



**RETAILER DISTRIBUTION
SERVICE CONTRACT**

Contract No. _____

RETAILER DISTRIBUTION SERVICE CONTRACT

THIS RETAILER DISTRIBUTION SERVICE CONTRACT
(Contract)

made as of _____ "_____, _____
Month Day Year

BETWEEN:

[RETAILER], a body corporate, carrying on business
in the Province of Alberta (hereinafter called the Retailer),

OF THE FIRST PART,

- and -

ALTAGAS UTILITIES INC.
a body corporate, carrying on business
in the Province of Alberta,
(hereinafter referred to as AUI),

OF THE SECOND PART,

WHEREAS:

- a) AUI owns and operates a Gas Distribution System within the Province of Alberta;
and
- b) The Retailer, on behalf of itself and each Customer, has requested AUI provide Gas Distribution Service for the purpose of serving each Customer,

in consideration of the rights and obligations of AUI and the Retailer (the Parties) set forth in this Contract, the Parties covenant and agree:

ARTICLE 1
RATE SCHEDULE AND
RETAILER DISTRIBUTION SERVICE RULES

- 1.1 The Retailer acknowledges receipt of a current copy of AUI's Rate Schedule, attached as Schedule A to this Contract, and agrees the Rate Schedule, as amended from time to time and approved by the Alberta Utilities Commission (the Commission), forms an integral part of this Contract.
- 1.2 The Retailer acknowledges receipt of a current copy of AUI's Retailer Distribution Service Rules, attached as Schedule B to this contract, and agrees the Retailer Distribution Service Rules, as amended from time to time and approved by the Commission, forms an integral part of this Contract.

ARTICLE 2
DEFINITIONS

- 2.1 The words, terms, and phrases used in this Contract will, unless the context otherwise requires, have the meanings given to them in the *Gas Utilities Act R.S.A. 2000 c. G-5* and AUI's Retailer Distribution Service Rules.

ARTICLE 3
RETAILER REPRESENTATIONS

- 3.1 The Retailer represents, covenants and warrants, to and with AUI, at all relevant times during the term of this Contract:
 - 3.1.1 The Retailer is, and has been, complying with each of the conditions set forth in Article 4 of this Contract;
 - 3.1.2 Except where a Customer is a signatory to this Contract (a Self-Retailer), each Customer has appointed the Retailer as its retailer under an agency agreement in accordance with the *Gas Utilities Act* and, as such, the Retailer has full power and authority to take responsibility for all matters relating to the Customer's Gas Services arrangements and, without limiting the generality thereof, to negotiate, establish, document, implement, operate, perform, terminate and amend all matters relating to the Customer's Gas Services arrangements on behalf of the Customer;
 - 3.1.3 The Retailer has entered into all contracts, agreements and arrangements necessary to secure the Gas Services necessary to satisfy the Retailer's obligations under this Contract;

- 3.1.4 In the event of a disruption of any Gas supply, the Retailer will immediately cause an alternative supply to be available;
- 3.1.5 A failure by the Retailer to supply Gas in accordance with the Retailer Distribution Service Rules is subject to the terms and conditions of the Retailer Distribution Service Rules.

ARTICLE 4 CONDITIONS

- 4.1 AUI has no obligation to provide Gas Distribution Service if, and to the extent, the Retailer fails to comply with all the conditions prescribed by the *Gas Utilities Act*, the Retailer Distribution Service Rules and each of the following conditions:
 - 4.1.1 The Retailer is responsible for providing accurate and timely Customer Information to AUI in an electronic format pursuant to Rule 028.
 - 4.1.2 Should the Retailer become aware of any change in Customer Information during the term of this Contract, the Retailer is responsible for informing AUI of the change, pursuant to Rule 028, as soon as reasonably practical in the circumstance and, in any event, within five (5) Business Days of the Retailer becoming aware of the change.
 - 4.1.3 The Retailer understands and agrees Gas Distribution Service provided under this Contract is provided solely for the Retailer's use and for the Customers identified to AUI in accordance with this Article 4.1. The Retailer may not use the Gas Distribution Service provided by AUI for any other purpose.
 - 4.1.4 If the Retailer becomes aware, at any time, of any Customer using Gas Services provided by the Retailer or Gas Distribution Service provided by AUI in a manner inconsistent with the Retailer Distribution Service Rules, and/or potentially creating safety, health or environmental concerns or damage to the Gas Distribution System, the Retailer must immediately notify AUI of such circumstances.
 - 4.1.5 In providing service to any Customer, the Retailer may not damage or interfere with, or otherwise disturb, alter or tamper with the Gas Distribution System. The Retailer must notify AUI immediately of any problem or defect relating to the Gas Distribution System the Retailer discovers or has brought to its attention.
 - 4.1.6 The Retailer understands and agrees AUI will not perform billing or collections activities on its behalf, unless specified by separate contract. The Retailer agrees to pay all amounts due and owing to AUI in accordance with the Retailer

Distribution Service Rules, regardless of any billing or collection disputes the Retailer may have with any Customer.

- 4.1.7 The Retailer agrees to comply with all prudential requirements pursuant to the Retailer Distribution Service Rules and the *Natural Gas Billing Regulation A.R. 185/2003*, as amended.
- 4.1.8 The Retailer agrees to comply with all billing requirements, including displaying AUI's emergency contact phone number on Customer bills, pursuant to the *Natural Gas Billing Regulation A.R. 185/2003*, as amended; and
- 4.1.9 The Retailer will continue to satisfy all conditions prescribed by the *Gas Utilities Act* and this Article 4.1 for Gas Services arrangements.

