**Notice of application to be filed for approval to renew the franchise agreement between City/Village of/Town of XXX and Applicant Name**

**Application summary**

Utility Name will file an application with the Alberta Utilities Commission, requesting approval to renew its franchise agreement with the City/Village of/Town of XXX.

The franchise agreement will continue to grant Utility Name the right to deliver <electricity/natural gas> to residents of the City/Village of/Town of XXX. The franchise agreement is proposed to be effective on Month Day, Year, expires on Month Day, Year, and <includes/does not include> an option for renewal. The existing franchise agreement was previously approved by the Commission in Decision XXXXXX.

The franchise agreement renewal includes a franchise fee to be collected by Utility Name and remitted to the City/Village of/Town of XXX. The proposed franchise fee is XX per cent, which is <an increase to/a decrease to/the same as> the existing franchise fee of YY per cent. The franchise fee percentage is applied to the distribution tariff, typically consisting of both distribution and transmission charges. Based on the typical monthly consumption of <625 kilowatt hours/11.25 gigajoules>, the average monthly franchise fee paid by an average residential customer is expected to <increase to/decrease to/remain the same at> $$.$$.

You may send your objections, concerns about, or support for the application in writing to <Utility Name or the City/Village of/Town of XXX> on or before **Month Day, Year,** at:

Utility Name, Contact Name, Address, phone: xxx-xxx-xxxx; email: contact email.

City/Village of/Town of XXX, Contact Name, Address, phone: xxx-xxx-xxxx; email: contact email.

Except for information designated confidential by the Commission, any information or materials, including personal information, that are provided as part of a Commission proceeding will become part of the public record.

If no submissions are received, or if submissions are received from a party not directly affected, or if submissions are frivolous, vexatious or of little merit, the Commission may render a decision on the application without further notice or without a public hearing.

**For more information**

For more information on how to file a submission, please contact the Commission directly at 310‑4282 (in Alberta) or 1‑833‑511‑4282 (outside Alberta), or by email at [info@auc.ab.ca](https://devidt101.auc.ab.ca:101/sites/controlcenter/DocumentTemplates/info%40auc.ab.ca). An information package, providing an explanation of the process and assistance on how to participate in the proceeding, will be immediately provided to any person who inquires with the Commission.

For a paper copy of the franchise agreement, please contact either the applicant or the municipality at:

Utility Name, Contact Name, Address, phone: xxx-xxx-xxxx; email: contact email.

City/Village of/Town of XXX, Contact Name, Address, phone: xxx-xxx-xxxx; email: contact email.

The Alberta Utilities Commission is an independent, quasi-judicial regulatory body responsible for making decisions about utility-related applications.

Issued on Month Day, Year.

Alberta Utilities Commission