 the employee contributes;
- (c) After six (6) years of service, the Company will contribute \$1.00 for every \$1.00 the employee contributes.

11.06 Student Scholarship/Grant Program

Student scholarship/grants are available upon application to the Human Resources Division, to qualifying children of employees to assist them in the furtherance of their education. Studies must be on a full-time basis and directed towards a recognized degree or certificate at universities or other specified educational institutions above high school.

Information regarding eligibility, qualifications, approved institutions, loan maximums, interest charges, repayment and loan forgiveness may be obtained by contacting the Human Resources Department.

11.07 Dental Plan

Dental plan coverage commences on the first of the month following date of hire. The Company pays all premium costs of the plan. Coverage provided under the plan is as follows:

Part A Basic Services – one hundred percent (100%) of costs that are not in excess of the current year's B.C. fee schedule, to a per calendar year maximum of \$5,000.

Part B Major Services – (bridges, crowns, dentures, etc.) – eighty percent (80%) of costs that are not in excess of the current year's B.C. fee schedule to a per calendar year maximum of \$2,000.

Part C Orthodontic Services – seventy percent (70%) of costs that do not exceed the current year's B.C. fee schedule to a lifetime maximum of \$3,000.

Coverage terminates on termination of employment.

11.08 Medicare & Extended Health

Provincial Health premiums (Medical Services Plan) are one hundred percent (100%) paid by the Company. Extended Health premiums are one hundred percent (100%) paid by the Company. The Extended Health Plan shall provide all the benefits set out in the Company's March 1, 2011 Pacific Northern Gas Group Insurance Plan and shall also provide vision care (eyeglasses, contact lenses, etc.) for employees and dependents to a maximum \$150 for each person covered per period of twenty-four (24) consecutive months.

11.09 Employees who retire on an immediate Company pension plan with two (2) or more years of service will receive the benefits described in the Company's March 1, 2011 Pacific Northern Gas Ltd. Class 4 Group Insurance Plan.

ARTICLE XII – LEAVES AND OTHER EXPENSES

- 12.01 (1) Approved Leaves of Absence
- (2) Employee Moving Expenses
- (3) Professional Memberships

12.02 Approved Leave of Absence

Employees shall be eligible for Leave of Absence in accordance with the following provisions and subject to the approval as specified:

- (a) A leave of absence, with or without pay, is defined as an excused absence from work of more than one (1) day's duration, separate from annual vacations, Company recognized holidays and absence due to the employee's illness or injury. The maximum leave of absence normally granted will be thirty (30) days.
- (b) Leaves of absence may be granted to maintain continuity of service in instances where unusual or unavoidable circumstances require an employee's absence. Leaves are granted on the assumption that the employee will be available to return to work when the conditions necessitating the leave permit.
- (c) In general, a leave of absence is considered a privilege. In no instance are leaves granted automatically but must be requested by the employee. Granting of leaves of absence should be administered with utmost discretion because

employees are protected with Company benefits while on leave. In granting a leave of absence the following factors must be considered:

- (i) the effect of the leave of absence on the Company's operations;
- (ii) the importance of the leave to the employee concerned and whether or not the purpose of the leave could be accomplished in the employee's non-working hours or by utilizing available vacation credits;
- (iii) the employee's performance record, length of service, absenteeism, and other such factors;
- (iv) probable extent of absence;
- (v) availability and cost of replacement personnel.

All time banks must be exhausted before an approved request will be commenced.

(d) General Provisions:

- (i) All requests for leaves of absence must be in writing (see Procedure below).
- (ii) Leaves of absence are not to be used for any other reason than that for which the leave was granted. Leave of absence to take another job is strictly prohibited; however, leave of absence to work for the Union local full-time will be permitted.
- (iii) Leaves of absence will not normally be granted for more than thirty (30) calendar days, except as outlined in section (h) (Maternity Leave). If additional time is required, an extension of the leave of absence must be applied for. Recognized service in relation to pension benefits will be reduced by the length of the leave of absence for leaves exceeding thirty (30) days except as outlined in section (h) (Maternity Leave).
- (iv) The decision to approve or disapprove a request for leave of absence, with or without pay, rests solely with management. Each case will be considered on its own merits and will not establish a precedent.
- (v) Leaves of absence will not be used for the purpose of extending annual vacations except under exceptional circumstances subject to approval of the Manager of Operations.

(e) Witness or Jury Duty:

- (i) An employee summoned to court to serve on a jury or to give evidence as a witness must, by law, attend. An employee so summoned and who expects to be absent a full working day or longer shall inform his

supervisor immediately so that arrangements may be made to cover his duties. The employee should submit a copy of jury duty or witness fee received to the Payroll Supervisor upon his return to work.

- (ii) The employee will receive his normal salary during witness or jury duty leave less the jury duty or witness fee.
- (iii) This section does not apply in circumstances where an employee is taking court action, either as a plaintiff or defendant. Where this situation exists, proceed as outlined in Section (i).

(f) Compassionate Leave:

- (i) When a death occurs in an employee's immediate family which necessitates his missing regularly scheduled work for attendance at the funeral, and other purposes related to the death, the employee will be granted a leave of absence with pay of up to five (5) days. Extension of this leave may be granted in exceptional circumstances.
- (ii) Immediate family shall normally be defined as legal spouse, child, stepchild, parent, grandparent, brother, sister, grandchild, sister-in-law, brother-in-law, daughter-in-law, son-in-law, spouse's parents and grandparents.

(g) Military Leave:

Employees who are members of a reserve component of a branch of the armed services may be granted a military leave of absence for temporary active duty or up to two (2) weeks for field training. The Company will maintain regular pay less the amount of military pay and allowances. To qualify, the employee will submit a statement of military pay allowance with his request for leave of absence.

(h) Maternity Leave:

- (i) To qualify for maternity leave, the employee must:
 - apply at least six (6) weeks before the estimated date of her confinement; and
 - provide the Company with a certificate from her doctor indicating the estimated date of her confinement.

Should the employee's maternity leave commence during her probationary period, the probationary period will be extended upon her return from maternity leave, by an amount equivalent to the balance of the probationary period.

- (ii) The maximum duration of maternity leave will be in accordance with the provisions of the Employment Standards Act. Leave will not normally begin prior to the eleventh week immediately preceding the date of confinement. If the employee wishes to work beyond the sixth week immediately prior to her date of confinement, she must present the Human Resources Department with weekly notification of medical safety from her doctor. The employee may return to work six (6) weeks following the date of confinement. The employee and the Company may agree to an abbreviation of the six (6) week period if her doctor certifies the resumption of employment will not, in his opinion, endanger the health of the employee.
- (iii) An employee who resumes her employment on the expiration of leave granted to her in accordance with this section, shall be reinstated by the Company in the position occupied by her at the time the leave commenced or in a comparable position with not less than the same wages and benefits.

An employee not resuming her duties after the twenty (20) weeks shall be deemed terminated.
- (iv) For the purpose of calculating pension and other benefits, employment after the termination of maternity leave shall be considered to be continuous with employment before commencement of the leave.
- (v) Maternity leaves will be granted without pay.
- (vi) The Company shall grant Parental Leave to an employee, who is a claimant of Parental Benefits under the Employment Insurance Act, in accordance with the provisions of the current Employment Standards Act.
- (i) A leave of absence not normally to exceed thirty (30) calendar days may be granted for compelling personal reasons, providing adequate arrangements can be made for the employee's responsibilities during his absence.
- (j) Service in Public Office:
 - (i) An employee who stands as an official party candidate for election to the House of Commons or a provincial legislative assembly may apply for a maximum of six (6) weeks leave of absence with pay immediately prior to the election date. An employee who is required to resign from the Company as a result of being elected will be given priority status for employment at the end of his term of office.
 - (ii) An employee who stands for election for municipal office may apply for a maximum of two (2) weeks leave of absence with pay immediately prior to

the election date. The amount of leave will be related to the size of the municipality involved.

Note: Any existing employees currently filling such roles will be grandfathered under the terms of the previous Agreement for the duration of their current elected term.

(k) Service in Community Affairs:

The guidelines shall generally be those suggested in (j) (ii) above.

(l) Employees shall be granted reasonable time off for medical and dental appointments. Employees shall not lose any pay as a result of such leave and it shall not be deducted from their Short Term Disability entitlements.

(m) Family Responsibility and Compassionate Care Leave in accordance with the Employment Standards Act.

12.03 Moving Expenses

Employees moved at the request or direction of the Company or upon being accepted on a job posting will be reimbursed for moving expenses of household effects. Employees making moves to an equivalent or lesser job classification as a result of a job posting will be limited to one (1) such move every four (4) years.

Moving expenses are defined as standard packing and moving charges, and transportation costs for the employee and his resident family, plus incidental expenses up to \$350. Incidental expenses include such items as house cleaning and disconnection or connection of appliances. All expense claims must be supported by receipts.

Should it not be possible to obtain suitable living quarters at the new location immediately, an allowance will be made to the employee to cover his reasonable receipted living expenses for a period not to exceed thirty (30) days.

12.04 Professional Memberships

Employees required by the Company to participate or belong to organizations of a business, professional or technical nature, or who are members of Company approved Technical and Engineering Societies, shall have their initiation and annual membership fees paid by the Company.

12.05 Tuition Fees

Upon successful completion of a course of study taken by a regular full-time employee, the employee shall be reimbursed by the Company for the tuition fees of such course. This reimbursement shall be at the rate of one hundred percent (100%) for a course directly related to the employee's job duties, and fifty percent (50%) for courses indirectly related to the employee's job duties. Approval must be obtained from the Company as to the eligibility of each course and the amount of reimbursement to be made, prior to the employee's taking the course. Regular part-time employees participating in Company sponsored training during lay-off will be compensated at regular straight time rates on the first pay period after recall.

12.06 Training

In towns of three or more Sales and Service employees and provided there are no Customer Service Technicians (CSTs) below the CST 2 level, the Company shall post a CST 5 vacancy. If a CST 2 is the senior, qualified applicant, s/he shall be selected for the CST 5 vacancy at the CST 2 rate.

The Company shall pay the renewal costs, including basic salary, enrolment fees, travel to and reasonable living expenses at examination and training locations if applicable, for all Gas Fitter and Welder tickets.

Employees required by the Company to attend courses or seminars shall have related costs, including course fees, basic salary, travel, single accommodation in an approved hotel/motel and per diem allowances, as specified in Article 12.07, paid by the Company.

Employees travelling outside the Company's franchise area to attend training seminars or conferences are expected to travel in the most direct manner and to take advantage of discount travel fares offered. Such travel will not be eligible for overtime and shall be at straight-time rates even if it extends beyond the normal scheduled work day or work week.

The Company will, where practical, endeavour to schedule travel within the employees' normal working hours.

12.07 Working Away From Home Base

Provided employees have been advised that they will be working away from home base at least twelve (12) hours in advance, they will provide their own meals unless they are required to stay overnight. When an employee is to stay away overnight, the Company will provide single accommodation in an approved hotel/motel and will pay per diem (in lieu of meals, personal telephone calls and incidental personal expenses). An employee may, as an option, claim a living out allowance per the following schedule in lieu of one (1) night's accommodation, breakfast, lunch, dinner, personal telephone calls and incidental personal expenses.

	<u>Per Diem</u>	<u>Living Out Allowance</u>
<u>November 1, 2012 to October 31, 2015</u>	<u>\$70.00</u>	<u>\$105.00</u>
<u>November 1, 2015</u>	<u>\$80.00</u>	<u>\$115.00</u>

12.08 Use of Personal Vehicle Reimbursement

Mileage allowance of 53¢ per kilometer for authorized use of personal automobile on Company business.

ARTICLE XIII – WORK CLOTHING, TOOLS AND EQUIPMENT

13.01 The Company shall provide each regular, full-time Area Manager, Customer Service Tech, Technician, Field Construction employee and Meter Reader uniform equipment consisting of:

Jeans annually – 100% cotton, blue: (\$210.00)

Four (4) shirts annually – 100% cotton, tan, with logo

One (1) three season jacket – Nomex 111A, blue c/w reflective, replaced as required

One (1) parka – Nomex 111A, blue c/w reflective, replaced as required

Two (2) coveralls – Nomex 111A, blue c/w reflective, replaced as required

One (1) insulated coverall – Nomex 111A, blue c/w reflective, replaced as required

Gloves as required

13.02 Cleaning of jeans and shirts shall be the responsibility of the employee. Outer wear to be cleaned by the Company.

13.03 Welders shall be provided with fireproof caps as required.

13.04 Where field employees are exposed to inclement weather conditions during the performance of their duties, the Company shall supply rain gear.

13.05 When safety footwear is determined advisable by the Company, regular full-time and regular part-time employees will be reimbursed, upon presentation of receipts, for one hundred percent (100%) of the cost of CSA approved footwear, when required or deemed advisable in accordance with WCB regulations.

This reimbursement will be to a maximum of:

November 1, 2012 to October 31, 2015 \$200 per year or \$400 on a two year basis

November 1, 2015 \$215 per year or \$430 on a two year basis

If an employee spends less than the full amount allowable in one (1) year he may carry over the balance to the next year and supplement the amount available in the next year.

- 13.06 (a) The Company shall supply regular full-time employees with safety prescription glasses on a once per calendar year basis when such glasses are required.
- (b) The Company shall supply regular part-time employees with more than one (1) year of service with safety prescription glasses on a once per cumulative year of service basis when such glasses are required.
- (c) Safety goggles will be provided for all others, as required, for safety reasons.
- (d) The Company shall pay replacement costs of safety glasses damaged during the normal course of work, provided employee negligence was not responsible for such damage.

