**Notice of application to be filed for approval of a 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 of a franchise agreement with the City/Village of/Town of XXX.

The franchise agreement grants 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 agreement also includes a franchise fee to be collected by Company Name and remitted to Municipality Name. 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 typical monthly consumption of <625 kilowatt hours/11.25 gigajoules>, the average monthly franchise fee paid by an average residential customer is expected to <be/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 is 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@auc.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