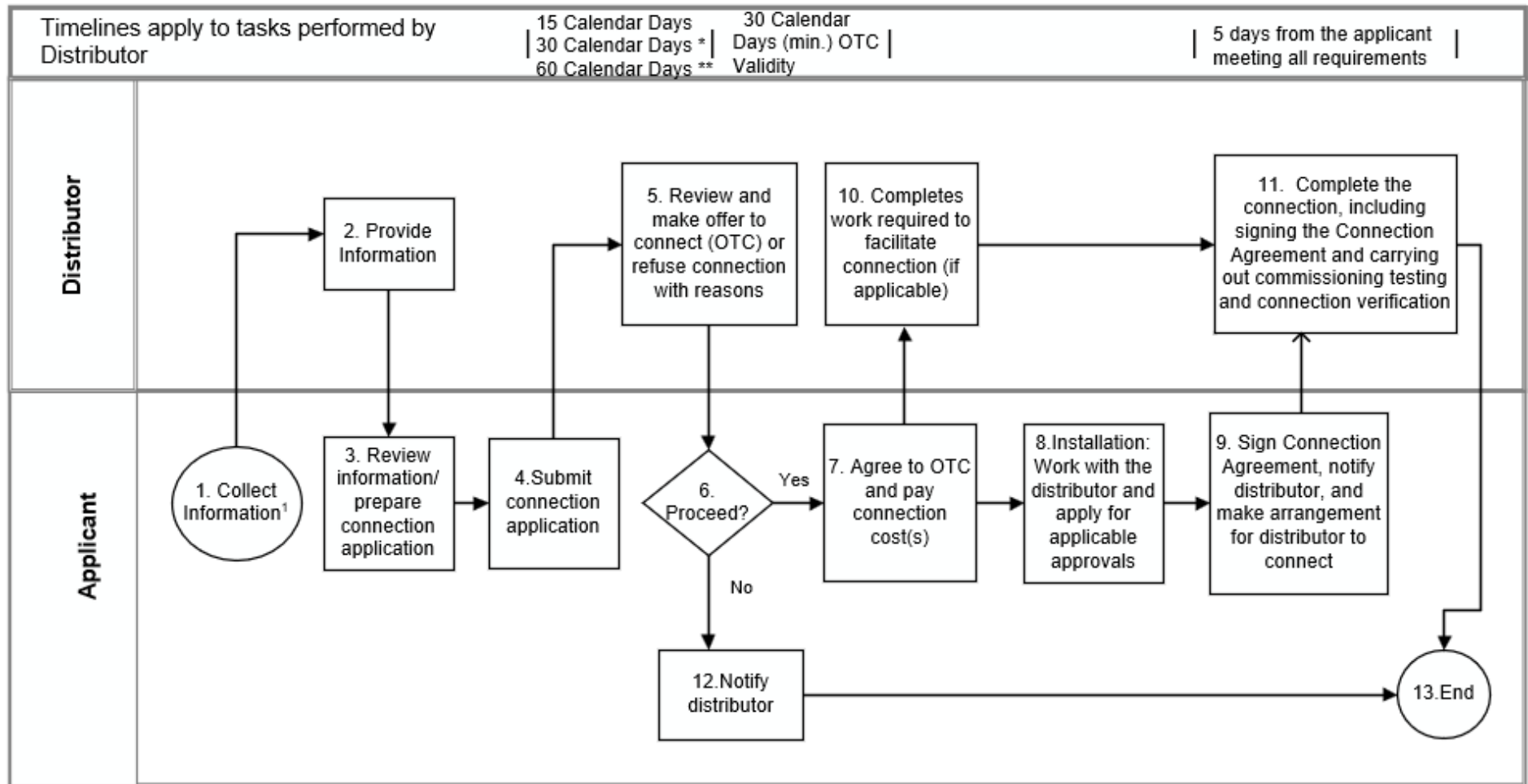


Connection Process: Micro-embedded Generation Facility



* If at existing connection and site assessment needed ** If not located at existing customer connection
 1 Check distributor webpage for information on process, forms and other helpful info, including how to apply.

