



Effective: April 1, 2021
Previously Effective: January 1, 2021

The Retailer's address for notice is:

Retailer Name

Retailer Operating As Business Name

Retailer Address

The Corporation's address for notice is:

ATCO Gas and Pipelines Ltd

10035 – 105 Street

P.O. Box 2426

Edmonton, Alberta, T5J 2V6

Attention:

Facsimile:

Attention: Manager, Customer Care and Billing

Email: RetailerContact@atco.com



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APPENDIX "A"

MEMORANDUM OF AGREEMENT made the (day) of (month), (year)

APPENDIX "A" to the Retail Service Agreement between <RETAILER NAME> and **ATCO Gas**.

RETAILER IDENTIFICATION NUMBERS

The following Retailer Identification numbers have been assigned to the Retailer noted above as of the effective date noted herein:

- (1)
- (2)
- (3)

The Retailer must notify the Company as promptly as reasonably practical of any additions or changes to the Retailer Identification Numbers. This Appendix "A" supersedes the Appendix "A" made the (day) of (month), (year).

IN WITNESS WHEREOF the Parties have executed this Agreement as of the day first above mentioned.

[RETAILER/DSP NAME]
[RETAILER/DSP OPERATING AS]
BUSINESS NAME]

ATCO Gas and Pipelines LTD.

Per: _____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

ATCO Gas and Pipelines LTD.

Per: _____
Name: _____
Title: _____



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SCHEDULE B – DE-ENERGIZE CUSTOMER SITE

The Company's policy (as approved in these Terms and Conditions) with respect to de-energizing Customers is set out below and applies to all Retailers/DSP issuing the transaction as stated in AUC Rule 028.

1. Where a Retailer/DSP requests the Company de-energize a Customer, the Retailer/DSP shall provide to the Company any required updated Customer Information and, for de-energizations for non-payment, the proof of payment amount the Retailer/DSP will accept in the event the Customer provides ability of payment, the date the Customer was provided written notice and a direct phone number to the Retailer's/DSP's collection department for circumstances when the Customer is required to contact the Retailer/DSP immediately to resolve payment issues. For seasonal or vacant de-energizations, the Retailer/DSP shall provide the initial date of vacancy. The Company will not assume any billing or collection obligations or responsibilities for or on behalf of the Retailer/DSP.
2. De-energizations by the Company or at the request of the Retailer/DSP will commence for residential and commercial residential property sites on April 15th of each year. Residential and commercial residential, including multi-family, property sites will not be de-energized during the winter season defined as November 1st to April 14th, or between April 15th and October 31st when the overnight local temperature is forecast to drop below zero (0) degrees Celsius in the 24 hour period immediately following the proposed de-energization. For customer-requested de-energizations at residential sites, the Retailer/DSP must also provide notification from the property owner that he/she accepts full responsibility for protecting the property against damage that may be caused by the ending of gas service and that ATCO Gas will not be held liable for any damage or loss. The Retailer/DSP will forward a copy of the property owner's written request to the Company as well as the required transaction before the Company will schedule field work.
3. De-energization activity will be completed during regular business hours on weekdays of Monday, Tuesday, Wednesday and Thursday. No de-energization activity will be scheduled on Friday, Saturday and Sunday or any statutory holiday or any day prior to a statutory holiday observed in the service area.



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4. The Company may, upon visiting the Site, delay the de-energization. Reasons for delay include, but are not limited to:
- (a) Customer Information does not match Customer Information provided by the Retailer/DSP.
 - (b) Customer has proof of payment in hand at site in the amount as specified in Part 1 of this Schedule B.
 - (c) Immediate danger may exist to the occupants or the Company's representatives.
 - (d) De-energizing the service will adversely affect other Customers who are not to have their service de-energized.
 - (e) Where meters are located inside or on another Customer's property and access to the meter cannot be obtained. These situations will require additional distribution requirements including construction arrangements to de-energize elsewhere on the service line.



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SCHEDULE C – IMBALANCE PURCHASE/SALE CHARGES

1.0 Imbalance Window Percentage

The daily Imbalance Window percentage applicable to each Retailer/DSP Account is $\pm 5\%$.

2.0 Minimum Energy Imbalance Window

Unless specified under Article 4.0 of this Schedule, the daily minimum energy Imbalance Window applicable to each Retailer/DSP Account for each Day is:

- (a) When the daily Backcast is less than or equal to 5,000 GJ the daily minimum energy Imbalance Window quantity shall be ± 500 GJ;
- (b) When the daily Backcast is greater than 5,000 GJ the daily minimum energy Imbalance Window quantity shall be $\pm 1,000$ GJ.

