

# MEMBERSHIP APPLICATION – 2019

Canadian Propane Association GST - Registration No. 84855 2717 RT0001

**IMPORTANT:** All information contained on this form will remain confidential. To be completed in full by a person having signing authority. All required documents and payment must be received prior to being approved as a member. Please be advised that the process will take a maximum of 14 days to be completed.

## 1. Company to be registered as a member

Company name (in full): \_\_\_\_\_

Company address (in full): \_\_\_\_\_

Company website: \_\_\_\_\_

## 2. Is your company publicly traded or privately owned?

Publicly traded

Privately owned

## 3. Types of membership

**Manufacturers of Appliances, Cylinders and Equipment (MACE)/Services:** Those members who offer to the Canadian market for sale, rent or lease directly or through agents, end-use products or services used by the LP industry to manufacture, process, odorize, measure, handle, store or consume Natural Gas Liquids (NGL).

**Producer:** Those members who produce NGLs at refineries or natural gas processing plants and/or who make such production available for distribution beyond the source of production, or those who manufacture products produced from propane.

**Retail Marketer:** Those members who are engaged in selling NGLs directly to ultimate consumers or indirectly through distributors and/or dealers.

**Transporter:** Those Members who offer to the Canadian market the transportation of NGLs.

**Wholesale Marketer:** Those members whose business is primarily the purchase of bulk quantities of NGLs for resale in either tank trucks, rail cars or via pipeline to the export of Canadian domestic market.

**Associate:** That person, firm, corporation or association not otherwise defined as a Retail Marketer, Transporter, Wholesale Marketer, Producer/Processor/Midstreamer or MACE/Service, who is interested in the purpose of the Canadian Propane Association (CPA).

**NEW CATEGORY! Trainer Associate:** That person, firm, corporation or association not otherwise defined as a Retail Marketer, Transporter, Wholesale Marketer, Producer/Processor/Midstreamer, MACE/Service or Associate Member, who is engaged in the delivery of the Canadian Propane Association/Propane Training Institute training programs.

**NOTE:** The CPA reserves the right to change the selected category if the selection does not reflect the company's main business activities.

**4. Please provide a description of your company's services.**

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**5. Primary & Alternative Contacts**

Your membership allows you to include an unlimited number of company contacts to your membership profile. Each contact will receive CPA communications related to events, industry issues and regulatory changes. In addition to receiving CPA communications, the primary contact will be the company's main point of contact for anything relating to the membership. To add additional contacts, please consult your online profile using the credentials you will be receiving once your membership is approved. For assistance with your online profile, please contact [igorminic@propane.ca](mailto:igorminic@propane.ca).

**PRIMARY CONTACT**

**ALTERNATE CONTACT**

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**6. Accredited Voting Representative**

Each member company shall appoint an accredited and alternate voting representative. These representatives shall be deemed to be authorized to act on behalf of the member company in matters pertaining to the CPA, including participating in the Annual General Meeting or submitting a vote. Please indicate the name and information of the person who will act on the member's behalf.

**DESIGNATED VOTING REPRESENTATIVE**

**ALTERNATE VOTING REPRESENTATIVE**

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**7. What percentage of your total business is your propane operation? \_\_\_\_\_%**

**8. Number of employees? \_\_\_\_\_**

**9. Please check (v) your regions of activity:**

- AB       BC       SK       MB       ON       QC       NB  
 NFL       NS       NWT       NU       PEI       YK       International

**10. Permits and licensing (if applicable):**

Propane contractor license # (if applicable): \_\_\_\_\_

Company Canadian Business number or Employer Identification Number (U.S.): \_\_\_\_\_

GST number: \_\_\_\_\_

HST number: \_\_\_\_\_

QST number: \_\_\_\_\_

Number of licensed sites for storage of bulk propane: \_\_\_\_\_

**11. Membership referral program**

If a current CPA member has referred you to join the Association, please indicate their details below.

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

## 12. CPA/ERAC Level Table

Please identify your 2018 volumes (m<sup>3</sup> / 1000L) or gross sales on the CPA/ERAC Level Table below.