ARTICLE 5 RECEIPT POINTS

- 5.1 The Point of Receipt for Gas delivered by the Retailer to AUI pursuant to this Contract must be via a TCPL (NOVA) Inventory Transfer (NIT).

ARTICLE 6 GAS SUPPLY

- 6.1 The Retailer will, at all times, have the obligation to comply with Gas balancing requirements specified in the Retailer Distribution Service Rules.

ARTICLE 7 PRICE

- 7.1 AUI will invoice the Retailer, who is a signatory to this Contract, for all applicable rates, tolls, charges and federal and provincial taxes as specified in AUI's Rate Schedule, as amended from time to time and approved by the Commission, and the Retailer agrees to pay such invoices in accordance with the Retailer Distribution Service Rules.
- 7.2 Payment terms will be as specified in the Retailer Distribution Service Rules.

**ARTICLE 8
TERM**

- 8.1 AUI may terminate this Contract:
- 8.1.1 If any one or more of the conditions in Articles 3 or 4 of this Contract has not been, or is not being, complied with; or
- 8.1.2 In accordance with the terms and conditions specified in the Retailer Distribution Service Rules.
- 8.2 This Contract will terminate on any terms and conditions as may be prescribed by the Commission pursuant to the *Gas Utilities Act*.
- 8.3 If AUI terminates a Service Agreement with respect to a Customer, this Contract will terminate insofar, and only insofar, as it applies to that Customer, unless the Customer is a Self-Retailer, in which case this Contract will fully terminate.
- 8.4 This Contract is subject to all applicable legislation, including the *Gas Utilities Act* and the regulations made thereunder, and all applicable orders, rulings, regulations and decisions of the Commission or any other regulatory authority having jurisdiction over AUI.

**ARTICLE 9
ADDRESS FOR NOTICES**

- 9.1 Until notified otherwise in writing, payments by, or on behalf of, the Retailer to AUI must be made or delivered to the following address:

ALTAGAS UTILITIES INC.
5509 - 45 Street
Leduc, Alberta
T9E 6T6

Attention: Accounts Receivable

- 9.2 All other notices must be made or delivered to one of the following addresses:

ALTAGAS UTILITIES INC.
5509 - 45 Street
Leduc, Alberta
T9E 6T6

Attention: Director, Regulatory

Retailer: [the Retailer] _____
Address _____
City, Province _____
Postal Code _____

Attention: _____
Retailer ID No.: _____
Telephone: _____
Fax: _____

9.3 Either party may change its address by giving written notice to the other.

**ARTICLE 10
GENERAL**

- 10.1 Neither party may disclose any Confidential Information obtained pursuant to this Contract to any person, without the express prior written consent of the other party. As used in this Article, the term “Confidential Information” will include all business, financial and commercial information pertaining to the Parties, Customers of either Party, suppliers of either Party, personnel of either Party and any trade secrets and other information of a similar nature.
- 10.2 Notwithstanding the preceding paragraph, a receiving party may disclose Confidential Information to any governmental, judicial or regulatory authority requiring such Confidential Information pursuant to any applicable law, regulation, ruling or order, provided:
- (a) such Confidential Information is submitted under the applicable provision, if available and permitted, for confidential treatment by such governmental, judicial or regulatory authority; and
 - (b) prior to such disclosure, the other party is given prompt notice of the disclosure requirement and an opportunity to make representations, to the extent permissible, to the relevant governmental, judicial or regulatory authority concerning the confidential nature of the information and/or the requirement for such information to remain confidential.
- 10.3 Subject to Article 19.4 of the *Retailer Distribution Service Rules*, this Contract will bind and enure to the Parties’ respective successors and assigns. However, any assignment will not release either Party from such Party’s obligations under this Contract without the written consent of the other Party to such release. Consent to such release may not be unreasonably withheld.

- 10.4 If any provision of this Contract, or the application thereof, is, to any extent, held invalid or unenforceable, the remainder of this Contract and the application thereof, other than those provisions held invalid or unenforceable, will remain unaffected and will continue in full force and effect and will be enforceable to the fullest extent permitted by law or in equity.
- 10.5 This Contract may be signed in counterparts and each counterpart will constitute an original document and each counterpart, taken together, will constitute one and the same instrument. Counterparts may be executed either in original, facsimile or electronic form and the parties adopt any signatures received by a receiving fax machine or email transmission as original signatures of the parties.

IN WITNESS WHEREOF this Contract has been properly executed by the Retailer (or Self Retailer) and AUI as of the date first written above.

ALTAGAS UTILITIES INC.

Per: Signature _____ Name _____
(Please Print)

Title _____ Date _____
(Please Print) *Year/Month/Day*

Per: Signature _____ Name _____
(Please Print)

Title _____ Date _____
(Please Print) *Year/Month/Day*

[RETAILER] _____

Per: Signature _____ Name _____
(Please Print)

Title _____ Date _____
(Please Print) *Year/Month/Day*

Per: Signature _____ Name _____
(Please Print)

Title _____ Date _____
(Please Print) *Year/Month/Day*

**SCHEDULE A
ALTAGAS UTILITIES INC.
RATE SCHEDULES**

SCHEDULE B
ALTAGAS UTILITIES INC.
RETAILER DISTRIBUTION SERVICE RULES