13.07 Tools and equipment shall be provided as required by the Company. Lost, stolen or damaged tools will be reported as soon as possible so they can be replaced without charge to the employee, provided employee negligence was not responsible for such loss, theft or damage, in which case the employee shall be responsible for costs involved.

13.08 The Company will provide all other personal protective equipment not provided for in Article XIII, when required as per Industrial Health and Safety Regulations. Such equipment is to remain the property of the Company and shall be returned upon termination of employment.

13.09 Caulk boots will be supplied to PNG employees who, on a routine basis, may encounter slippery logs while carrying out the following types of work:

- using a chain saw in the bush
- foot patrolling the pipeline right-of-way
- measuring for lin-a-log digs on the pipeline right-of-way

Caulk boots are to be purchased only after approval from the appropriate supervisor. Replacement will be approved only after the old boots are turned in and the condition of the boots and reason for replacement is verified.

If the boots are lost, it is the responsibility of the employee to replace them at their own expense.

Use of the boots will be enforced as per WCB Occupational Health & Safety Regulation, General Hazard Requirements, Part 8 PPC&E, Article 8.23(1) & (2).

It is understood the caulk boots purchased will be of the “rubber boot” variety which retail, at this time, for approximately \$175.

ARTICLE XIV – PART-TIME, TEMPORARY AND CASUAL EMPLOYEES

14.01 Regular Employee is an employee who has been hired to work on a regular full-time basis and who has successfully completed the probationary period.

14.02 Regular Part-Time Employee

- (a) Is an employee who has been hired to work on a year-round basis, but the hours of work are less than those defined in 5.01(c) and who has successfully completed the probationary period; or
- (b) Is an employee who has been hired to work on a seasonal basis for work which is not available on a year-round basis and who has completed the probationary period. Employees in this category shall be subject to periodic lay-off and have recall rights under the terms of Clauses 3.06 and 3.07. Recall rights shall be limited to the area of employment from which the part-time employee was last laid off.

These part-time employees shall accumulate seniority and be entitled to all the benefits under this Agreement, including those listed under Clauses 11.01 and 12.01 as follows:

- (i) Employees in this category shall have benefits determined proportionate to their normally scheduled hours of work.
- (ii) Unless regular part-time employees are expressly mentioned in a clause which provides a benefit, employees in this category shall have benefits determined proportionate to the anticipated service during their first year of service and the actual amount of service during the preceding calendar years in all subsequent years.

If a regular part-time employee maintains continuous, unbroken service for a period which extends through two (2) winter seasons, the Company shall post the position as regular full-time as long as the need to have a regular employee in the position continues.

14.03 Temporary Employee

- (a) Long Term: is an employee hired to replace an employee absent due to Workers' Compensation, Maternity Leave, STD/LTD. The expected term to be not less than ninety (90) days and not to exceed two (2) years. Employees in this category shall not accumulate seniority, but shall be entitled to all other benefits under this Agreement during their term of employment except the security and benefit plans under Clauses 11.01 and 12.01.

These long term temporary employees shall be given full credit for accumulated total service with the Company during the twelve (12) months immediately preceding their successfully filling a regular vacancy resulting from a job posting.

When ability, efficiency and qualification of a temporary employee is deemed relatively equal to other applicants, the temporary employee with the most service shall be given preference.

- (b) Short Term: is an employee whose assignment to work will not exceed eight (8) months for purposes of filling a temporary vacancy. Employees in this category shall not accumulate seniority but shall be entitled to all other benefits under this Agreement during their term of employment except the security and benefits plans under Clauses 11.01 and 12.01. This clause shall not be used to eliminate or reduce the need for regular part-time employees.
- (c) Student: is a high school, college or university student who is employed for up to four (4) months. Employees in this category shall not accumulate seniority but shall be entitled to all other benefits under this Agreement during their term of employment, except the security and benefit plans under Clauses 11.01 and 12.01.

14.04 In this Agreement, any reference to the masculine gender shall include the female gender.

ARTICLE XV – MISCELLANEOUS

15.01 Company Vehicles

- (a) All Company owned vehicles will be parked on Company premises outside of regular work hours unless the vehicle is required by an employee while on paid standby; and
- (b) While on paid standby, an employee will travel to and from their home in the Company vehicle;
- (c) Due to operational requirements, the current complement of two (2) Compression Group personnel will travel to and from the workplace in their Company vehicle; and
- (d) No other use of a Company vehicle is permitted, unless approved by the applicable department manager in advance.

15.02 The Company will provide two (2) weeks severance pay for each year of service to employees whose job is permanently closed, or who have exhausted their bumping options.

15.03 The Company will indemnify and hold harmless Company employees from legal liabilities imposed upon them arising from their normal course of employment. The Company does not and cannot be expected to assume risk from mistakes by employees which are made by going beyond the scope of their employment or which arise from grossly negligent conduct.

- 15.04 The Company will continue, unless changed by mutual consent, its current practices pertaining to coffee and beverage services, Christmas party contributions, and Christmas gift vouchers.
- 15.05 Employees will be allowed to use Company shop facilities and tools, for their personal use only, when it is convenient to the Company. Employees wishing to remove tools from the Company shop, for personal use, must have the written approval of their superior. Abuse of these practices will result in the concerned employee losing his privileges.
- 15.06 Employees training on equipment will remain at their normal rate of pay until they can display a level of competence acceptable to the Company after which time they will be paid in accordance with Article 4.02(a).
- 15.07 The Company will provide employee travel and accommodation assistance for medical purposes to limit financial hardship on an employee if the employee, spouse or dependant son or daughter requires emergency or extraordinary health care not available at the normal (local) health care location. The Company will reimburse seventy-five percent (75%) of approved expenditures in excess of \$500 up to a maximum of \$5,000 of Company participation during any twelve (12) month period.
- 15.08 Regular full-time and regular part-time field employees will be provided with a waterproof jacket. The Company shall select the supplier. Jackets will be replaced as required. This jacket is not to be worn when working on any site where there is the possibility of exposure to natural gas or propane.

ARTICLE XVI – BONUS ALLOWANCES

16.01 Employees called upon to work from suspended scaffolds or bosuns chairs, on or from bridges in positions of hazard or to work from ladders or towers more than twenty-five (25) feet above ground in positions of hazard, shall be paid a bonus of \$1.00 per hour while so employed.

16.02 Employees called upon to work with odourant shall be paid a bonus:

November 1, 2012 to October 31, 2015 \$2.00 per hour

November 1, 2015 \$2.50 per hour

while so employed.

16.03 Employees who hold an Occupational First Aid ticket shall be paid a bonus for hours worked as follows:

Certificate Grade	Bonus Rate
II	<u>\$1.00</u>
III	<u>\$1.50</u>

The Company will reimburse the costs of required courses and examinations for employees who obtain an Occupational First Aid Certificate. The number of additional employees approved for the bonus and training costs may be limited to a reasonable amount in each location.

ARTICLE XVII – PROGRESSIONS AND GRANDFATHERING

17.01 Utilityman V will progress to Utilityman IV classification after accruing six (6) months of continuous service.

Utilityman IV and V will progress to Utilityman III classification after twelve (12) months of regular service.

17.02 Progression to Utilityman II classification shall be made upon successful completion of a work related examination as developed by the Company.

17.03 Compressor Station Operator Trainee will progress to Assistant Compressor Station Operator after twelve (12) months regular service.

17.04 Progression to Compressor Station Operator shall be made upon successful completion of a work related examination as developed by the Company.

17.05 Technician Trainee will progress to a Technician (1 year) after twelve (12) months regular service.

17.06 Progression to Technician I shall be made upon successful completion of a work related examination as developed by the Company.

17.07 Without prejudice to the Field Draftsperson Salary Rate Grade Level, which is Salary Rate Grade Level 8, Field Draftsperson John Hol will be upgraded to Salary Rate Grade Level 9 from the date the Company first fills a CAD/GIS Technician position in Terrace until John Hol retires or otherwise ceases to be an employee of the Company.

17.08 Junior Clerk is an entry level position for inexperienced office employees. Any employee commencing employment at the Junior Clerk level will automatically progress to the starting rate of the appropriate position after twelve (12) months of service.

17.09 The Company will provide eligible customer service employees with up to eight (8) weeks leave, with pay, per year to attend to two (2) year Provincial apprenticeship training program towards acquiring a British Columbia Class GB Gasfitters Licence. The Company will pay the costs of the course and personal expenses as specified in Clause 12.07. Any governmental training/travel grants received by the employee will be remitted to the Company.

Eligible employees include employees who have reached the Customer Service Technician 4 level through progression from the Customer Service Technician 5 position or employees who have transferred into the customer service department within the Company or have been hired as new employees and have demonstrated a proven ability

to qualify for the Customer Service Technician 4 level in which case the employee will be eligible to enter the Provincial apprenticeship training program.

The Company will also provide customer service employees with up to eight (8) weeks leave, with pay to attend the Provincial apprenticeship training program towards acquiring a British Columbia Class GA Gasfitters Licence. Reimbursement of costs will be the same as detailed above for the Class GB Gasfitters Licence.

In the event an employee is not successful in passing the examination at the end of apprenticeship training the Company will provide an additional leave of absence, without pay, to rewrite the examination.

Any further attempts to successfully write the examination will be on the employee's own initiative and at his own expense.

Failure to obtain the B.C. Class GB Gas Fitters Licence within twelve (12) months of becoming eligible will result in the employee reverting back to the highest level classification, non-customer service position previously held or in the case where the employee was hired as a Customer Service Technician 5, he will be permitted to return to an entry level position for which he possesses the required skills and abilities. It is understood this may result in the displacement of the most junior employee in that position classification.

- 17.10 Employees bidding into a trainee position in order to change career direction will be given recognition for the skills that they bring to the trainee position and will be placed in the wage structure of the progressional line at a level commensurate with their skills applicable to the position.

Signed for the Company this 31ST day of
October 2012:

Signed for the Union this 31ST day
of October 2012:

Greg Weeres
President,

Mike Flynn
Business Manager & Financial Secretary

Graeme Doak
Vice President,
Human Resources
and Government Relations

Gord Van Dyck
Assistant Business Manager

APPENDIX A
SALARY RATES BY JOB CLASSIFICATION
OFFICE EMPLOYEES

November 1, 2012 (2%)

Start			6 months		12 months		18 months		24 months	
Grade Level	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate
1	3477	21.40	3639	22.40						
2	3781	23.27	3914	24.08	4056	24.95	4191	25.79	4327	26.62
3	4039	24.86	4185	25.76	4334	26.67	4486	27.60	4633	28.51
4	4338	26.69	4501	27.70	4658	28.67	4824	29.68	4987	30.68
5	4602	28.33	4770	29.35	4946	30.44	5118	31.50	5293	32.57
6	4804	29.56	4979	30.64	5151	31.70	5325	32.77	5501	33.85
7	4967	30.57	5149	31.69	5330	32.80	5514	33.94	5695	35.05
8	5132	31.58	5320	32.74	5508	33.89	5697	35.06	5884	36.21
9	5308	32.67	5508	33.89	5714	35.16	5914	36.39	6116	37.64
10	5489	33.78	5701	35.08	5916	36.40	6131	37.73	6346	39.06

November 1, 2013 (2%)

Start			6 months		12 months		18 months		24 months	
Grade Level	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate
1	3547	21.83	3712	22.85						
2	3857	23.73	3992	24.56	4137	25.45	4275	26.30	4413	27.15
3	4120	25.35	4269	26.27	4421	27.21	4576	28.15	4725	29.08
4	4425	27.23	4591	28.26	4752	29.25	4920	30.28	5087	31.30
5	4694	28.89	4865	29.93	5045	31.05	5221	32.13	5399	33.22
6	4900	30.15	5078	31.25	5254	32.34	5432	33.43	5611	34.53
7	5067	31.18	5252	32.33	5436	33.46	5624	34.61	5809	35.75
8	5234	32.21	5427	33.40	5618	34.57	5811	35.76	6002	36.93
9	5414	33.32	5618	34.57	5828	35.86	6032	37.12	6238	38.39
10	5598	34.46	5815	35.78	6034	37.13	6254	38.48	6473	39.84

NOVEMBER 1, 2014 (2%)

Start			6 months		12 months		18 months		24 months	
Grade Level	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate
1	3618	22.27	3786	23.31						
2	3934	24.20	4072	25.05	4220	25.96	4361	26.83	4501	27.69
3	4202	25.86	4354	26.80	4509	27.75	4668	28.71	4820	29.66
4	4514	27.77	4683	28.83	4847	29.84	5018	30.89	5189	31.93
5	4788	29.47	4962	30.53	5146	31.67	5325	32.77	5507	33.88
6	4998	30.75	5180	31.88	5359	32.99	5541	34.10	5723	35.22
7	5168	31.80	5357	32.98	5545	34.13	5736	35.30	5925	36.47
8	5339	32.85	5536	34.07	5730	35.26	5927	36.48	6122	37.67
9	5522	33.99	5730	35.26	5945	36.58	6153	37.86	6363	39.16
10	5710	35.15	5931	36.50	6155	37.87	6379	39.25	6602	40.64

NOVEMBER 1, 2015 (2%)