Level	Producers Volumes (m <sup>3</sup> )		Retail Volumes (m <sup>3</sup> )		Wholesale Volumes (m <sup>3</sup> )		Transporter Gross Sales (\$)		MACE / Service Gross Sales (\$)	
1	0	3,999	0	2,799	0	3,499	0	499,999	0	499,999
2	4,000	5,999	2,800	3,999	3,500	4,999	500,000	599,999	500,000	599,999
3	6,000	8,999	4,000	5,999	5,000	14,999	600,000	999,999	600,000	999,999
4	9,000	27,999	6,000	17,999	15,000	19,999	1,000,000	2,999,999	1,000,000	2,999,999
5	28,000	49,999	18,000	39,999	20,000	249,999	3,000,000	5,999,999	3,000,000	9,999,999
6	50,000	89,999	40,000	69,999	250,000	2,599,999	6,000,000	15,999,999	10,000,000	29,999,999
7	90,000	179,999	70,000	149,999	2,600,000	2,999,999	16,000,000	19,999,999	30,000,000	39,999,999
8	180,000	399,999	150,000	299,999	3,000,000	3,999,999	20,000,000	24,999,999	40,000,000	49,999,999
9	400,000	899,999	300,000	499,999	4,000,000	4,999,999	25,000,000	29,999,999	50,000,000	59,999,999
10	900,000	1,999,999	500,000	799,999	5,000,000	5,999,999	30,000,000	34,999,999	60,000,000	69,999,999
11	2,000,000	5,999,999	800,000	1,199,999	6,000,000	6,999,999	35,000,000	39,999,999	70,000,000	79,999,999
12	6,000,000	Unlimited	1,200,000	Unlimited	7,000,000	Unlimited	40,000,000	Unlimited	80,000,000	Unlimited

## 13. Reliable Propane Fiable© Statement

Please read the Reliable Propane Fiable© Statement (Appendix 1) and complete the declaration below attesting that you have read the Reliable Propane Statement. Please note that this does not apply to Flammable Liquids members.

## 14. Does your company require an Emergency Response Assistance Plan (ERAP), a Transportation of Dangerous Goods Regulations under Transport Canada's Dangerous Goods Act?

Yes, I require an ERAP

No, I do not require an ERAP

If you answered yes, please contact Cheryl Dahlager to receive your ERAP package:



Cheryl Dahlager  
Emergency Response Assistance Canada  
1100, 744 -4<sup>th</sup> Avenue S.W.  
Calgary AB T2P 3T4  
Phone: 403-543-6092  
Email: [cheryl.dahlager@erac.org](mailto:cheryl.dahlager@erac.org)

## 15. Methods of payment

Membership dues can be paid by cheque, electronic money transfer or credit card (*note: 3% convenience fee will be added to your invoice*). Details regarding payment will be included with your invoice.

### Privacy policy:

The Canadian Propane Association is committed to maintaining the accuracy, security and confidentiality of your personal information in accordance with applicable legislation. All personal information collected by the CPA is done in accordance with the privacy policy published on our website: [www.propane.ca](http://www.propane.ca).

As part of our commitment to informed consent, please be advised that company contact information, including the name of the Primary Contact, may be listed in a Membership Directory, and may be posted for public access on the Canadian Propane Association website.

### Declarations:

I, \_\_\_\_\_, hereby certify that the information contained herein is true and correct for the company I am registering for membership. I further certify that I am supportive of the Association, its purposes, programs, mission, objectives and constitution.

I, \_\_\_\_\_, declare being committed to acting at all times in accordance with applicable laws, regulations, codes, standards and ordinances (e.g. equivalency certificates) governing the propane industry in Canada, in order to ensure the safety of facilities for the greater protection of users, the general public, public health and the environment.

I, \_\_\_\_\_, declare having read the Reliable Propane Fiable© Statement (Appendix 2).

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



### CPA MEMBER COMMITMENT

The annual commitment by members of the Canadian Propane Association (Members) to *Reliable Propane* is aimed at improving risk management performance by all members and elevating public perception of the safety and responsibility of the propane industry.

Members believe in free enterprise and recognize the importance of adopting high ethical standards in order to earn consumer trust and participate in the development of the propane industry, in accordance with the laws and regulations that govern it, including those governing the CPA.

Members therefore agree to abide by the following principles:

- ✓ Members are committed to acting at all times in accordance with the laws, regulations, codes, standards and ordinances (e.g., equivalency certificates) governing the propane industry in Canada, in order to ensure the safety of facilities for the greater protection of users, the general public, public health and the environment.
- ✓ Members are committed to providing consumers with quality products and services that are certified, where appropriate, by a recognized certification body.
- ✓ Members are committed to adopting and adhering to sales and after-sales service policies grounded in professionalism, integrity and diligence at all times.
- ✓ Members are committed to acting at all times in the long-term interest of propane users by adequately informing them of regulations governing the use of the product and, when applicable, by providing user manuals or maintenance guides for appliances and equipment, and by sharing information on safety measures to be taken to ensure optimum benefit and comfort.
- ✓ Members are committed to promoting fair competition within the industry, in particular by complying with the [CPA Competition Law Compliance Program](#).
- ✓ Members are committed to acting fairly, respectfully and in good faith in their dealings with customers, associates, employees, suppliers, other members of the CPA and all other third parties. The CPA encourages the settlement of any differences through negotiation rather than by legal action.
- ✓ Members will promote and endorse the Canadian Propane Association / Propane Training Institute training programs, as well as compliance, safety, and quality assurance programs to develop the propane industry in Canada.

Signed on behalf of: \_\_\_\_\_

*Member Company*

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

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

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

Position: \_\_\_\_\_

*Reliable Propane was adopted by the CPA in September 2018.*