

Directives and preparation guide

To apply for authorization to work or circulate in a
Champion Pipe Line Corporation Limited right of
way and/or prescribed area



1. PREAMBLE

Champion Pipe Line Corporation Limited (“Champion”), a wholly owned subsidiary of Énergir, operates two natural gas pipelines that cross the Ontario border and supply Énergir’s distribution system in northwestern Québec.

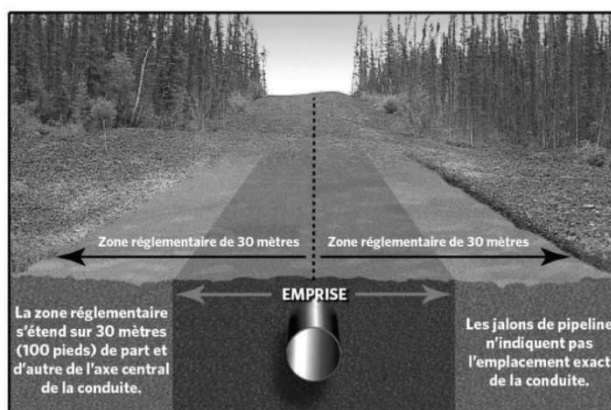
2. REGULATORY REQUIREMENTS

Champion’s facilities are regulated by laws including the *National Energy Board Act* (Canada) and its regulations. These regulations contain requirements surrounding activities taking place above, below or near Champion’s facilities. The regulations are intended to guarantee the safety and protection of the public, Champion employees, the environment, pipeline facilities and other assets.

Therefore, **a written authorization from Champion is required if you plan to:**

- a) construct a facility across, on, along or under a pipeline (including the right-of-way);
or
- b) engage in an activity that causes ground disturbance in a strip of land measured thirty (30) metres perpendicularly on each side from the centreline of the pipeline (the “**prescribed area**”);

Zone réglementaire



or

- c) cross a pipeline with a vehicle or mobile equipment above the right of way, except if:
 - i. the crossing is on the travelled portion of a highway or public road; or
 - ii. the vehicle or mobile equipment crossing the pipeline is used for agricultural activities (production of crops or raising of animals, and includes pasturing and cultivation activities such as tillage, plowing, disking and harrowing) under the following conditions:
 - o the loaded axle weight and tire pressures of the vehicle or mobile equipment are within the manufacturer’s approved limits and operating guidelines; and

- Champion does not consider the crossing point to be a location where a crossing could impair the pipeline's safety or security.

(Collectively, the “**Activities**”),

Definition of “ground disturbance”

Ground disturbance is any activity requiring a disturbance or displacement of the ground or plant cover with the exception of:

- a) cultivation to a depth of less than 45 cm (0.45 m) below the surface of the ground;
- b) any activity to a depth of less than 30 cm and that does not result in reduction of the depth of the earth cover over the pipeline less than that approved at time of construction.

The following examples are considered ground disturbances:

- digging
- excavation
- trenching
- ditching
- tunnelling
- boring/drilling/pushing
- augering
- topsoil stripping
- land levelling/grading
- plowing to install underground infrastructure
- tree planting
- clearing and stump removal
- subsoiling
- blasting/use of explosives
- quarrying
- grinding and milling of asphalt/concrete
- seismic exploration
- driving fence posts, bars, rods, pins, anchors, or pilings
- crossing buried pipelines or other underground infrastructure by heavy loads off the travelled portion of a public roadway.

3. SENDING THE AUTHORIZATION REQUEST FORM

Before **beginning an Activity**:

- a) and before submitting a locate request to the appropriate one-call centre, request authorization from Champion to complete the Activities by sending the “Authorization Request” form to the Real Estate Expertise group. This application must include the following:
 - i. The requestor’s name and contact information.
 - ii. The owner’s name and contact information, if different from that of the requestor:
 - the owner, who will receive a copy of Champion’s decision, must be informed of the requestor’s request.
 - iii. The location of the Activities.
 - address and/or GPS coordinates and/or location clearly identified on the sketch attached to the request.
 - iv. The easement registration number and registry division, if known.
 - the easement number and registry division usually appear on the certificate of location.
 - v. The lot number or cadastre name of the property where the Activities will be performed.
 - the lot number usually appears on the municipal tax bill or on the certificate of location.
 - vi. The date the Activities are expected to start.
 - vii. A brief description of the Activities (attach an appendix, if necessary).
 - viii. The types of vehicles that will travel over the pipeline and/or in the prescribed area during and after the Activities.
 - Characterize, including the weight and measurements, the heaviest loaded vehicle that will be driving over the pipeline and/or in the prescribed area.
 - ix. A detailed, comprehensive sketch of the planned Activities as well as their exact location. Comprehensive construction plans may be required, depending on the nature of the planned Activities.

The authorization request must be submitted by email or by mail at the following address:

Real Estate Expertise
1717 Du Havre Street
Montréal, Québec H2K 2X3

Telephone: 514 598-345 or toll-free: 1 866 630-3450

Email: servitude@energir.com

- b) After receiving Champion's consent, you must make a locate request as soon as possible with the one-call centre, i.e. Info-Excavation at www.info-ex.com/en/ (or at the toll-free number 1 800 663-9228) or through Ontario One Call at www.on1call.com (or at the toll-free number 1 800 400-2255), based on whether the Activity will take place in Québec or Ontario, in order to locate the facilities.