Start			6 months		12 months		18 months		24 months	
Grade Level	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate
1	3690	22.72	3862	23.78						
2	4013	24.68	4153	25.55	4304	26.48	4448	27.37	4591	28.24
3	4286	26.38	4441	27.34	4599	28.31	4761	29.28	4916	30.25
4	4604	28.33	4777	29.41	4944	30.44	5118	31.51	5293	32.57
5	4884	30.06	5061	31.14	5249	32.30	5432	33.43	5617	34.56
6	5098	31.37	5284	32.52	5466	33.65	5652	34.78	5837	35.92
7	5271	32.44	5464	33.64	5656	34.81	5851	36.01	6044	37.20
8	5446	33.51	5647	34.75	5845	35.97	6046	37.21	6244	38.42
9	5632	34.67	5845	35.97	6064	37.31	6276	38.62	6490	39.94
10	5824	35.85	6050	37.23	6278	38.63	6507	40.04	6734	41.45

Grade Level	Job Description
1	Junior Clerk
2	Draftsperson Trainee Clerk Steno
3	Data Entry Clerk Lands & Marketing Clerk
4	Customer Service Representative Field Accounting Clerk Meter Records Clerk Payroll Clerk Accounting Clerk Junior Draftsperson Receptionist/Secretary Engineering Secretary
5	Senior Billing Clerk Accounting Clerk Plant
6	Senior Administration Clerk
8	Field Draftsperson Draftsperson Accountant
9	Draftsperson 1 CAD/GIS Technician
10	Senior Draftsperson

APPENDIX B
WAGE RATES BY JOB CLASSIFICATION
FIELD EMPLOYEES

	31-Oct-12	(2%) 1-Nov-12	(2%) 1-Nov-13	(2%) 1-Nov-14	(2%) 1-Nov-15
Construction					
Welder I	38.29	39.06	39.84	40.63	41.45
Welder II	37.06	37.80	38.56	39.33	40.11
Equipment Operator I	34.30	34.99	35.69	36.40	37.13
Equipment Operator II	33.10	33.76	34.44	35.13	35.83
Utilityman I	38.29	39.06	39.84	40.63	41.45
Utilityman II	34.30	34.99	35.69	36.40	37.13
Utilityman III	31.56	32.19	32.84	33.49	34.16
Utilityman IV	29.71	30.30	30.91	31.53	32.16
Utilityman V	27.58	28.13	28.69	29.27	29.85
Operations					
Senior E & I Technician	38.93	39.71	40.50	41.31	42.14
E & I Technician I	37.59	38.34	39.11	39.89	40.69
E & I Technician II	36.38	37.11	37.85	38.61	39.38
E & I Technician (1 year)	31.56	32.19	32.84	33.49	34.16
E & I Technician Trainee	29.71	30.30	30.91	31.53	32.16
Senior Compressor Station Operator/Tech	42.82	43.68	44.55	45.44	46.35
Senior Compressor Station Operator	38.93	39.71	40.50	41.31	42.14
Compressor Station Operator/Mechanic	37.59	38.34	39.11	39.89	40.69
Compressor Station Operator	34.87	35.57	36.28	37.00	37.74
Assistant Compressor Station Operator	31.56	32.19	32.84	33.49	34.16
Compressor Station Operator Trainee	29.71	30.30	30.91	31.53	32.16

Senior Measurement Technician	38.93	39.71	40.50	41.31	42.14
Measurement Technician I	37.59	38.34	39.11	39.89	40.69
Measurement Technician II	36.38	37.11	37.85	38.61	39.38
Measurement Technician III	34.87	35.57	36.28	37.00	37.74
Measurement Technician IV	31.56	32.19	32.84	33.49	34.16
Measurement Technician V	29.71	30.30	30.91	31.53	32.16
Senior Corrosion Technician	37.06	37.80	38.56	39.33	40.11
Corrosion Technician I	35.51	36.22	36.94	37.68	38.44
Corrosion Technician II	34.30	34.99	35.69	36.40	37.13
Corrosion Technician (1 year)	31.56	32.19	32.84	33.49	34.16
Corrosion Technician Trainee	29.71	30.30	30.91	31.53	32.16
Senior Warehouseman	35.51	36.22	36.94	37.68	38.44
Warehouseman I	34.30	34.99	35.69	36.40	37.13
Warehouseman II	31.56	32.19	32.84	33.49	34.16
Warehouseman Trainee	29.71	30.30	30.91	31.53	32.16
Sales and Service					
Area Manager I	38.29	39.06	39.84	40.63	41.45
Area Manager I with "A" gas ticket	39.14	39.92	40.72	41.54	42.37
Area Manager II	37.06	37.80	38.56	39.33	40.11
Area Manager II with "A" gas ticket	37.91	38.67	39.44	40.23	41.04
Customer Service Tech I	35.51	36.22	36.94	37.68	38.44
Customer Service Tech II (A Rate)	34.29	34.98	35.68	36.39	37.12
Customer Service Tech III	32.75	33.41	34.07	34.75	35.45
Customer Service Tech IV	31.56	32.19	32.84	33.49	34.16
Customer Service Tech V	29.71	30.30	30.91	31.53	32.16
Student	22.05	22.49	22.94	23.40	23.87
Meter Reader 1	28.42	28.99	29.57	30.16	30.76
Meter Reader 2	26.41	26.94	27.48	28.03	28.59

APPENDIX C
JOB DESCRIPTION INDEX

Classification	Page
Office	
Accountant	49
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Senior Administration Clerk	51
Accounting Clerk (Plant)	52
Field Accounting Clerk	53
Senior Billing Clerk	54
Payroll Clerk	54
Customer Service Representative	55
Engineering Secretary	56
Receptionist/Secretary	57
Clerk Steno	57
Data Entry Clerk	58
Meter Records Clerk	58
Junior Clerk	59
Lands and Marketing Clerk	60
Senior Draftsperson	60
Draftsperson I	61
Draftsperson	62
Field Draftsperson	62
Junior Draftsperson	63
Draftsperson Trainee	63

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Welder I	64
Welder II	65
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Equipment Operator II	66
Utilityman I	67
Utilityman II	69
Utilityman III	69
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Senior Compressor Station Operator/Technician	71
Senior Compressor Station Operator	71
Compressor Station Operator/Mechanic	72
Compressor Station Operator	72
Assistant Compressor Station Operator	73
Compressor Station Operator Trainee	73
Senior E & I Technician	74
E & I Technician I	74
E & I Technician II	74
E & I Technician (1 year)	75
E & I Technician Trainee	75
Senior Corrosion Technician	75
Corrosion Technician I	76
Corrosion Technician II	76
Corrosion Technician (1 year)	77

Corrosion Technician Trainee	77
Senior Measurement Technician	77
Measurement Technician I	78
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Measurement Technician III	79
Measurement Technician IV	79
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Senior Warehouseman	81
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Warehouseman II	82
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Customer Service Tech II	86
Customer Service Tech III	86
Customer Service Tech IV	87
Customer Service Tech V	87
Meter Reader 1	87
Meter Reader 2	88
Student	88

ACCOUNTANT

Duties & Responsibilities:

- Direct Field Accounting employees in day to day work activities.
- Assist in the creation and maintenance of fixed assets sub-ledger (and/or multiple sub-ledgers).
- Prepare reconciliation of fixed assets sub-ledger to the General Ledger.
- Maintain documentation of project orders, ensuring budgetary approval, expenditure approval, and assignment of account codes and determination of project status.
- Calculate asset values and maintain subsidiary fixed asset ledger at the plant unit level in accordance with established practices.
- Coordinate the preparation of the annual physical inventory of pipe, fittings and surplus materials and prepare necessary adjusting journal entries.
- Prepare non-consumption revenue journal entries.
- Assist with reconciling billing system to the general ledger for trade receivables.
- Book Plant disposals and maintain disposal records.
- Reconcile inventory and accrued purchase accounts. Investigate and clear variances.
- Provide accounting support to the Warehouse.
- Enter and reconcile trade account deposits and miscellaneous deposits to the banking module. Identify payment/deposit variances and forward to Customer Care for investigation.
- Reconciles refunds, deposits, manual billings, AP trade accounts and other miscellaneous accounts. Prepare post and reconcile month end accruals.
- Perform setup and maintenance of projects.
- Perform other accounting department duties relating to: deposits accrued, monthly billings, plant removals, Interco Banner, Caledon, AP, Terrace accruals, advances, developer contributions, and purchase clearing accounts.
- Maintain records to reconcile third party invoicing against project closures within the financial system.
- Reconcile project receivable and work-in-process accounts.
- Prepare the Direct Cost of Service and Mains Reports
- Assist with coordinating year end closure of projects, close and complete projects as required.
- Assist with budgeting process.
- Perform other reconciliations and accounting duties as assigned. Identify and analyze variances.
- Provide periodic back up to Payroll and Accounts Payable when resources are insufficient.

Qualifications Required:

- Completion of 3rd year (level 3) towards a professional accounting designation (e.g. CGA)
 - For internal applicants: Management may select (without prejudice), as an alternative to 3rd year (level three) CGA or CMA program, a candidate with a minimum of five years work experience in a multi-functional accounting

environment with a written commitment to completing 3rd year (level 3) CGA or CMA program within five years of official start date in the position of Accountant.

- During this development period, the assigned salary grade will commence at Salary Grade 5 with progression to the minimum level of the next higher Salary Grade that provides a salary increase as the incumbent completes each year of the CGA or CMA program. Upon successful completion of the 3rd year of the CGA or CMA program, the incumbent will move to the minimum level of Salary Grade 8 that provides a salary increase.
- The Company will pay all associated registration, text book, examination and/or tuition fees.
- Ability to use a PC based work station with speed and accuracy.
- Experience with Microsoft Office, advanced level Excel.
- Good verbal and written communication skills.

Date: February 12, 2010

CAD/GIS TECHNICIAN

Duties and Responsibilities:

1. Transform conceptual engineering sketches, design layouts, notes and verbal instructions into design charts, maps, mosaics, construction (GCO's) drawings Including materials to be used.
2. Assist Field Personnel with the preparation of General Service Orders (GSO), railroad and river crossings sketches and other drawings as requested.
3. Prepare, update and maintain As-built drawings, Engineering Drawings, Grid Maps, GIS and detailed plant records of all Company facilities.
4. Maintain a filing and recording system of all Company facilities and GIS data including file management, data backup, and maintenance of the drafting network file server.
5. Compile, interpret, and process data from various sources (I.e. orthophoto, legal survey plans, engineering survey notes, pian-profile drawings, air photos, building plans, site surveys, sketches and provincial government databases) for use by Company and outside third parties.
6. Maintain and update cadaster base maps and all related mapping and GIS data with Company facilities.
7. Maintain and upload current Mapping/GIS files to various websites: BCOneCall, Emergency 911, ICIS (integrated Cadastral Information System), various Provincial Government databases, etc.
8. Monitor circulation and status of GCO's.
9. Assist Field Personnel In preparing as-built drawings for regulating stations and underground piping as required.
10. Prepare for approval pipeline crossing agreements complete with location maps and typical drawings.

11. Maintain and operate all drafting related and printing/plotting equipment.
12. Recommend, provide cost estimates, purchase within approval limits and maintain all drafting supplies, equipment, software, hardware and services.
13. Liaise with Engineering, Accounting, lands, Marketing, Construction, Customer Service Departments and third parties on drafting services.
14. Perform duties utilizing computer aided drafting software (CAD) or manual drafting.
15. Direct, oversee, review, and organize the work of junior drafting personnel.
16. Maintain microfilm/microfiche records.
17. Develop customized menu and troubleshoot and update drafting software.
18. Develop, maintain, and document Company CAD drafting standards and procedures.
19. Make site visits to acquire accurate field data and measurements for as-built drawings.

Qualifications Required:

1. Two years specialized training in CAD/GIS at a recognized technical institution.
2. Five years GIS experience in a municipal or utility setting.
3. Five Years CAD experience.
4. Intermediate to advanced skills in MS Word, Excel and Access or equivalent database program.
5. Experience with GPS Systems.
6. Ability to interpret field notes and as-built drawings.
7. Ability to operate and maintain basic maintenance on drafting, printing and plotting equipment.
8. Ability to work independently to accomplish tasks and assignments.
9. Ability to deal effectively with staff, co-workers, and public.
10. Good written and oral communication skills.
11. Valid Class 5 BC Driver's license.

Date: April 16, 2012

SENIOR ADMINISTRATION CLERK

Duties & Responsibilities:

- Supervise and co-ordinate the workload of Terrace clerical staff.
- Supervise the provision of office services.
- Assist in matters relating to personnel and general administrative requirements.
- Control the Imprest Cash Account, the processing of Personal Expense Statements, and the preparation of Reimbursements for Petty Cash Funds and Bank Reconciliations.
- Verify accuracy of Reimbursements of Petty Cash Funds for the Burns Lake office.
- Ensure that correct coding and office procedures are followed.
- Monitor cash and permanent advances and ensure repayment upon termination of all employees.
- Record and administer employee boot, clothing and overtime meal entitlements.

- Administer the Authorizations for prescription Safety Glasses and Industrial First Aid bonus allowances.
- Develop departmental and communication requirements as well as office systems and clerical procedures.
- Administer the purchase, lease and maintenance of office equipment.
- Assist with preparation of Terrace Administration office budget and co-ordinate office equipment information for other budget centres.
- Administer, expedite and implement form and effected procedure changes for field operations.
- Maintain and control computer and office equipment inventory records for all field areas.
- Purchase and control the distribution of stationery.
- Co-ordinate administration work of Field Offices with that of Terrace and Vancouver offices.

Qualifications Required:

- Grade 12 with five (5) years related work experience.
- Ability to use computers and knowledge of their operation and uses.
- A thorough knowledge of accounting and office procedures as well as experience in personnel and payroll functions.
- Good oral and written communication skills.
- Good organizational and problem solving skills.
- Good supervisory and leadership skills.

