

POLICY NO:	NG 007
POLICY TITLE:	APPROVAL OF INDUSTRIAL PROJECTS
DEPARTMENT:	NATURAL GAS UTILITY
APPROVAL DATE:	21-06-04 (June 2004)
REVISION DATE:	50-08-06 (August 22, 2006) ; 13-07-15 (July 28, 2015)
REVIEW DATE:	

Policy Statement:

Council wishes to expedite the process for Industrial Projects by establishing guidelines and procedures for Industrial Projects carried out by the Natural Gas Utility and limiting Council approval of individual projects to large or uncommon projects.

Purpose:

Capital projects have previously been approved on a project-by-project basis, which is not always time efficient and may cause delays installing small projects until Council approval is obtained. Monthly reporting on overall financial performance is presented to Council and quarterly reporting is presented on individual project performance.

Definitions:

For the purpose of this policy the following definitions shall apply:

Typical Industrial Project: Installation of polyethylene line rated for low to mid pressure to connect an industrial facility within the County Gas Franchise Area to the County Gas System, with a total quote price less than \$100,000, funded 100% by an established customer.

Established Customer: Existing County Gas customer with at least 3 prior Industrial Projects carried out by the County and no prior issues of non-payment of County receivables.

Policy:

1. Typical Industrial Projects shall not require individual approval at a Council Meeting.
2. A written quote for the project must be prepared by appropriate Gas Utility Staff, with sufficient mark-up to make the project profitable. The quote must include all costs related to the project.

3. Written authorization shall be obtained from the company requesting the work, authorizing the County to proceed with the project, as per the quote, with procedure for authorization of extra work and/or additional costs not included on the quote.
4. Add-ons or extra work that change the nature or scope of the Project to the extent that it is no longer within the scope of a Typical Industrial Project as defined in this Policy shall be approved by Council.
5. Gas Utility staff shall ensure all permits and required easements are in place.
6. Gas Utility staff shall ensure all safety checks are carried out, as required.
7. Financial Summary reports including Industrial Projects expense and revenue, by company, shall be provided to Council on a monthly basis.
8. Individual project reports including job progress and profitability shall be provided to Council with the quarterly financial reports.