

# AGREEMENT HIGHLIGHTS

## Retail Fuel Purchase Program

OECM #2025-463

Item	Description
<b>Agreement Term</b>	<p><b>Effective Date:</b> May 30, 2025</p> <p><b>Initial Expiry Date:</b> May 29, 2028</p> <p><b>Optional Extension:</b> OECM has the option to extend the Master Agreement for up to two (2) additional years.</p>
<b>Services Available Through This Agreement</b>	<p>This agreement provides access to retail fuel savings through a Canada-wide program tailored for public sector needs which provides services including, but not limited to:</p> <p><b>Retail Fuel Purchase Program:</b></p> <ul style="list-style-type: none"> <li>• Needs assessment to identify the customer's unique requirements</li> <li>• Program setup to establish account configurations and purchasing controls</li> <li>• Fuel card distribution and activation, applicable only to Shell Fleet Plus and Shell Fleet Navigator fuel card</li> <li>• Onboarding and training (e.g., training sessions, user guides, and online support)</li> <li>• Reporting</li> </ul> <p><b>Fuel Quality and Regulations:</b></p> <ul style="list-style-type: none"> <li>• All fuel provided meets and complies with the following requirements: <ul style="list-style-type: none"> <li>▪ Canadian General Standards Board ("CGSB") quality standards</li> <li>▪ Canadian Environmental Protection Act ("CEPA") fuel regulations</li> <li>▪ Any other applicable standards or regulations governing fuel in Canada</li> </ul> </li> </ul> <p><b>Fuel Card:</b></p> <ul style="list-style-type: none"> <li>• Retail fuel purchases at a discount using the following fuel discount cards, including but not limited to: <ul style="list-style-type: none"> <li>▪ Shell Fleet Plus, a closed-loop fuel card</li> <li>▪ Shell Navigator, an open-loop fuel card</li> </ul> </li> </ul>

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<p><b>Services Available Through This Agreement</b></p>	<p><b>Employee Discount Program:</b></p> <ul style="list-style-type: none"> <li>• The supplier shall implement and administer an Employee Discount Program for the customer's employees or staff</li> <li>• The Customer may be required to enter into additional program-specific agreements to facilitate participation</li> <li>• Subject to the applicable terms and conditions of each relevant loyalty or discount program, discounts available through the Employee Discount Program may be combined with other eligible personal fuel discount programs (e.g., Canadian Automobile Association ("CAA"), Air Miles), where feasible</li> </ul> <p><b>Online Reports and Portal:</b></p> <ul style="list-style-type: none"> <li>• Transaction reports</li> <li>• Card usage and control reports</li> <li>• Invoice and billing reports</li> <li>• Customization of reports and integration with customer's existing fleet management systems</li> </ul> <p><b>Transaction Security and Data Protection:</b></p> <ul style="list-style-type: none"> <li>• Payment Card Industry Data Security Standard ("PCI DSS") for secure handling of payment transactions</li> <li>• Personal Information Protection and Electronic Documents Act ("PIPEDA") for safeguarding personal and financial data</li> <li>• Europay, Mastercard, Visa ("EMV") Compliance for secure card transactions and fraud prevention</li> <li>• Any other applicable standards or regulations governing the security, processing, and protection of payment transactions</li> </ul> <p><b>Fuel Card Security and Fraud Protection:</b></p> <ul style="list-style-type: none"> <li>• Personal identification number ("PIN") protection or unique driver identification ("ID") verification at the pump</li> <li>• Advanced security measures to prevent fraudulent use, detect suspicious transactions in real time, and mitigate potential fraud risks</li> <li>• Dispute resolution process for fraudulent charges, ensuring compliance with industry standards and facilitating Customer reimbursement or chargebacks as applicable</li> </ul> <p><b>Fuel Card Controls:</b></p> <ul style="list-style-type: none"> <li>• Ability to customize controls and restrict resource purchases including, but not limited to: <ul style="list-style-type: none"> <li>▪ Spending limits (e.g., daily, weekly, monthly limits per card)</li> <li>▪ Fuel and related purchases (e.g., car washes)</li> <li>▪ Non-fuel and non-vehicle-related purchases (e.g., snacks, beverages)</li> </ul> </li> </ul>

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<b>Services Available Through This Agreement</b>	<p><b>Fuel Card Related Fees:</b></p> <ul style="list-style-type: none"> <li>• The customer will not be subject to pay additional fuel card related fees for services/requests including but not limited to: <ul style="list-style-type: none"> <li>▪ Card issuance</li> <li>▪ Card replacement</li> <li>▪ Card cancellations</li> <li>▪ Adjustment/corrections of transactions/credit limits</li> <li>▪ Account maintenance</li> <li>▪ Annual membership</li> <li>▪ Reporting</li> </ul> </li> </ul> <p><b>Additional Vehicle Related Resources available:</b></p> <ul style="list-style-type: none"> <li>• Car Wash at Shell fuel retail stations</li> <li>• Jiffy Lube</li> </ul>