



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.

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 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 info@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:

- | | | | | | | |
|------------------------------|-----------------------------|------------------------------|-----------------------------|------------------------------|-----------------------------|--|
| <input type="checkbox"/> AB | <input type="checkbox"/> BC | <input type="checkbox"/> SK | <input type="checkbox"/> MB | <input type="checkbox"/> ON | <input type="checkbox"/> QC | <input type="checkbox"/> NB |
| <input type="checkbox"/> NFL | <input type="checkbox"/> NS | <input type="checkbox"/> NWT | <input type="checkbox"/> NU | <input type="checkbox"/> PEI | <input type="checkbox"/> YK | <input type="checkbox"/> 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 (m³ / 1000L) or gross sales on the CPA/ERAC Level Table below.

Level	Producers Volumes (m ³)		Retail Volumes (m ³)		Wholesale Volumes (m ³)		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 -4th Avenue S.W.
Calgary AB T2P 3T4
Phone: 403-543-6092
Email: 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.

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: _____



RELIABLE PROPANE FIABLE® COMMITMENT

The Canadian Propane Association (CPA) is committed to providing members valuable services, emergency response plans and quality training programs. Membership in the CPA has a number of benefits:

- Public Policy Advocacy on key files across all jurisdictions to ensure level playing field and market development for the propane industry
- Regulatory Affairs & Safety activities to support members in complying with all regulations and to advance members' agenda on national, provincial and municipal regulatory topics
- Access to over 30 bilingual training programs dedicated to offering the best in competency-focused programs to assist the propane industry in ensuring employees are ready to work safely and effectively.
- Access to Equivalency Certificates, exclusively for CPA members
- Access to the services of Emergency Response Assistance Canada (ERAC), a subsidiary of the CPA, reserved exclusively for CPA members
- Communication tools on activities related to government relations, legal and regulatory issues, utility board matters, CSA code development, research and marketing, etc.
- At all time, members are encouraged use the CPA'S training services, participate in its events and in its various sponsorship opportunities offered on a regular basis.

As a condition of the membership, section 8 of the CPA By-Laws No 3 specifies that through Membership, each Member shall be obliged to adhere to the Members' *Reliable Propane Fiable® Commitment* as established or amended from time to time.

The *Reliable Propane Fiable® Commitment* presents the values and sound practices that members are committed to when delivering services to their customers, when conducting their business affairs and in their relationship with the CPA.

The annual commitment by members of the CPA to *Reliable Propane Fiable® Commitment* 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 expected to be sufficiently familiar with any legislation that applies to the propane industry in their respective jurisdictions and shall recognize potential liabilities, seeking legal advice where appropriate.
- ✓ 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.
- ✓ At a meeting of Members, whether a committee meeting, Board meeting or CPA conference, members are committed to promoting fair competition within the industry, in particular by complying with the CPA Competition Law Compliance Statement.
- ✓ 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.
- ✓ Members are committed to using propane training programs as well as compliance, safety, and quality assurance programs to develop the propane industry in Canada.

All members are required to sign the *Declaration of Compliance* below which stipulates that they have read and understood this Commitment, they agree to its terms and conditions which constitutes an essential condition of the membership.

Signed on behalf of: _____
Member Company

Signature: _____ Name: _____
 Date: _____ Position: _____

Reliable Propane Fiable® Commitment was adopted by the CPA in _____.

Clarification of the *Reliable Propane® Commitment*

A Member can seek clarification of the *Reliable Propane Fiable® Commitment*, where necessary, from the Chair of the Governance Committee.

Reporting a Concern

Any Member who knows or suspects a breach of this *Reliable Propane Fiable® Commitment* must report it to the Chair of the Board of Directors (the “Board”) as soon as possible.

If such reporting is made in bad faith, the Member reporting the breach will face sanction by the Board up to and including suspension or revoking of membership.

Violation of the Code of Conduct

If the Board determines that a Member has breached this *Reliable Propane Fiable® Commitment*, the Board may sanction the Member including by requiring the Member to resign.

The Board shall have the authority to suspend or expel any member of the CPA for any one or more of the following grounds:

- (a) violating any provision of the Articles, By-Law, or written policies of the CPA;
- (b) carrying out any conduct which may be detrimental to the CPA as determined by the Board in its sole discretion;

- (c) for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the CPA.

In the event that the Board determines that a Member should be expelled or suspended from membership of the CPA, the Chair or such other officer as may be designated by the Board shall provide twenty (20) days notice of suspension or expulsion to the Member and shall provide reasons for the proposed suspension or expulsion.

The Member may make written submissions to the Chair or such other officer as may be designated by the Board, in response to the notice received within such twenty (20) day period.

In the event that no written submissions are received by the Chair or such other officer as may be designated by the Board, the Chair or such other officer as may be designated by the Board may proceed to notify the Member that the Member is suspended or expelled from membership in the CPA.

If written submissions are received in accordance with this Section, the Board will consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions.

The Board's decision shall be final and binding on the Member, without any further right of appeal.

The Members may, by Special Resolution passed at a special meeting of Members, expel a Member where the Member carries out any conduct which may be detrimental to the CPA, provided that the Member shall be given the opportunity to be heard at such meeting and to be represented by legal counsel.