Date: July 25, 1994

ACCOUNTING CLERK (PLANT)

Duties & Responsibilities:

- Assure the integrity of work order and job order ledger balances.
- Maintain documentation of work orders and job orders, ensuring budgetary approval, expenditure approval, assignment of account codes and determination of project status.
- Prepare all accounting entries for work orders, job orders and disposal of fixed assets and prepare monthly status reports.
- Calculate asset values and maintain subsidiary fixed asset ledgers at the plant unit level in accordance with established practices.
- Prepare billings to third parties for cost recoveries, excess footage charges and disposal of fixed assets in accordance with supporting documentation.
- Co-ordinate the preparation of the annual physical inventory of pipe, fittings and surplus materials and prepare necessary adjusting journal entries.
- Prepare journal entries of transfers of materials between projects.
- Check the accuracy of coding on all supply requisitions.
- Assist in other accounting department functions as required.

Qualifications Required:

- Grade 12.

- Three (3) years of work experience in an accounting environment or two (2) years of same experience combined with completion of two (2) years of CGA or CMA program.
- Ability to use an adding machine and computer terminal with speed and accuracy.
- Experience with Company approved spreadsheet software.
- Good verbal and written communication skills.

Date: April 30, 1998

FIELD ACCOUNTING CLERK

Duties & Responsibilities:

- Collect, process, verify and data enter invoices, customer refunds, and expense statements.
- Process and distribute cheques. Deliver payments to the bank when necessary.
- Initiate the self-assessment of PST on out of province purchases.
- Initiate changes to vendor maintenance records.
- Balance monthly supplier statements.
- Respond to accounts payable related inquiries.
- Maintain records for all telephony accounts and operational allowances such as boots, clothing, and safety glasses.
- Co-ordinate the issuance of local order books.
- Maintain accounts payable filing system.
- Run reports as required.
- Set up and Balance projects, close and complete.
- Provide coverage for the Payroll Clerk and assist other employees as required.
- Post entries to General Ledger.
- Post daily Bank Transaction Receipts as well as Consumption Revenue Entries.
- Assist with systems upgrading and verification and process improvements as required.
- Compile, report, and data enter other operational information as assigned such as Vehicle and Equipment Costing.
- Data entry of non-consumption revenue entries.
- Data entry of Footage Records.
- Receive, dispatch and distribute mail, parcels, courier packages and faxes.
- Order and maintain Office Inventory.
- Perform other general office functions as assigned.

Qualifications:

- Grade 12 education.
- Relevant post-secondary education or two (2) years experience in an accounting environment.
- Minimum typing speed of 50 wpm and the ability to use a calculator with speed and accuracy.
- Proficient in the use of MS Word and Outlook and must function at a minimum of an intermediate level of Excel. Advanced knowledge of Excel is considered an asset.

- Good verbal and written communication skills.

Date: January 23, 2009

SENIOR BILLING CLERK

Duties & Responsibilities:

- Have a complete understanding of the provisions of the Company's General Tariff and Special Contracts as they apply to billings for gas consumption.
- Perform monthly reconciliation of billing department subsidiary ledgers against the general ledger control accounts.
- Prepare timely and accurate reports of billing records for management.
- Prepare monthly standing journal entries and journal vouchers for the billing department.
- Investigate and respond to enquiries from customers and field offices.
- Provide work guidance and training for junior billing clerks as required.
- Generate preauthorized payment files and transfer electronically to Company's bank.
- Timely and accurate preparation and update of data for billing system control files.
- Prepare timely and accurate invoices for all special contract customers.

Qualifications Required:

- Certificate in business administration with emphasis on data processing.
- Three (3) years of relevant work experience.
- Previous experience with computer spreadsheet software.

Date: April 30, 1998

PAYROLL CLERK

Duties & Responsibilities:

- Collect, process, and data enter information into payroll database.
- Prepare and provide information to an outsourced payroll provider to generate payments to employees.
- Maintain and distribute approved time off and banked overtime entitlements.
- Balance and reconcile database information and payments for each payroll.
- Initiate payment of Union dues.
- Generate month end and quarterly journal entries and reports.
- Organize and update Union employee payroll and benefit information.
- Maintain payroll filing system.
- Assist other employees as required.
- Assist with systems upgrading and verification and process improvements as required.
- Compile, report, and data enter other operational information as assigned such as Vendor Maintenance and Vehicle & Equipment Costing.
- Perform other general office functions as assigned.

Qualifications:

- Grade 12 education.

- Demonstrated knowledge of Payroll and Accounting procedures as well as a minimum of two (2) years experience in a Payroll or accounting environment.
- Minimum typing speed of 50 wpm and the ability to use a calculator with speed and accuracy.
- Proficient in the use of MS Word and Outlook and must function at a minimum of an intermediate level of Excel. Advanced knowledge of Excel is considered an asset.
- Good verbal and written communication skills.

Date: January 23, 2009

CUSTOMER SERVICE REPRESENTATIVE

Duties & Responsibilities:

- Answer phones and respond to customer inquiries, complaints and emergency calls.
- Receive, dispatch and distribute mail, parcels, courier packages and faxes.
- Maintain information on employee availability and monitor base station radio. Dispatch personnel as required.
- Collect and process information in order to final, transfer or establish a new or existing service or customer.
- Process service line and miscellaneous invoices, reconcile accounts and maintain records.
- Process and data enter payments and prepare daily bank deposit.
- Process payment reversals, misapplied payments, and inactive account credit balances.
- Prepare accounts for collections, process funds received and maintain records of delinquent accounts.
- Review and follow up on active delinquent accounts for notice of disconnection.
- Create process and close service orders as required.
- Identify, investigate and correct billing errors and rejected transactions.
- Investigate meter exceptions and process adjustments and scheduled upload and download of meter reading files.
- Maintain meter reading management system and provide support to field staff.
- Assist with systems upgrading and verification and process improvements as required.
- Assist in problem identification, resolution and database maintenance.
- Create or assist in the development of reports and run as required.
- Data enter and assist with tracking manually billed customer invoices.
- Maintain departmental filing systems.
- Provide backup for Meter Records and assist other employees as required.
- Order and maintain Office inventory.
- Perform other general office functions as assigned.

Qualifications:

- Grade 12 education.
- Proficient in the use of MS Word and Outlook and must function at a minimum of an intermediate level of Excel. Advanced knowledge of Excel is considered an asset.
- Basic knowledge of accounting fundamentals.
- Minimum typing speed of 40 wpm and the ability to use standard office equipment.
- A proven ability to deal effectively with customers.
- Good verbal and written communication skills.

Date: January 23, 2009

ENGINEERING SECRETARY**Duties & Responsibilities:**

- Perform secretarial duties for the Manager of Construction and Team Leader, Engineering & Environment and engineering staff which includes typing letters, memos, reports, specifications, minutes of meetings and contract documents.
- Prepare and distribute Authority for Expenditures (AFE) for all engineering projects.
- Organize and maintain engineering project and contract files, GCO, GSO and Utility Order files and general correspondence files.
- Maintain engineering library.
- Prepare materials requisitions and purchase orders and maintain requisition and purchase order records.
- Update project cost analysis reports on major capital projects.
- Maintain and update installation records for transmission and distribution mains and services based on GCO and GSO as-built records. Generate year end reports for pipeline installation for transmission lines, mains and services.
- Prepare annual reports for pipeline and distribution mains installations for B.C. Assessment purposes.
- Distribute incoming mail for engineering department.
- Make travel arrangements for engineering staff.
- Relieve the Receptionist/Steno for lunch and coffee breaks on a daily basis and at other times as available.

Qualifications Required:

- Grade 12 education.
- Experience with Company approved word processing and spreadsheet software.
- Typing speed of 50 wpm.
- Working knowledge of basic office procedures, technical vocabulary.
- Good organizational skills.
- Courteous and professional telephone manner.
- Good verbal and written communication skills.

Date: July 29, 1999

RECEPTIONIST/SECRETARY

Duties & Responsibilities:

- Greet customers and visitors, direct them to other staff members as necessary, and respond to inquiries.
- General telephone and reception duties.
- Receive, dispatch and distribute mail, parcels, courier packages and faxes.
- Order and maintain Office Supplies inventory.
- Book meetings and co-ordinate catering orders, as required.
- Balance monthly supplier statements for vendors providing services to head office.
- Maintain central library for reference books and manuals.
- File documents as required.
- Enter journal entries into Great Plains, and print reports as required.
- Bank check clearing on a monthly basis.
- Daily bank transfers.
- Maintain Degree Days data.
- Maintain Franchise Fees data.
- Complete Statscan Reports monthly and semi-annually.
- Formatting Banner Reports in Excel.
- Enter Internal Use in GJ's.
- Prepare GL Reconciliations.
- Prepare Sales to Stats Reconciliation.
- Generate and distribute monthly Accounting Financial Reporting Packages.
- Distribute annual and interim reports via mail or courier.
- Perform other general office functions as assigned.

Qualifications:

- Grade 12 education
- Proficient in the use of MS Word and Outlook and must function at a minimum of an intermediate level of Excel. Advanced knowledge of Excel is considered an asset.
- Basic knowledge of accounting fundamentals.
- Minimum typing speed of 50 wpm and the ability to use standard office equipment.
- A proven ability to deal effectively with customers.
- Good verbal and written communication skills.

Date: March 2, 2009

CLERK/STENO

Duties & Responsibilities

- Collect, receive, dispatch and distribute mail and parcels.
- Maintain a record of contracts and change orders to ensure the completeness of the documents.

- Type and distribute hand written or dictatape correspondence, forms, reports, contracts, change orders, etc., using word processing and spreadsheet software.
- Maintain and update a filing system for field operations.
- Maintain central library for reference books and manuals.
- Provide office relief/coverage and assist other Departments as directed.

Qualifications Required:

- Grade 12 education.
- Experience with Dictaphone, word processing and computer spreadsheets.
- Typing speed of 50 wpm.
- Good verbal and written communication skills.
- Good organizational skills.
- Ability to proof read letters and documents.

Date: May 12, 1997

DATA ENTRY CLERK

Duties & Responsibilities:

- Prepare voucher for data entry, data enter Accounts Payable Invoices, verify and balance Accounts Payable Edit List and forward for approval.
- Collect, receive, dispatch and distribute mail and parcels.
- Type handwritten or dictatape correspondence, forms, reports, etc., using word processing and spreadsheet software.
- Order and maintain inventory of office supplies and stationery.
- Maintain and update a filing system of field operations.
- Maintain and update Office Procedures and Communication Lists.
- Maintain Vehicle Maintenance Records and send out servicing reminders.
- Provide office relief/coverage and assist other Departments as directed.

Qualifications Required:

- Grade 12 education.
- Experience with Dictaphone, word processing and computer spreadsheets.
- Typing speed of 50 wpm.
- Ability to use a computer with speed and accuracy.
- Good verbal and written communication skills.
- Good organizational skills.
- Ability to proof read letters and documents.
- Accurate and precise documentation skills.

Date: May 12, 1997

METER RECORDS CLERK

Duties & Responsibilities:

- Process and data enter meter information into and out of meter inventory.

- Create new meter numbers and assign to compliance sample groups.
- Process permits for meter installations.
- Create, process, and close service orders as required.
- Ensure meter records contain correct dials, configurations and readings.
- Track dispute and stopped meters, estimate consumption, update accounts and correspond with customers.
- Update meter inventory with results of compliance sample testing.
- Issue PFM numbers, data enter service regulator information into database and update customer accounts.
- Transfer meters between locations.
- Assist in creation, run and distribute reports as required.
- Communicate with outside agencies to provide and verify information as required.
- Identify and report system problems.
- Assist in providing budget information.
- Maintain a meter records filing system.
- Assist with systems upgrading and verification and process improvements as required.
- Provide backup for Billing and Customer Service Clerks and assist other employees as required.
- Receive, dispatch and distribute mail, parcels, courier packages and faxes.
- Order and maintain Office Inventory.
- Perform other general office functions as assigned.

Qualifications:

- Grade 12 education.
- Proficient in the use of MS Word and Outlook and must function at a minimum of an intermediate level of Excel. Advance knowledge of Excel is considered an asset.
- Minimum typing speed of 40 wpm and the ability to use standard office equipment.
- Strong organizational skills and a basic understanding of inventory control.
- Ability to work independently with minimal supervision.
- Good verbal and written communication skills.

Date: January 23, 2009

JUNIOR CLERK

Duties & Responsibilities

- The Junior Clerk classification is an entry level position for new, inexperienced employees in clerical or stenographic positions. Employees who have more than two (2) years office experience will enter at the grade level of the position being filled.
- A Junior Clerk will perform, under supervision, duties assigned to the clerk and/or stenographic classifications and will become familiar with the Company's operations, policies and procedures.

Qualifications Required:

- Grade 12 education.

- Typing speed of 50 wpm.
- Good verbal and written communication skills.
- Ability to proof read documents.
- Word processing skills.

Date: July 29, 1999

LANDS AND MARKETING CLERK

Duties & Responsibilities:

- Develop, process and maintain databases.
- Process and control the recordkeeping for sales and finance contracts.
- Compile statistical data and prepare sales and marketing reports as required.
- Maintain inventory of promotional pamphlets and brochures, and initiate mailing and follow-up programs.
- Update and maintain Lands filing system.
- Provide backup support for Customer Service Representative.
- Type correspondence, forms, reports and maintain an orderly filing system.
- Assist the Marketing Department in set-up and staffing of promotional displays.
- Produce flyers, pamphlets, brochures, Company publications using Desk Top Publishing system.

Qualifications Required:

- Grade 12 education.
- Typing speed of 50 wpm.
- Training and experience with word processing, spreadsheet, graphics, database and desk top publishing software.
- Good verbal and written communication skills.