After receiving a locate request, in the three (3) working days following the date of the request (or within a longer period determined with the requestor), Champion will:

- i. inform the requestor, in writing, about the safety practices to be followed while working in the vicinity of its pipelines and, in the case of a soil disturbance, within the prescribed area;
- ii. mark the location of its pipelines in the vicinity of the proposed facility or the prescribed area at maximum intervals of 10 m along each pipeline using markings that are clearly visible and distinct from any other markings that may be in the vicinity of the proposed facility or the prescribed area; and
- iii. provide information to the person that clearly explains the significance of the markings.

4. AUTHORIZATION REQUEST PROCESS

Champion will respond to the authorization request in the ten (10) working days after it is received. If the request or sketches are incomplete, Champion will return them with an explanation of the corrections to be made.

When an authorization request is refused, Champion will inform the requestor of the reasons.

When an authorization request is approved, Champion will send the "Authorization" form to the requestor, listing the conditions under which work must be performed. Furthermore, the requestor must **SIGN** and return this form **BEFORE** the Activities start. Failure to do so will render the permission null and without effect. A copy of the Authorization form must be kept at the work site so it may be provided to the Champion representative at any time, upon simple request, failing which Activities may be suspended without notice.

The form will indicate the duration of the authorization. After this time, the requestor must request an extension if the Activities have not yet been completed.

In the event of modifications to the request or to land conditions, a new authorization request must be submitted before Activities may commence.

5. NOTIFICATION OF COMMENCEMENT OF ACTIVITIES

At least five days before the start of the work, the requestor must contact Champion's Control Office at 1 855 607-0848, with their file number close at hand, so that a Champion representative may be present during the work to precisely locate the natural gas pipeline and supervise the mechanical work performed around it.

6. COSTS

There is no fee for processing authorization requests or for Info-Excavation or Ontario One Call's services.

7. CONSIDERATIONS

a) Permitted uses:

- Certain agricultural crops
- Flower beds and vegetable gardens
- Pastures

b) Uses requiring written authorization include, but are not limited to, the following:

- Excavation
- Raising or lowering of the land
- Planting of shrubs
- Landscaping
- Ditch (crossing)
- Fence (crossing)
- Path and street (crossing)
- Underground or overhead utilities (crossing)

c) Prohibited uses:

- Construction of any type of building or structure
- Pools, spas, terraces and sheds
- Planting of trees
- Wells or any other type of drilling
- Storage of flammable materials, equipment or vehicles
- Blasting
- Incineration of waste and scraps

- Septic fields
- Installation of poles and guy wires
- Billboards or commercial signs
- Parking lots
- ATV, ORV, quad or snowmobile trails

d) Public utilities:

- Utility installations must cross beneath Champion pipelines.
- There must be a minimum vertical clearance of 300 mm between utility installations and the top of the pipeline. A greater minimum clearance may be required based on the nature and size of the structures and/or pipeline.
- Utility installations must be level along the entire easement.
- Utility installations must cross the pipeline at an angle as close as possible to 90°, but no less than 45°.

e) Roadways:

- Minimum clearance of 1,200 mm between the lowest part of the road surface and the top of the pipeline.
- The roadway must be designed in such a way as to minimize the impact loads of vehicles on the pipeline.
- Depending on the pipeline's characteristics, it may be necessary to add protective structures in order to comply with the requirements of the codes in effect.

f) Ditches:

- Minimum clearance of 1,200 mm between the bottom of the ditch and the top of the pipeline.

g) Other considerations:

- The location of all crossing-related surface, overhead and underground installations (curbs, guard rails, fences, sub-drainage, sewers, cables, etc.) must be illustrated on the plans.
- The design must allow for unaffected parts of the easement to be reached. For example, plan for barriers to provide access to the easement.
- Clean filling materials must be used below the pipeline and in the easement.

8. SAFETY

In the event of a break in a pipeline or any other component of the natural gas distribution system:

a) Stop all work.

Remove the bucket from the trench, as well any other equipment likely to hinder the emergency intervention or prevent natural gas from being released into the air. Shut off the engines of heavy machinery and of all other motorized or electrical equipment.

Do not attempt to backfill or seal off the leak.

b) Avoid flames and sparks.

Eliminate all source of ignition or sparks, including the use of switches, cell phones and any other non-intrinsically safe electronic equipment.

c) Do not smoke.

d) Quickly move away from the source of the leak.

e) Call 911 immediately.

f) If the natural gas ignites:

- Do not attempt to extinguish it;
- Stay a safe distance away from the fire;
- Wait for the fire department to arrive.

N.B.: Inform Champion of any damage to gas infrastructure, for example, pipelines, coating, tracer wires, anodes, meters or regulators, even if this damage has not caused a natural gas leak. Also inform Champion of any sewer damage caused by a natural gas pipeline.

Should such a situation occur, please contact **Customer Service** at 1 855 588-1313.