3.0 Imbalance Purchase/Sale Price

The Imbalance Purchase/Sale price applicable to each Retailer/DSP Account is:

- (a) For Imbalance Purchase, the price used by the Company will be the lowest Same Day Market or Yesterday Market trade price that occurs on the ICE NGX for the Gas Day as reported by the ICE NGX as the "ICE NGX AB-NIT Same Day Index" and "ICE NGX AB-NIT Yesterday Index" obtained from the "ICE NGX Price Indices" webpage <https://www.theice.com/marketdata/reports/254>
- (b) For Imbalance Sale, the price used by the Company will be the highest Same Day Market or Yesterday Market trade price that occurs on the ICE NGX for the Gas Day as reported by the ICE NGX as the "ICE NGX AB-NIT Same Day Index " and "ICE NGX AB-NIT Yesterday Index" obtained from the "ICE NGX Price Indices" webpage <https://www.theice.com/marketdata/reports/254>



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4.0 Change to Imbalance Window Percentage and Minimum Energy Imbalance Window

In the event that the Transmission System changes the Transmission Balance Zone the Company will change the daily Imbalance Window percentage and the daily minimum energy Imbalance Window for Retailer/DSP Accounts to the following:

<u>Transmission Balance Zone</u>		<u>ATCO Gas Imbalance Window</u>		<u>ATCO Gas Minimum Energy Imbalance Window</u>	
<u>-%</u>	<u>+%</u>	<u>-%</u>	<u>+%</u>	5000 GJ or Less	Greater than 5000 GJ
-4%	+4%	-5%	+5%	-500 GJ to +500 GJ	-1000 GJ to +1000 GJ
-3%	+4%	-3%	+5%	-300 GJ to +500 GJ	-600 GJ to +1000 GJ
-2%	+4%	-2%	+5%	-200 GJ to +500 GJ	-400 GJ to +1000 GJ
-1%	+4%	-1%	+5%	-100 GJ to +500 GJ	-200 GJ to +1000 GJ
0%	+4%	0%	+5%	0 GJ to +500 GJ	0 GJ to +1000 GJ
-4%	+3%	-5%	+3%	-500 GJ to +300 GJ	-1000 GJ to +600 GJ
-3%	+3%	-3%	+3%	-300 GJ to +300 GJ	-600 GJ to +600 GJ
-2%	+3%	-2%	+3%	-200 GJ to +300 GJ	-400 GJ to +600 GJ
-1%	+3%	-1%	+3%	-100 GJ to +300 GJ	-200 GJ to +600 GJ
0%	+3%	0%	+3%	0 GJ to +300 GJ	0 GJ to +600 GJ
-4%	+2%	-5%	+2%	-500 GJ to +200 GJ	-1000 GJ to +400 GJ
-3%	+2%	-3%	+2%	-300 GJ to +200 GJ	-600 GJ to +400 GJ
-2%	+2%	-2%	+2%	-200 GJ to +200 GJ	-400 GJ to +400 GJ
-1%	+2%	-1%	+2%	-100 GJ to +200 GJ	-200 GJ to +400 GJ
0%	+2%	0%	+2%	0 GJ to +200 GJ	0 GJ to +400 GJ
-4%	+1%	-5%	+1%	-500 GJ to +100 GJ	-1000 GJ to +200 GJ
-3%	+1%	-3%	+1%	-300 GJ to +100 GJ	-600 GJ to +200 GJ
-2%	+1%	-2%	+1%	-200 GJ to +100 GJ	-400 GJ to +200 GJ
-1%	+1%	-1%	+1%	-100 GJ to +100 GJ	-200 GJ to +200 GJ
0%	+1%	0%	+1%	0 GJ to +100 GJ	0 GJ to +200 GJ
-4%	0%	-5%	0%	-500 GJ to 0 GJ	-1000 GJ to 0 GJ
-3%	0%	-3%	0%	-300 GJ to 0 GJ	-600 GJ to 0 GJ
-2%	0%	-2%	0%	-200 GJ to 0 GJ	-400 GJ to 0 GJ
-1%	0%	-1%	0%	-100 GJ to 0 GJ	-200 GJ to 0 GJ
0%	0%	0%	0%	0 GJ to 0 GJ	0 GJ to 0 GJ

The change to the daily Imbalance Window percentage and daily minimum energy Imbalance Window for Retailer/DSP Accounts will be in effect for the same gas days as the Transmission Balance Zone change.