Date: May 12, 1997

SENIOR DRAFTSPERSON

Duties & Responsibilities:

- Prepare charts maps, mosaics and design drawings for distribution and transmission facilities.
- Prepare construction and as-built drawings and maintain detailed plant records of all facilities.
- Prepare and revise drawings from design layouts, conceptual sketches, notes and verbal instructions.
- Make site visits to acquire accurate field data and measurements for as-built drawings.
- Perform duties utilizing manual or computer aided systems and related software.
- Direct, oversee and organize the work of other drafting personnel.
- Liaise with field personnel and third parties on drafting services related activities.
- Produce and check materials lists for quantities and materials required for design drawings.

- Provide recommendations and cost estimates for drafting equipment and services.
- Maintain and revise as required, written standards for computer aided drafting system.
- Maintain drawing records and filing systems.
- Schedule maintenance of drafting equipment.
- Prepare requisitions for, and purchase, drafting supplies and equipment.

Qualifications Required:

- Grade 12 education.
- Must have a complete understanding of drafting concepts and principles.
- A minimum of eight (8) years experience in multiple disciplines including a minimum of five (5) years of computer aided drafting.
- Must possess organizational and interpersonal skills.
- Must have ability to train other employees.
- Ability to communicate effectively – oral and written.

Date: July 29, 1999

DRAFTSPERSON I

Duties & Responsibilities:

- Prepare charts maps, mosaics and design drawings for distribution and transmission facilities.
- Prepare construction and as-built drawings and maintain detailed plan records of all facilities.
- Prepare and revise drawings from design layouts, conceptual sketches, notes and verbal instructions.
- Maintain microfilm/microfiche records and operate microfilm reader and print machine and plotter.
- Provide detailed direction to the Draftsperson Trainee and/or Junior Draftsperson as directed.
- Perform duties utilizing manual or computer aided systems and related software.
- Liaise with field personnel on drafting related activities.
- Produce and check materials lists for quantities and materials required for design drawings.
- Make site visits to acquire accurate field data and measurements for as-built drawings.
- Develop customized menu and trouble shoot and update drafting software.
- Provide training and assistance for field CAD drafting activities.
- Assist in the development of, maintain and document, Company CAD drafting standards and procedures.
- File management, backup of data and maintenance of drafting network file server.

Qualifications Required:

- Grade 12 education.
- A minimum of four (4) years experience in drafting including at least one year in a related field.

- Must have a clear understanding of drafting concepts and fundamentals.
- Ability to operate the Company computer aided drafting systems and perform manual drafting tasks in a professional manner.
- Experience and training in customizing Company approved CAD software.
- Experience in preparation of maps, mosaics, mechanical, electrical and piping drawings and preparation of material lists.
- Ability to communicate effectively – oral and written.
- Must possess organizational skills.

Date: July 29, 1999

DRAFTSPERSON

Duties & Responsibilities:

- Prepare maps, mosaics and design drawings for distribution and transmission facilities.
- Prepare construction and as-built drawings and maintain detailed plant records of all facilities.
- Transform conceptual engineering sketches into design drawings.
- Maintain microfilm/microfiche records and operate microfilm reader and print machine and plotter.
- Provide detailed direction to the Draftsperson Trainee and/or Junior Draftsperson as directed.
- Perform duties utilizing manual or computer aided systems and related software.
- Liaise with field personnel on drafting related activities.

Qualifications Required:

- Grade 12 education.
- A minimum of four (4) years experience in drafting including at least one year in a related field.
- Must possess organizational skills.
- Must be able to operate the Company computer aided drafting systems and perform manual drafting tasks in a professional manner.
- Experience in preparation of maps, mosaics, mechanical, electrical and piping drawings and preparation of Engineering material lists.
- Must have a clear understanding of drafting concepts and fundamentals.
- Ability to communicate effectively – oral and written.

Date: July 29, 1999

FIELD DRAFTSPERSON

Duties & Responsibilities:

- Prepare construction and as-built drawings for Distribution System General Construction Orders.
- Assist with preparation of General Service Order drawings and prepare sketches and drawings as requested.

- Monitor circulation and status of GCOs.
- Prepare, revise and print grid maps of the gas distribution system.
- Assist Field personnel in preparing as-built drawings for regulation stations and underground piping as required.
- Maintain and operate blueprint machine and related drafting equipment.
- Maintain drafting supplies.
- Maintain a filing and recording system of station plans and underground piping plans.
- Liaise with Engineering, Accounting, Lands, Marketing and Customer Service Departments.
- Assist Field personnel to prepare preliminary sketches for railroad crossings and river crossing.
- Perform duties utilizing computer aided systems or manual drafting.
- Provide detailed direction to Draftsperson Trainee and/or Junior Draftsperson as required.

Qualifications Required:

- Grade 12 education.
- BCIT or comparable program of study in computer aided drafting with a minimum of four (4) years experience in general drafting including one year in a related drafting field.
- Ability to communicate effectively – oral and written.
- Valid Class 5 Driver’s License.
- Ability to operate the Company computer aided drafting systems and perform manual drafting tasks in a professional manner.
- Must possess organizational skills.
- Must have a clear understanding of drafting concepts and fundamentals.

Date: July 29, 1999

JUNIOR DRAFTSPERSON

Duties & Responsibilities:

- Prepare and maintain distribution system maps, charts, graphs, design drawings utilizing manual or computer aided systems.
- Operate print machine and plotter under the direction of the Senior Draftsperson and perform other duties as assigned.

Qualifications Required:

- Grade 12 education.
- Two (2) year BCIT or equivalent program of study in drafting/design drawing and a minimum of one (1) year drafting experience in related field.
- Must be able to operate the Company computer aided drafting system.
- Ability to communicate effectively – oral and written.

Date: July 29, 1999

DRAFTSPERSON TRAINEE

Duties & Responsibilities:

- Prepare charts, graphs, plot plans, revise drawings and operate the print machine and plotter under the direction of the Senior Draftsperson and perform other duties as assigned.

Qualifications Required:

- Grade 12 education.
- One (1) year basic BCIT or equivalent program in drafting/design drawing.
- Ability to communicate effectively – oral and written.

Date: July 29, 1999

WELDER I

Duties & Responsibilities:

- Direct a Contractor or a crew of employees engaged in construction and maintenance of gas transmission and distribution systems.
- Respond to emergencies on the gas transmission and distribution systems, direct and carry out appropriate actions involving damage to the system or the escape of gas.
- Stock supplies of minor equipment and related components as may be required in Operations and Construction work and assist in developing quantity requirements in the Warehousing Department.
- Monitor and maintain the immediate use status of emergency equipment.
- Direct and control safety on the job, in the shop and in Field locations.
- Train Welder II employees with welding techniques and procedures on the trunk pressure and high pressure system as required.
- Train subordinate employees in the construction, operation, and maintenance of gas transmission and distribution systems and in the use of equipment, tools and instruments.
- Organize, plan and schedule construction projects and operations work.
- All the duties and responsibilities of a Welder II.
- Complete operations, construction, and maintenance reports and terms (GCOs, GSOs, Uos, etc.).
- Initiate and conduct probationary and progression performance reviews for probationary employees and others when required.

Qualifications Required:

- Qualifications of a Welder II.
- Ability to supervise work of subordinates and contractors.
- Ability to train other employees.
- A thorough understanding of the operating principles of gas transmission and distribution operations.
- Ability to evaluate conditions quickly and accurately and make decisions to achieve optimum results, particularly under emergency and stressful circumstances.

- Successfully passed the Utilityman II exam.

Date: July 29, 1999

WELDER II

Duties & Responsibilities:

- Work as a Crew Member engaged in construction, operations and maintenance of natural gas transmission and distribution systems.
- Weld in pipelines, fabricate station piping, meter sets and related components for the gas distribution and transmission system.
- Maintain a good working knowledge of the maintenance and operation of all PE fusion equipment, welding tools and equipment.
- Maintain and operate small equipment used in the gas distribution and transmission operations.
- Keep abreast of new developments in construction and maintenance operations and have a good working knowledge of all Standard Practice Instruction and Operations and Maintenance Standard Procedures.
- Check leaks on the distribution and transmission system and carry out valve maintenance and respond to emergencies on the gas system.
- Use drilling, tapping and stop off equipment. Test and purge gas lines.
- Work safely on the job.
- Perform Hydrostatic pressure tests.

Qualifications Required:

- Grade 12 or equivalent education.
- PNG tickets 1, 2, 3 and 4 (CSA Standard Z662).
- Valid Class 5 Driver's Licence.
- Basic pipefitter's skills.
- Effective in both oral and written forms of communication.
- Demonstrated safe work habits and adherence to safety regulations and practices on a sustained basis.
- Ability to work long hours in adverse weather conditions.
- Shall be physically fit with good eyesight.
- Ability to read and interpret construction drawings, technical reports and operating manuals.

Date: July 29, 1999

EQUIPMENT OPERATOR I

Duties & Responsibilities:

- Work as a Crew Member engaged in construction, operations and maintenance of natural gas transmission and distribution systems.
- Drive, operate and change all attachments and perform running maintenance on tracked excavators, crawler tractors, and sidebooms in order to construct and maintain right-of-ways and roads.

- Excavate and expose live high pressure pipelines using tracked excavators.
- Identify, troubleshoot and repair, where possible, problems on equipment.
- Perform maintenance on mainline valves including blow down of valve sites.
- Perform mechanical maintenance and emergency repairs in remote areas.
- Perform all of the duties of an Equipment Operator II.

Qualifications Required:

- Grade 12 or equivalent education.
- Appropriate Driver's Licence for equipment operated.
- Demonstrated competence in the safe, efficient and effective operation and maintenance of tracked excavators, crawler tractors, sidebooms, etc. and a proven ability to safely operate heavy equipment close to high pressure gas lines.
- Demonstrated ability to work independently with minimum supervision.
- Ability to work long hours in adverse weather and terrain conditions.
- Mechanical aptitude.
- Ability to identify, troubleshoot and repair, where possible, problems on equipment.

Date: July 29, 1999

EQUIPMENT OPERATOR II

Duties & Responsibilities:

- Perform all the duties of an Utilityman III position.
- Drive, operate and change all attachments and do running maintenance on any of the rubber tired equipment used on the gas transmission and distribution system, such as hydraulically operated backhoe and front end loaders, "Hiab" on 5 Ton Flat Deck Trucks and transportation equipment.
- Work as a Crew Member engaged in construction, operations and maintenance of natural gas transmission and distribution systems.

Qualifications Required:

- Grade 12 or equivalent education.
- Appropriate Driver's Licence for equipment operated.
- Demonstrated competence in the safe, efficient and effective operation and maintenance of a variety of motorized equipment used in the gas transmission and distribution industry.
- Mechanical aptitude.
- Basic small equipment operations and maintenance skills.
- Must have ability to work under emergency and stressful circumstances.
- Ability to communicate effectively orally.
- Ability to work long hours in adverse weather and terrain conditions.

Date: July 29, 1999

UTILITYMAN I

Duties & Responsibilities:

- Perform the duties and responsibilities of an Utilityman II.
- Shall provide technical direction, lead and oversee the work of employees and contractors engaged in the construction and maintenance of the gas transmission and distribution systems to ensure the work is carried out safely, efficiently and expeditiously.
- Construct to Federal, Provincial, Municipal and Company Standards/SPI's, underground gas transmission and distribution systems, and all related ancillary controls and equipment.
- Shall respond to, direct and carry out appropriate triage actions at emergency incidents on the transmission and distribution systems involving the escape of gas where the potential hazard to persons and property exists.
- Direct and carry out maintenance on the transmission and distribution systems including leakage repair, valve maintenance, cathodic protection repair, etc.
- Complete all necessary reports and forms associated with work carried out, such as field reports, work orders, pressure test affidavits, "as constructed" field sketches, etc.
- Shall use tools and be responsible for the safe keeping and proper handling of instruments, equipment and tools assigned to crews and monitor and maintain the immediate use status of emergency equipment.
- Ensure adequate supplies are available for minor equipment and related components used in the Operations and Construction work.
- Shall take the initiative in providing specific training to subordinate employees in the construction, operation and maintenance of gas transmission and distribution systems and in the use of equipment, tools and instruments, and Company SPI's and Policies, and assess where individual needs require additional training and make recommendations to the applicable manager or supervisor for further training as required.
- Represent the Company with respect to the activities under his/her direction in dealing with customers, agents, plant engineers, municipal, fire and police officials and other utility bodies.
- Organize, plan and schedule construction projects and operations work and ensure that sufficient manpower is available at all times to perform the scheduled work.
- Assists in the initiation and conducting of probationary and progression performance reviews.

Qualifications Required:

- High School diploma or equivalent including Grade 11 Math.
- Completion of a minimum of 30 hours management or supervisory courses from a recognized institution within twelve (12) months of commencing the role. Appropriate courses will be determined by the Company.
- Demonstrated leadership ability in the following areas:
 - a) Having a clear understanding of all the Company SPI's and Policies.
 - b) Motivates self and co-workers to contribute to achieving department and corporate objectives.

