

POLICY#:	NG 014	POLICY TITLE:	Natural Gas Infill Financing
-----------------	---------------	----------------------	-------------------------------------

APPROVAL DATE AND MOTION:	June 11, 2019 (2019-06-09)	CROSS-REFERENCE:	
RESPONSIBILITY:	Director of Natural Gas	APPENDICES:	
APPROVER:	Council	EFFECTIVE DATE:	June 11, 2019
REVISION DATE(S)/ MOTION #		NEXT REVIEW DATE:	August 2027

1. DEFINITIONS

- 1.a. Agreement for Natural Gas Services - An Agreement entered into by the County and the Owner(s) or Licensed Operator(s) of a property for the provision of Natural Gas service to the property by the County, also referred to as a Customer Contract.
- 1.b. Customer - The Property Owner(s) who are being provided Natural Gas service by the County of Vermilion River
- 1.c. Customer Contract - An Agreement entered into by the County of Vermilion River and the Owner(s) or Licensed Operator(s) of a property for the provision of Natural Gas service to the property by the County of Vermilion River. Customer Contract is also referred to as an Agreement for Natural Gas Services.
- 1.d. Primary Gas Service - Also referred to as a Gas Premise, shall mean a primary Natural Gas service provided to an Owner by the County of Vermilion River, typically including an underground gas service line, gas service riser, and a customer meter.
- 1.e. Grain Dryer Service - A Gas Service provided by the County of Vermilion River to an Owner of a property to provide Natural Gas to a Grain Dryer;
- 1.f. Owner - the person(s) listed as Owner on the current Alberta Land Title for the subject property.

- 1.g. Property - The titled parcel of land or leased parcel licensed under the Alberta Energy Regulator.
- 1.h. Residential Service - A Natural Gas Service provided by the County of Vermilion River to an Owner of a property to provide Natural Gas to residential buildings.

2. POLICY STATEMENT

- 2.a. The Natural Gas Utility provides residents of the County of Vermilion River and surrounding communities with affordable and reliable Natural Gas service. As a service to our residents and customers, the County of Vermilion River wishes to provide an option to finance the cost of installing new Natural Gas services.

3. OBJECTIVE

- 3.a. To authorize the provision of financing options to customers for new residential and agricultural gas services.

4. BACKGROUND

- 4.a. The Natural Gas Utility is committed to providing energy services to all customers. This policy was created to assist customers with affordable payment options to implement new energy services.

5. GUIDING PRINCIPLES

- 5.a. Prior to installation of a new primary gas service, the customer shall enter into an Agreement for Natural Gas Services or Customer Contract and provide full payment of the cost to install as outlined in the Agreement or Contract.
- 5.b. For Residential and Grain Dryer Services, customers may be given the option to enter into a Finance Agreement with the County to finance the payment of the cost of installation.
- 5.c. Finance Agreements shall include the following provisions:
 - 5.c.i. Terms of one (1), two (2), three (3), four (4) or five (5) years
 - 5.c.ii. Interest charges at Bank of Canada Prime Interest Rate (at the date of the Finance Agreement), plus 3% interest, compounding monthly.

- 5.c.iii. No reduction of interest charges calculated as a result of early payments.
- 5.c.iv. Finance Agreements are non-transferable. Services outlined in the finance agreement must be paid in full of interest in the event of a property ownership change.
- 5.c.v. Finance Agreements must have a minimum of 10% of the total cost outlined in the Customer contract as a down payment.

6. ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE(S) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Director of Natural Gas
MONITORING REVIEWS AND REVISIONS	Director of Natural Gas
IMPLEMENTING POLICY	Director of Natural Gas
COMMUNICATING POLICY	Director of Natural Gas
INTERNAL STAKEHOLDERS	County of Vermilion River Staff
EXTERNAL STAKEHOLDERS	Natural Gas Utility Customers

7. POLICY EVALUATION

- 7.a. The evaluation will include the following:
 - 7.a.i. Needs assessment if required
 - 7.a.ii. Process evaluation to measure whether the policy is meeting its intended objective; and
 - 7.a.iii. Outcome evaluation to determine whether the policy has met its objectives and whether additional opportunities for improvement in the policy can be identified.