



## LAC LA BICHE COUNTY POLICY

TITLE: INSTALLATION OF NATURAL GAS SERVICE	POLICY NO: PI-44-001
RESOLUTION: 10.007	EFFECTIVE DATE: JANUARY 12, 2010
LEAD ROLE: MANAGER, UTILITY SERVICES	NEXT REVIEW DATE: JULY 13, 2011
SPECIAL NOTES/CROSS REFERENCE: IS-44-001 91-03	AMENDMENT DATE:

### POLICY STATEMENT:

Lac La Biche County deems it appropriate to establish the procedure for the installation of Natural Gas Services to residences, businesses and institutions within its Natural Gas Franchise area.

### PROCEDURE:

#### 1. New Services:

- i. Applications for the installation of natural gas services are to be accepted at Lac La Biche County Centre.
- ii. Applications requesting services will be required to make a pre-payment based on 75% of the estimated cost.
- iii. Based upon a written estimate provided to the customer by the Natural Gas System employee, the customer shall then complete a Natural Gas Application Form at the County Office, and be required to make the appropriate pre-payment and be issued a receipt. Construction shall not commence until the pre-payment has been made.
- iv. Immediately upon completion of the work, the Natural Gas System employee will prepare a work order showing the total construction costs of the goods and services provided and present the work order to the Account Receivable Clerk for invoicing. The applicant will be required to pay the balance due upon completion of the installation of services prior to the gas being turned on.
- v. Rates for gas service installations shall be as per Lac La Biche County Natural Gas Bylaw.

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"Original Signed"  
Chief Administrative Officer

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January 22, 2010  
Date

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"Original Signed"  
Mayor

\_\_\_\_\_  
January 22, 2010  
Date