- c) Is accountable for actions of department.
 - d) Is proactive in finding solutions to problems.
 - e) Demonstrates efficiencies through planning of work activities.
 - f) Achieves performance objectives through process improvement, removing inefficiencies and establishing high standards.
- Proven Ability to:
 - a) Communicate effectively verbally and in writing.
 - b) Plan and organize the work of others.
 - c) Maintain and control an inventory of materials normally associated with ongoing pipeline operations and distribution systems.
 - d) Operate and have a thorough understanding of the operation of material handling equipment and heavy equipment used in the operation of the pipeline and distribution systems.
 - e) Have the necessary expertise to operate the relevant Company computer systems and a good working knowledge of Company software.
 - f) Ensure tools and equipment are maintained based on manufacturers suggested and Company policies.
 - g) Provide leadership and direction to the workforce that promotes safety and participation in safety programs.
 - h) Apply various techniques to measure and report productivity.
 - i) Apply basic accounting principles as they relate to cost control.
 - Must have a minimum of three (3) years of relative experience in a natural gas utility.
 - Demonstrated thorough knowledge of both high pressure and distribution pipeline systems.
 - Demonstrated thorough experience and knowledge of the criteria used to triage pipeline failures.
 - Knowledge of the applicable relevant codes and ability to research and understand regulations such as: Z662, B149, WCB, WHMIS, and TDG.
 - A valid B.C. Class 5 Driver's Licence.

Other Considerations:

- A diploma in a related field (such as Mechanical, Petroleum or Instrumentation technology) from a recognized technical post secondary institution is considered an asset.
- Welding and drafting courses are considered an asset.

Additional Information:

Only applicants who meet all the "Must Have's" listed above will be assessed against the selection criteria outlined in Article 3.05 (b) of the Collective Agreement.

Date: July 2005

UTILITYMAN II

Duties & Responsibilities:

- Perform duties and responsibilities of a Utilityman III position.
- Interpret system plans, maps and construction drawings and prepare as-built drawings.
- Maintain a good working knowledge of the maintenance and operation of all PE fusion equipment.
- Maintain and operate all forms of tapping, drilling and stop-off equipment used in gas transmission and distribution operations.
- Survey and check for leaks on the gas transmission and distribution system.
- Perform Hydrostatic pressure tests.
- Operate stations manually under the direction of Measurement or Management personnel, to provide the optimum pressures and flow.
- Maintain valves, valve sites, stations and other facilities, etc.
- Blow down system valve sections, scrubbers, stations, etc.
- Abandon and alter mains services and related ancillary facilities.
- Perform pigging, SCC and pipeline inspection tool evaluations, clock spring applications, etc.
- Carry out maintenance programs, including valves, valve sites, etc.
- Keep abreast of new developments in construction and maintenance and have a good working knowledge of all Standard Practice Instructions and Operating and Maintenance Standard Procedures.
- Apply soil sterilents and herbicides where required after appropriate training.
- May operate Company equipment given appropriate training and required licences for the equipment.

Qualifications Required:

- Qualifications of a Utilityman III.
- Basic equipment operations and maintenance skills.
- Must have a minimum of three (3) years utility construction/distribution experience and successfully complete a work related examination as developed by the Company.

Date: July 29, 1999

UTILITYMAN III

Duties & Responsibilities:

- Perform duties and responsibilities of a Utilityman IV.
- Assist in the response to emergencies on the natural gas transmission and distribution systems and follow direction to carry out appropriate actions involving damage to the system and the escape of gas.
- Carry out heat fusion and electrofusion operations on the plastic pipe systems.
- Assist with the blowdown of scrubbers at valve sites, stations and other facilities.
- Assist in the maintenance of valves, valve sites, stations and other facilities.

- Mark, stake and otherwise identify the location of gas lines and foreign utilities.
- Operate Ditchwitch trenching machines.
- Continue learning and training in the skills of a Construction Crew Member.
- Train in the operation and maintenance of “Hiab” cranes and 5 ton flat deck trucks, pipe trailers, and other transportation equipment, machines and tapping and stop off equipment.

Qualifications Required:

- Basic small equipment operations and maintenance skills.
- Basic pipefitter’s skills.
- Must have the ability to work under emergency and stressful circumstances.
- Must have a minimum of twelve (12) months utility construction/distribution experience with the Company.
- Qualifications of a Utilityman IV.
- Appropriate Driver’s Licence for vehicles operated.

Date: July 29, 1999

UTILITYMAN IV

Duties & Responsibilities:

- All duties and responsibilities of Utilityman V.
- Continue learning and training in the skills of a Construction Crew Member.

Qualifications Required:

- All qualifications of the Utilityman V.
- A minimum of six (6) months in O & C experience as a Utilityman V.

Date: July 29, 1999

UTILITYMAN V

Duties & Responsibilities:

- Work as a Crew Member engaged in construction, operations and maintenance of natural gas transmission and distribution systems by performing unskilled work as assigned with appropriate training, such as digging with a shovel, traffic control, backfilling, painting, etc.
- Train in all phases of construction by performing under the direction of others the necessary skills of the Construction Department.
- Perform work required to reinstate work locations to their original condition, such as restoration of lawns and gardens, replacement of concrete walks, temporary repairs of paved areas, reconstruction of fences, walks, brush and weed abatement, etc.
- Deliver or pick up selected materials and spoil at work sites.
- Operate jack hammers, rock drills, water pumps, tampers, vibrating compactors, chain saws and other similar types of equipment as directed by others and assist in maintenance of same.

- Assist others in the operations and maintenance of equipment (hydraulically operated backhoes, trenching machines, trucks, Hiabs and a variety of trailers and related equipment.)
- Paint buildings, piping and related appurtenances.
- Repair or replace R/W markers, line markers and other signs.
- Work as welder helper and assist in the assembly of pipe and fittings under the direction of others.
- Uncrate, package and prepare materials for transportation as required.

Qualifications Required

- Grade 12 or equivalent education.
- Demonstrate safe work habits and adherence to safety regulations.
- Possess a valid B.C. Class 5 Driver's Licence.
- Demonstrate a good mechanical aptitude for operations and construction work.
- Shall be physically fit and shall have good eyesight.
- Must be able to perform hard physical work.
- Ability to work long hours in adverse weather conditions and irregular hours.
- Ability to effectively communicate both orally and written.

Date: July 29, 1999

SENIOR COMPRESSOR STATION OPERATOR/TECHNICIAN

Duties & Responsibilities

- Ensure the safe and efficient operation of the compressor stations in his area.
- Direct and oversee the work of the compressor station personnel. (E & I and Mechanical.)
- Order and warehouse the material and supplies directly relating to the compressor station operations.
- Operate compressor stations.
- Carry out upkeep and mechanical and E & I maintenance as per qualifications.
- Keep compressor station personnel abreast of new developments in compressor station related equipment and procedures.
- Initiate and conduct probationary and progression performance reviews.

Qualifications Required:

- Qualifications of a Compressor Station Operator/Mechanic or E & I Tech I.
- A minimum of five (5) years compressor station operating and maintenance experience.
- Must be effective in both written and oral communications.

Date: July 29, 1999

SENIOR COMPRESSOR STATION OPERATOR

Duties & Responsibilities:

- Ensure the safe and efficient operation of the compressor stations in his area.

- Direct and oversee the work of the compressor operating personnel.
- Order and warehouse the material and supplies directly relating to compressor station operations.
- Maintain concise records, logs, reports and files of the operating and maintenance activities in his area.
- Operate compressor stations from time to time.
- Carry out upkeep and mechanical maintenance in his area.

Qualifications Required:

- Qualifications of a Compressor Station Operator.
- Trade or technical school education or equivalent work related training.
- A minimum of five (5) years compressor station operating and maintenance experience.
- Blueprint reading capabilities.

Date: November 7, 1989

COMPRESSOR STATION OPERATOR/MECHANIC

Duties & Responsibilities:

- Ensure the safe and efficient operation of the compressor stations.
- Carry out routine repairs, running maintenance and operating tasks as required.
- Maintain accurate logs, records and reports of station maintenance and operations.
- Carry out major mechanical maintenance of station equipment and appurtenances.
- Function as lead hand on mechanical maintenance and overhaul work.
- Train other junior personnel as required.

Qualifications Required:

- Qualifications of an Assistant Compressor Station Operator.
- Must be capable of reading and interpreting Engineering drawings, technical reports and operating manuals.
- Basic understanding of the functions of electronic and electrical equipment used in Compressor Stations.
- Progression to a Compressor Station Operator/Mechanic will require a minimum of three (3) years training in the compressor station field and successful completion of a work related examination as developed by the Company.
- Journeyman qualifications as Millwright or Heavy Duty Mechanic.

Date: July 29, 1999

COMPRESSOR STATION OPERATOR

Duties & Responsibilities:

- Ensure the safe and efficient operation of the compressor stations.
- Carry out routine repairs, running maintenance and operating tasks as required.
- Maintain accurate logs, records and reports of station maintenance and operations.
- Train other junior compressor station operators.

- Assist in major mechanical maintenance of station equipment and appurtenances.

Qualifications Required:

- Qualifications of an Assistant Compressor Station Operator.
- Must be capable of reading and interpreting Engineering drawings, technical reports and operating manuals.
- Basic understanding of the functions of electronic and electrical equipment used in Compressor Stations.
- Progression to a Compressor Station Operator will require a minimum of three (3) years training in the compressor station field and successful completion of a work related examination as developed by the Company.

Date: July 29, 1999

ASSISTANT COMPRESSOR STATION OPERATOR

Duties & Responsibilities:

- Carry out operating and maintenance tasks in the compressor stations as directed.
- Maintain accurate records and logs of the work performed.
- Continue to train in all phases of compressor station operation and maintenance.
- Operate compressor stations from time to time.
- Carry out daily operating routines and upkeep of compressor stations.

Qualifications Required:

- Qualifications of Compressor Station Trainee.
- One (1) year of compressor station experience.
- Basic computer training.

Date: July 29, 1999

COMPRESSOR STATION OPERATOR TRAINEE

Duties & Responsibilities:

- Train in all phases of compressor station operation and maintenance.
- Carry out tasks as directed on all ongoing station operation and upkeep.
- Maintain records of all work performed.

Qualifications Required:

- Grade 12 or equivalent education.
- Trade or technical school training in mechanical area.
- Work background in mechanical or machine operations.
- A valid B.C. Class 5 Driver's Licence.

Date: July 29, 1999

SENIOR E & I TECHNICIAN

Duties & Responsibilities:

- Organize and oversee the work program of E & I Technicians.
- Calibrate, maintain, install, activate and upkeep all electrical, instrument, control, monitoring and telemetry systems as related to compressor stations or other Company equipment and facilities.
- Maintain accurate records and files of all work carried out by the E & I group.
- Carry out daily operating routines and upkeep of compressor stations.

Qualifications Required:

- Qualifications of a E & I Technician I.
- Must have the ability to train and supervise other employees.

Date: July 29, 1999

E & I TECHNICIAN I

Duties & Responsibilities:

- Carry out calibration, maintenance, installation, activating, and upkeep of all electrical, electronic and pneumatic systems relevant to PNG Compressor Stations.
- Check and maintain the telemetry "SCADA" system.
- Organize and carry out work with a minimum of supervision.
- Maintain accurate files and records of all his work.
- Carry out daily operation routines and upkeep of compressor stations.
- Train other junior E & I personnel.

Qualifications Required:

- Qualifications of a E & I Technician II.
- A minimum of one (1) year experience as a E & I Technician II and successful completion of a work related examination developed by the Company.

Date: July 29, 1999

E & I TECHNICIAN II

Duties & Responsibilities:

- Carry out routine checks, calibrations and maintenance of all electrical and control systems within the compressor stations. This includes power generation, compressor controls, telemetry, auxiliary equipment.
- Maintain accurate files and records of all his work.
- Organize and carry out work with a minimum of supervision.
- From time to time operate a Compressor Station.
- Train other junior E & I personnel.

Qualifications Required:

- Qualifications of a E & I Technician (1 year).

- Progression to a E & I Technician II will require a minimum of three (3) years in the compressor station field and accreditation as a Journeyman in instrumentation, electrical/electronics or related field.

Date: July 29, 1999

E & I TECHNICIAN (1 YEAR)

Duties & Responsibilities:

- Train in all phases of compressor station operation.
- Carry out calibration, maintenance and installation of all electrical and electronic equipment in compressor stations as directed.
- Train under a qualified E & I Technician towards becoming a Journeyman Technician.
- Maintain accurate records and files of all his work.
- Operate compressor stations under supervision from time to time.

Qualifications Required:

- Qualifications of a E & I Technician Trainee.
- One (1) year experience as a E & I Technician Trainee or completion of a minimum of one (1) year technical training in the electrical field.

Date: July 29, 1999

E & I TECHNICIAN TRAINEE

Duties & Responsibilities:

- Train in all phases of electrical and instrumentation work as related to Pacific Northern Gas Ltd.'s communications and compressor station operations under the direction of a qualified Technician.
- Maintain accurate records of all work performed.
- Carry out other compressor station related duties as required.

Qualifications Required:

- Grade 12 or equivalent education.
- Work experience related to electrical or electronic background or technical school training is desirable.
- A valid Class 5 B.C. Driver's Licence.

Date: July 29, 1999

SENIOR CORROSION TECHNICIAN

Duties & Responsibilities:

- Oversee and perform work related to all phases of the Company's Corrosion Department's programs.
- Continually evaluate these programs and formulate, recommend and implement necessary changes.
- Gather, monitor and evaluate information and data from all sources and ensure that concise program records are maintained for the entire system.

- Direct and oversee the work of other personnel and, as necessary, consultants and contractors.
- Assist personnel from other departments in the planning and design of facilities in order to minimize susceptibility to corrosion.
- Assist with budgeting and inventory control for the Corrosion Department.
- Initiate and conduct probationary and performance reviews.

Qualifications Required:

- Qualifications of Corrosion Technician I.
- A minimum of five (5) years in corrosion control.
- Must have the ability to train and supervise other employees.