Step 1	The applicant proposing to connect a micro-embedded generation facility checks the distributor's DER webpage for information on processes, forms and other helpful information, including how to apply. The applicant can also contact the distributor and the Electric Safety Authority (ESA) to obtain more information on connection process and requirements.
Step 2	The distributor makes the information on connection process available to the applicant in a timely manner. The information package includes the description of the connection process approvals needed by the distributor for connection, technical requirements including metering, contractual requirements (Micro-Embedded Generation Facility Connection Agreement), and application forms.
Step 3	<p>The applicant reviews relevant information and prepares a connection application that includes:</p> <ul style="list-style-type: none"> • an installation plan, including the size, type of generation (e.g. net metering and non-exporting) facility; and • a project plan.
Step 4	The applicant submits a connection application to the distributor for its review.
Step 5	<p>Within the prescribed timeline, which varies based on the facility location, the distributor shall either provide the applicant with an offer to connect (OTC) or a refusal to connect, including reasons for the decision, as outlined in sections 5.3.2, 5.3.4, and 5.3.5 below.</p> <p>The distributor's review of an application submitted for the connection of a micro-embedded generation facility will include:</p> <ul style="list-style-type: none"> • typical requirement for new meter; • check for service upgrade requirement; • check for significant amount of other generation on feeder; • response to the applicant with an offer to connect or refusal; and response to applicant with requirements specific to the connection (typically requirements for metering) and costs, timing to implement, etc.
Step 6	The applicant decides whether to proceed with the connection. If so, proceed to step 7. If not, proceed to step 12
Step 7	The applicant must indicate its intention to connect. Within the validity period of the OTC, which shall be at least 30 days, the applicant accepts the OTC and pays the required connection cost(s).

Step 8	During the installation phase, the applicant should work closely with the distributor, the ESA, and any other organizations from which work, inspections, approvals, or licences are required to prevent delays. The activities will be planned in coordination with project milestones, and it is up to the applicant to initiate actions at the required times.
Step 9	The applicant reviews and signs the connection agreement, notifies the distributor, and makes arrangement for the distributor to connect.
Step 10	The distributor completes any work required to facilitate the connection to the distribution system (if applicable).
Step 11	Subject to the provisions of section 6.2.7 of the DSC, the distributor works with the applicant to complete the connection, including signing the connection agreement and carrying out any commissioning testing and connection verification.
Step 12	If the applicant decides not to proceed with the connection (step 6), the applicant notifies the distributor of the applicant's decision not to proceed with the connection process and then proceeds to step 13.
Step 13	The connection process ends.

5.3.2. If the proposed facility is located at an existing customer connection and does not require a site assessment, the distributor shall make an offer to connect within 15 days of receiving a completed application or provide reasons for refusing to connect.

A site assessment for the purposes of sections 5.3.2. and 5.3.7 is a physical site visit. A site assessment shall only be conducted if it is necessary and cannot be avoided through reasonable alternatives (e.g. a desktop review and/or the collection of site information through other reasonable means).

5.3.3. For clarity, a distributor shall not charge the applicant an application fee to prepare the offer to connect provided for in section 5.3.2 when a site assessment is not required.

5.3.4. If the proposed facility is located at an existing customer connection and requires a site assessment, the distributor shall make an offer to connect within 30 days of receiving a completed application or provide reasons for refusing to connect.

5.3.5. If the proposed facility is not located at an existing customer connection, the distributor shall make the offer to connect within 60

days of receiving a completed application or provide reasons for its refusal.

- 5.3.6.** In all cases, the distributor shall give the applicant at least 30 days to accept the offer to connect and the distributor shall not revoke the offer to connect until this time period has expired.
- 5.3.7.** If a site assessment is needed, the distributor may charge a connection deposit that shall not be more than \$500 for preparing the offer to connect, which shall be payable in the form of cash, cheque, electronic funds transfer, letter of credit from a bank, or surety bond.
- 5.3.8.** If the distributor refuses the connection after a site visit, it shall return the deposit within 30 days.
- 5.3.9.** If the applicant does not accept the offer or withdraws its application, the distributor will keep the deposit.
- 5.3.10.** If actual connection costs are less than the deposit, the distributor shall refund the difference when the connection is completed and in service.
- 5.3.11.** Interest shall accrue monthly on connection deposits made by way of cash or cash equivalents commencing on receipt of the total deposit required by the distributor. The interest rate shall be at the Prime Business Rate as published on the Bank of Canada website less 2 percent, updated quarterly. Refunds, in whole or part, of deposits made in cash or cash equivalents shall include interest on the refunded amount from the date of receipt.
- 5.3.12.** An applicant must notify the distributor that it has satisfied all applicable service conditions and received all necessary approvals including confirmation of issuance of the authorization to connect from the ESA.
- 5.3.13.** The applicant must enter into a Connection Agreement and pay the required connection costs, including costs for any necessary new or modified metering.
- 5.3.14.** Once these conditions have been satisfied, the distributor shall connect the applicant's micro-embedded generation facility to its distribution system within 5 business days, or at such later date as agreed to by the DER applicant and the distributor.
- 5.3.15.** The distributor must meet the five-day requirement for connection 90 percent of the time on a yearly basis.