Date: July 29, 1999

CORROSION TECHNICIAN I

Duties & Responsibilities:

- Perform work related to all phases of the Company's Corrosion Department's programs.
- Continuously gather, monitor and evaluate system corrosion data.
- Maintain concise records of all Corrosion Department work.
- Assist in planning and designing of Company facilities with regard to minimizing corrosion damage.
- Provide direction to other employees in activities pertaining to Corrosion Department activities.
- Review corrosion reports of consultants or outside contractors, and develop plans to carry out remedial work as required.

Qualifications Required:

- Qualifications of a Corrosion Technician II.
- A minimum of one (1) year experience as a Corrosion Technician II.
- Successful completion of the N.A.C.E. Introduction to Cathodic Protection.
- Demonstrated ability to perform all functions of the Corrosion Department independently.

Date: July 29, 1999

CORROSION TECHNICIAN II

Duties & Responsibilities:

- Perform work on all phases of the Company's Corrosion Department's programs.
- Organize and carry out work with a minimum of supervision.
- Maintain accurate records of all work performed.
- Assist other departments in corrosion related activities.

Qualifications Required:

- Qualifications of a Corrosion Technician (1 year).

- Progression to a Corrosion Technician II will require a minimum of three (3) years experience in the corrosion field as well as accreditation from N.A.C.E. as a Corrosion Technician or equivalent.

Date: July 29, 1999

CORROSION TECHNICIAN (1 YEAR)

Duties & Responsibilities:

- Perform work on all phases of the Company's Corrosion Department's programs under the direction of the Senior Corrosion Technician or Corrosion Technician I.
- Continue to train in all phases of the Corrosion Department's work.
- Maintain accurate records of all work performed.

Qualifications Required:

- Qualifications of a Corrosion Technician Trainee.
- One (1) year experience as a Corrosion Technician Trainee.
- Successful completion of the N.A.C.E. Basic Corrosion Course.

Date: July 29, 1999

CORROSION TECHNICIAN TRAINEE

Duties & Responsibilities

- Train in all aspects of corrosion control and other programs that are the responsibility of the Corrosion Department under the direction of the Senior Corrosion Technician or Corrosion Technician I.
- Maintain accurate records of all work he performs.
- Carry out other related tasks as required.

Qualifications Required:

- Grade 12 or equivalent education.
- Work experience related to distribution and pipeline systems, electrical or electronic background or technical school training is desirable.
- A valid Class 5 B.C. Driver's Licence.
- Basic computer skills.

Date: July 29, 1999

SENIOR MEASUREMENT TECHNICIAN

Duties & Responsibilities:

- Perform all duties of a Measurement Technician I.
- Oversee measurement facilities throughout the system.
- Maintain a filing and records system for the entire system for the Measurement Department.
- Assist with budgeting and maintain inventory control for the Measurement Department.
- Oversee and direct the work of Measurement personnel.

- Process Electronic Measurement Billing.
- Initiate and conduct probationary and performance reviews.

Qualifications Required:

- Qualifications of a Measurement Technician I.
- Must have the ability to train and supervise other employees.

Date: July 29, 1999

MEASUREMENT TECHNICIAN I

Duties & Responsibilities

- Perform all duties of a Measurement Technician II.
- Check, troubleshoot, configure, operate and maintain the telemetry (SCADA) system field equipment.
- Perform maintenance on electrical systems up to 50 V.

Qualifications Required:

- Qualifications of a Measurement Technician II.
- A minimum of one (1) year experience as a Measurement Technician II.
- Successful completion of Instrumentation apprenticeship or vendor training program on telemetry (SCADA) system.

Date: July 29, 1999

MEASUREMENT TECHNICIAN II

Duties & Responsibilities:

- Perform all duties of a Measurement Technician III.
- Inspect, check, service, repair, maintain, calibrate and install gravimeters, and dew point testers.
- Configure and operate measurement and flow computers and related equipment.
- Provide direction to other employees pertaining to measurement and pressure regulation activities.
- Witness meter inspections performed by others.
- Plan, organize and co-ordinate Measurement Canada Inspections.
- Plan, organize, requisition and stock measurement goods and materials for operations and maintenance purposes.
- Research measurement and regulation problems.
- Inspect, check, service, repair and calibrate automatic valves and mainline regulators.
- Assist in the design and development of measurement facilities and related equipment.
- Place stations on or off line in a safe and efficient manner with due consideration for upstream and downstream conditions.
- Operate stations manually during emergencies or as required.
- Direct or carry out work on station equipment, including overhaul of pressure control and limiting devices such as remote activated regulators and valves, filters, scrubbers, all types of measuring equipment and valves.

- Keep abreast of Measurement Canada legislation and related regulations, new measurement technology, Company Policy and Procedures and Standard Practice Instructions.
- Train in the configuration, operation, and maintenance of all electronic measurement and telemetry equipment.
- Continue training toward certification in Instrumentation if taking apprenticeship.

Qualifications Required:

- Qualifications of a Measurement Technician III.
- A minimum of one (1) year experience as a Measurement Technician III and successful completion of work related examination as developed by the Company.
- Completed exam in third phase of Company program or fourth year of apprenticeship in Instrumentation.

Date: July 29, 1999

MEASUREMENT TECHNICIAN III

Duties & Responsibilities:

- Perform all duties of a Measurement Technician IV.
- Inspect, check, service, repair, maintain, calibrate and install regulators, pressure relief valves, meters and recorders.
- Provide direction to subordinate Measurement personnel.
- Inspect, check, service, repair and calibrate alarm systems, controllers and measurement instruments.
- Practice and implement safe work procedures and methodology.
- Continue training toward certification in Instrumentation or completion of Company training program.

Qualifications Required:

- Qualifications of a Measurement Technician IV.
- Must be capable of reading and interpreting Engineering drawings, technical reports and operating manuals.
- Must have the ability to train other employees.
- Two (2) years experience as a Measurement Technician IV.
- Completed second Company exam on the second phase of the Company program or third year of apprenticeship in Instrumentation.

Date: July 29, 1999

MEASUREMENT TECHNICIAN IV

Duties & Responsibilities:

- Perform all duties of a Measurement Technician V.
- Requisition and stock measurement goods and materials for operations and maintenance purposes.
- Assist with the filing and recording system.

- Continue training towards certification in Instrumentation or completion of Company training program.

Qualifications Required:

- Qualifications of a Measurement Technician V.
- Must have completed one (1) year of experience in the Measurement Field.
- Completed an exam in the first phase of Company training or first year apprenticeship in Instrumentation.

Date: July 29, 1999

MEASUREMENT TECHNICIAN V

Duties & Responsibilities:

- Read meters, change charts, file reports, record data and assist with safety checks on measurement and regulation facilities.
- Assist with the inspection, checking, servicing, repairing, maintenance and calibration of regulation, metering and recording equipment.
- Travel throughout the system as directed by more senior Measurement personnel.
- Tag, label, fabricate, construct and alter meter sets and other facilities under supervision.
- Assist with the inspection, checking, servicing, repairing and operation of line heaters, burners, ignitors, pilot assemblies and related heat exchanger equipment.
- Assist with the filing and records system.
- Enroll in the Company prescribed training.

Qualifications Required:

- Basic Grade 12 education with Grade 11 Mathematics and Physics.
- A valid Class 5 B.C. Driver's Licence.
- Must be capable of acquiring the skills to read and interpret Engineering drawings, technical reports and operating manuals.
- Must be in good physical condition.
- Effective in both oral and written forms of communication.
- Must have the ability to acquire the skills to evaluate conditions quickly and accurately and make decisions to achieve optimum results, particularly under emergency and/or stressful circumstances.
- Demonstrated safe work habits and adherence to safety regulations and practice on a sustained basis.
- Good mechanical ability.
- Demonstrated ability to use computer spreadsheets and measurement related software.
- Good electronics ability is desirable.

Date: July 29, 1999

SENIOR WAREHOUSEMAN

Duties & Responsibilities:

- Perform all duties and responsibilities of Warehousemen I during absences in the subordinate positions.
- Purchase material by preparing specifications, seeking quotes, evaluating bids, selecting and awarding the successful bidder in consultation with the originator.
- Maintain Pricing Agreements for all routine low cost material.
- Liaise with Shippers and Suppliers regarding the purchase and supply of goods and materials.
- Work closely with all departments to determine material needs.
- Monitor and expedite all purchases.
- Oversee and direct the work of Warehouse Personnel.
- Assist in the preparation of budgets and ensure all purchases are within budgeted amounts.
- Maintain inventory within established dollar and quantity amounts.
- Initiate and conduct probationary and progression performance reviews.

Qualifications Required:

- Qualifications of Warehouseman I.
- Good understanding of inventory management.
- Good working knowledge of the logistics of materials procurement as they apply to PNG.
- Good understanding of the purchasing and inventory control policy and procedures.

Date: July 29, 1999

WAREHOUSEMAN I

Duties & Responsibilities:

- Perform all duties and responsibilities of Warehouseman II.
- Prepare, check, compile, monitor, adjust and maintain material controls records, inventory records and files on good and materials.
- Issue Local Orders or Purchase Orders for routine low cost material in the absence of the Senior Warehouseman.
- Train in all aspects of the Senior Warehouseman.
- Plan and prioritize daily activities and perform them with minimum supervision.

Qualifications Required:

- Qualifications of Warehouseman II.
- Three (3) years experience in the warehouse field.
- Successful completion of NWCC/PGCC/BCIT short course on Industrial Warehousing.
- Capable of planning and prioritizing daily activities and working with minimum supervision.

Date: July 29, 1999

WAREHOUSEMAN II

Duties & Responsibilities:

- Receive, store, issue, record, control, monitor and ship all types of goods and materials used in Field Operations.
- Perform maintenance and housekeeping duties in the warehouse and yard area in Terrace.
- Drive Company vehicles and operate fork lifts.
- Keep abreast of legislation and regulations pertaining to Transportation of Dangerous Goods, WHMIS and related regulatory requirements.
- Maintain and monitor inventory of meters, regulators, fittings, valves, pipe and other supplies and equipment items used in gas transmission and distribution functions.
- Provide training and job direction to the Junior Warehouseman.

Qualifications Required:

- Qualifications of a Warehouseman Trainee.
- Must have completed one (1) year of experience in the Warehouse Field.

Date: July 29, 1999

WAREHOUSEMAN TRAINEE

Duties & Responsibilities:

- Under direction of Warehouseman II:
 - Receive, store, issue, record, control, monitor and ship all types of goods and materials used in Field Operations.
- Perform maintenance and housekeeping duties in the warehouse and yard area in Terrace.
- Drive Company vehicles and operate fork lifts.
- Keep abreast of legislation and regulations pertaining to Transportation of Dangerous Goods, WHMIS and related regulatory requirements.
- Maintain and monitor inventory of meters, regulators, fittings, valves, pipe and other supplies and equipment items used in gas transmission and distribution functions.
- Train in all aspects of a Warehouseman II.

Qualifications Required:

- Basic Grade 12 education.
- Aptitude for precise and meticulous record keeping and basic accounting procedures.
- Must be able to acquire skills related to computer systems.
- A valid Class 5 B.C. Driver's Licence.
- Must be able to carry out duties with supervision.
- Ability to read and interpret Engineering drawings, technical reports and operating manuals.
- Good oral and written communication skills.
- Shall be physically fit with the ability to lift heavy material safely.

- Ability to recognize, analyze, research, and solve problems.

Date: July 29, 1999

AREA MANAGER I

Duties & Responsibilities:

- Perform the duties and responsibilities of an Area Manager II.
- Shall provide technical direction, lead and oversee the work of employees and contractors engaged in the installation and maintenance of the distribution systems to ensure the work is carried out safely, efficiently and expeditiously.
- Complete all necessary reports and forms associated with work carried out, such as field reports, work orders, "as constructed" field sketches, statement of charges, etc.
- Develop department budgets for supervisory approval and be responsible for meeting annual departmental budgetary goals.
- Shall use tools and be responsible for the safe keeping and proper handling of instruments, equipment and tools assigned to subordinates and monitor and maintain the immediate use status of emergency equipment.
- Shall take the initiative in providing specific training to subordinate employees in the operation and maintenance of distribution systems and in the use of equipment, tools and instruments, and Company SPI's and Policies, and assess where individual needs require additional training and make recommendations to the applicable manager or supervisor for further training as required.
- Represent the Company with respect to the activities under his/her direction in dealing with customers, agents, plan engineers, municipal, fire and police officials and other utility bodies.
- Organize, plan and schedule construction projects, operations work and annual maintenance activities, and ensure that sufficient manpower is available at all times to perform the scheduled work.
- Assists in the initiation and conducting of probationary and progression performance reviews.

Qualifications Required (Must Have):

- High School diploma or equivalent including Grade 11 Math.
- Completion of a minimum of thirty (30) hours management or supervisory courses from a recognized institution within twelve (12) months of commencing role. Appropriate courses will be determined by the Company.
- Must be a holder of a valid Provincial Class "B" Gas Fitters Licence with Electrical Endorsement.
- Demonstrated leadership ability in the following areas:
 - a) Having a clear understanding of the all Company SPI's and Policies.
 - b) Motivates self and co-workers to contribute to achieving department and corporate objectives.
 - c) Is accountable for actions of department.
 - d) Is proactive in finding solutions to problems.
 - e) Demonstrates efficiencies through planning of work activities.

- f) Achieves performance objectives through process improvement, removing inefficiencies and establishing high standards.
- Proven Ability to:
 - a) Communicate effectively verbally and in writing.
 - b) Plan and organize the work of others.
 - c) Maintain and control an inventory of materials normally associated with ongoing operations of a distribution system.
 - d) Have the necessary expertise to operate the relevant Company computer system and a good working knowledge of Company software.
 - e) Ensure tools and equipment are maintained based on manufacturers suggested schedules and Company policies.
 - f) Provide leadership and direction to the workforce that promotes safety and participation in safety programs.
 - g) Apply various techniques to measure and report productivity.
 - h) Apply basic accounting principles as they relate to cost control.
- Must have a minimum of three (3) years of relative experience in a natural gas utility.
- Demonstrated thorough knowledge distribution pipeline systems and associated appurtenances.
- Demonstrated thorough experience and knowledge of the criteria used to triage distribution emergencies.
- Knowledge of the applicable relevant codes and ability to research and understand regulations such as: Z662, B149, WCB, WHMIS, and TDG.
- A valid B.C. Class 5 Driver's Licence.

Other Considerations:

- A valid Provincial Class "A" Gas Fitters Licence is considered an asset.
- A diploma in Gas technology or similar recognized programs are considered an asset.

Additional Information:

- Only applicants who meet all of the "Must Have's" listed above will be assessed against the selection criteria outlined in Article 3.05 (b) of the Collective Agreement.
- The successful candidate must be capable of providing standby duties.

Date: May 2006

AREA MANAGER II

Duties & Responsibilities:

- The Area Manager II shall be the Company's representative in the area to carry out sales and service activities within the framework of Company objectives, policies and programs and he shall ensure the public is protected from any unsafe act or condition pertaining to the distribution of natural gas.
- Promote the sale of gas to new and existing customers.

- Perform all the duties required of a Customer Service Tech II and be responsible, in his area, for gas service to all customers on the distribution system from the inlet of the regulating system to the outlet of the Company meter.
- Collect Accounts Receivable and prepare such written records and documents as are required by the Company.
- Assist other Company personnel when required, advise construction crews of required work to be carried out and maintain a liaison with municipal and government departments. Provide relief supervision of adjacent area during periods of vacation or illness and direct the activities of construction crews while working in his area.
- Keep up to date with all policies and procedures and have a good working knowledge of all Standard Practice Instruction and Job Breakdown Manuals.
- Carry a pager or cell phone where such services are available while absent from the office. If out of the range of contact advise his supervisor or arrange for another qualified individual to provide coverage.
- Ensure that adequate instructions, to properly handle an emergent situation, are left on the telephone answering machine. These shall include:
 - a) instructions on how to call the pager or cell phone number,
 - b) the Field Operations office “phone number”,
 - c) instructions to call the Fire Department and/or the RCMP in the event that no Company personnel can be reached.
- Ensure that the Fire Department and the RCMP have a list of Company personnel and their address and “phone numbers” on file.
- Respond to High Pressure and mainline emergencies.

Qualifications Required:

- All qualifications required of a Customer Service Tech II.
- A proven ability to work independently and provide supervision and direction to other departments or contractors working in his area.
- Training in appropriate courses relating to job duties.

Date: July 29, 1999

CUSTOMER SERVICE TECH I

Duties & Responsibilities:

- Perform all duties of a Customer Service Tech II.
- Inspect, trouble shoot, and repair larger equipment of institutional and industrial customer sites.
- Perform adjustments and tests on larger industrial gas burning equipment.
- May be required to travel to other areas for trouble shooting.

Qualifications Required:

- All qualifications required of a Customer Service Tech II and hold a valid Class GA B.C. Gas Fitters Licence.
- Possess a thorough knowledge of complex electric and electronic actuating and control circuits and systems as well as an understanding of industrial gas burning equipment.

Date: July 29, 1999

CUSTOMER SERVICE TECH II

Duties & Responsibilities:

- Repair and make adjustments to residential and commercial equipment on customer premises, install and maintain gas measurement and pressure regulation equipment on customer premises and monitor and assist in the installation and maintenance of gas pressure regulation equipment at Company Regulating stations. Operate and maintain a stand-by station for emergency or peak shaving (Prince Rupert area).
- Promote the sale of gas, complete sign-ups of new customers, read meters, investigate reports of gas leaks, perform routine safety inspections on customer premises and take action to protect the public from any unsafe act or condition pertaining to the distribution of natural gas within his authority.
- Assist other Company personnel as directed and prepare all required documents and paper work relative to sales and service duties.
- Provide training and direction to subordinate Customer Service Technicians.
- Perform stand-by duties and carry a pager or cell phone.
- Assist and temporarily perform Customer Service Representative duties.
- Respond to emergencies on the distribution system and direct and carry out appropriate actions involving damage to the system or the escape of gas.

Qualifications Required:

- All qualifications required of a Customer Service Tech III.
- Hold a valid Class GBEE B.C. Gas Fitters Licence and have successfully completed the two year Gas Fitters Apprenticeship Program or other Company recognized training program.
- Be competent in technical aspects related to public safety, customer relations and the welfare of the Company's property.
- Electrical endorsement required for Class GBEE ticket holders.
- Experience in electronics, appliance repairs and trouble shooting.

Date: July 29, 1999

CUSTOMER SERVICE TECH III

Duties & Responsibilities:

- Train in all phases of a Customer Service Tech II's duties and carry out simple repair and adjustments to residential and commercial equipment on customer premises and install and maintain gas measurement and pressure regulation equipment at customer locations under direct supervision.
- Assist in the installation and maintenance of gas pressure regulation equipment at Company Regulating stations.
- Service and relight station line heaters and operate and maintain a gate station under the direction of a Supervisor.
- Assist other personnel as directed and prepare documents and paper work relative to the performed customer service duties.

- Carry out duties of a Customer Service Tech IV.

Qualifications Required:

- All the qualifications required of a Customer Service Tech IV and have successfully completed the first year “on job” and “in school” training leading toward attaining a Class GBEE Gas Fitters Licence.

Date: July 29, 1999

CUSTOMER SERVICE TECH IV

Duties & Responsibilities:

- Train in all phases of a Customer Service Tech II's duties.
- Carry out duties of a Customer Service Tech V.

Qualifications Required:

- All qualifications required of a Customer Service Tech V and have completed a minimum of one (1) year training acceptable toward attaining a Class GBEE Gas Fitters Licence.

Date July 29, 1999

CUSTOMER SERVICE TECH V

Duties & Responsibilities:

- Train and assist in all phases of a Customer Service Tech II's duties and work under the direction of a Customer Service Tech II or Area Manager.
- Duties will include meter reading, chart changing, assisting with the installation and removal of meters, painting and minor maintenance of equipment and facilities servicing the distribution system.

Qualifications Required:

- Grade 12 education.
- Valid B.C. Class 5 Driver's Licence.
- Must be mechanically inclined.
- Must be willing to obtain Class GBEE Gas Fitters Ticket.
- Must be able to communicate both orally and in written form.

Date: July 29, 1999

METER READER 1

Duties & Responsibilities:

- As Meter Reader 2.

Qualifications Required:

- All qualifications of the Meter Reader 2.
- A minimum of six (6) months as a Meter Reader 2.

Date: July 29, 1999

METER READER 2

Duties & Responsibilities:

- Read meters (manually or with the use of an electronic meter reading device) and change charts.
- Obtain readings to check and final customers.
- Minor clerical work related to meter reading and meter records.

Qualifications Required:

- Grade 12 or equivalent education.
- Ability to accurately record reading.
- A valid Class 5 B.C. Driver's Licence.
- Must demonstrate safe work habits and adherence to safety regulations and practice on a sustained basis.
- Must be able to carry out duties with minimum supervision.
- Ability to communicate effectively verbally and written.
- Good physical condition.
- Some travel may be required with the PNG system.

Date: July 29, 1999

STUDENT

Duties & Responsibilities:

- Perform unskilled work as assigned such as painting, landscaping, traffic control, with proper training, delivery of materials, brush and weed abatement.
- This employee may provide unskilled relief assistance to a tradesman while under direct supervision in the Warehouse, Corrosion, Compressor, or Customer Service Departments, and will not work as part of a construction/maintenance crew.

Qualifications Required:

- Valid B.C. Class 5 Driver's Licence.

Date: July 29, 1999

LETTER OF UNDERSTANDING NO. 1

RE: USE OF CONTRACTORS

The Company will maintain a basic IBEW workforce to match a predictable base load of work and will increase it where the long term growth will justify an increase.

Both the Union and the Company recognize that, from time to time, work in excess of normal growth or normal expansion levels becomes necessary. When this occurs, the use of contractors or Local 213 members or both shall be determined by operating requirements.

In circumstances where contractors are being used in accordance with Article 2.12, the Company will make every reasonable effort to, where practical, use employee workforces in their home base rather than contractor forces.

Date: February 21, 1992

Revised: June 3, 1996

LETTER OF UNDERSTANDING NO. 4

RE: TAX DEDUCTION FOR RRSP CONTRIBUTIONS

Employees may request the Company to reduce the amount of tax deducted from their employment earnings. To make this request, employees have to write to the chief of source deductions at the income tax office. They should explain the reasons why they want less tax deducted (e.g., alimony payments, an RRSP contribution) and provide supporting documentation. For example, if individuals make regular alimony or maintenance payments, they should provide a copy of the decree, order, or agreement, that the payments are made under. If individuals regularly contribute to an RRSP during the year, they should provide documents to show the amount they are contributing. The employee then shall provide a letter of authority from the income tax office before any reductions in tax deductions may be applied.

Date: June 9, 1994

LETTER OF UNDERSTANDING NO. 7

RE: DIRECTION OF WORK ACTIVITIES BY NON-SUPERVISORY EMPLOYEES

As a matter of clarification, it is understood that, although not specifically mentioned in their job descriptions, classifications at or above the "A" rate identified in Appendix "B" of the Collective Agreement (as well as Equipment Operator II) can direct the work of one (1) or two (2) employees of equal or lower level classifications, under certain circumstances.

These circumstances would generally be where the employee would be able to perform the work by himself, but physical or safety considerations determine that assistance would be required.

The use of such assistance will not result in any changes to the established crew compositions working on the transmission and distribution systems. The mechanical excavation of hotlines or work which has the potential of uncontrolled release of gas, shall continue to be done under the direction of a first line bargaining unit supervisor.

Date: June 9, 1994

LETTER OF UNDERSTANDING NO. 8

RE: FLEX HOURS

The Company and the Union agree to implement a "flex hours" work day for Vancouver office employees.

The "flex hours" conditions include:

- a) there shall be no additional cost to the Company as a result of this flex hour schedule.
- b) the normal work day shall continue to be seven and one-half (7 ½) hours. The core hours of the work day shall be between 9:00 a.m. and 3:30 p.m.
- c) start time shall be between 7:00 a.m. and 9:00 a.m., with the selection by an employee limited to on the hour or half hour.
- d) quitting time between 3:30 p.m. and 5:00 p.m., with the selection by an employee limited to on the hour or half hour.
- e) unpaid lunch breaks shall be one (1) hour in length with selection limited to on the hour or half hour.
- f) the selection of the "flex hour" schedule by each employee shall be mutually agreed upon between the employee and the supervisor in order that departmental work requirements and schedules will be effectively accommodated. However, in the event of a conflict, operational requirements shall govern.

- g) a "flex hour" schedule selected by the employee, and agreed upon by a supervisor, shall not be altered more frequently than six (6) month intervals unless emergency or other special circumstances affecting the employees or the work group require a change.

Date: June 9, 1994

LETTER OF UNDERSTANDING NO. 14

RE: HIRING TEMPORARY EMPLOYEES

IN THE VANCOUVER OFFICE

All temporary employees who are hired to perform bargaining unit work on a scheduled basis will be covered by the terms and conditions of the Collective Agreement.

Temporary employees may be hired through an agency for up to five (5) days without being covered by the terms of the Collective Agreement to relieve an employee on a non-scheduled absence.

Date: July 29, 1999

LETTER OF UNDERSTANDING NO. 15

RE: PART-TIME TEMPORARY EMPLOYEES

The Company and Union both recognize the need for occasional part-time temporary employees to assist in staffing the Care Centre during periods of unforeseen absences by regular employees, or unexpected increases in volume of work. These employees will be on an on call basis, would only backfill existing positions and would perform base level type activities. Employees in this category would not eliminate the need for full-time or regular part-time employees and at no time will there be more than two (2) backfilling positions. They will be hired for short intermittent periods not to exceed one hundred (100) hours per calendar month (cumulative) and will be paid a minimum four (4) hour call out. Employees in this category will not accumulate seniority. The one hundred (100) hour maximum may be extended by mutual agreement between the Company and the Union.

Date: February 1, 2002

LETTER OF UNDERSTANDING NO. 16

RE: JOINT CONSULTATIVE COMMITTEE (JCC)

By mutual agreement, the Company and Union may establish a joint consultative committee as follows:

1. The JCC shall provide equal representation and consist of up to two (2) Management members and two (2) Union members.
2. The purpose of the JCC is to promote the cooperative resolution of workplace issues, to anticipate, respond and adapt to changes in the Utility's business, to foster the development of work related skills, to promote workplace productivity and enhance the value of the Collective Agreement.
3. The JCC shall meet initially at the request of either party, submit agenda items no later than ten (10) days prior to each meeting and make recommendations to the Company and the Union.
4. The JCC shall approach issues from a "mutual gains" perspective.
5. The JCC is not a substitute for the grievance procedure.
6. If agreement cannot be achieved, the issue will be forwarded to the Company and the Union for resolution.

Employee members of the JCC shall continue to receive their regular, straight time wages for all time associated with JCC work, and the Utility shall reimburse travel and accommodation costs for those travelling to a meeting.

Date: February 1, 2002

Revised: October 19, 2012

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