

1. Potential generators can request available capacity and generation connection information by contacting the Orillia Power Engineering Department.

Contact: Engineering Department
Telephone: 705-326-2495
Email: info@orilliapower.ca

2. Participants shall submit a Request for Generator Pre-Connection Assessment Form, which can be downloaded from our website. Orillia Power will issue a Pre-FIT Assessment letter, which will include the required information for applications to the Independent Electricity System Operator (IESO) for a generator contract.
3. On receiving an IESO contract, the participant shall submit to Orillia Power a Generator Connection Assessment Form along with the technical data of the generator and applicable drawings. Documentation required for processing are:
 - (a) copy of the IESO contract (if applicable)
 - (b) Generator Connection Assessment form with engineer's seal
 - (c) Single Line Diagram (SLD) of the generator and connection with engineer's seal
 - (d) technical information of the generator equipment (i.e. inverter)
 - (e) protection philosophy for the proposed generator
 - (f) information of the customer owned service transformer (if applicable)
4. Orillia Power only allows parallel or direct connections to our distribution grid. Parallel connections have the generator circuit parallel to the load circuit at the service transformer. For direct connections a transformer is be utilized to interface directly with the utility distribution circuit.
5. The distribution system feeder circuits have minimum load requirements; therefore the total allocated generator name plate capacity of the feeder, including the proposed generation project and previously allocated capacity, shall not exceed the minimum load requirements of the feeder. Capacity is allocated on a first come first serve basis. As the distribution grid is a dynamic system these capacity limits change on a semi regular basis consequently each application will be reviewed on a case by case basis in order to not exceed the minimum load requirements of the distribution system.
6. Upon receiving the Generator Connection Assessment Form, Orillia Power will notify the participant of the applicable deposit amount required for connection, which is dependent on the location, size of generator, metering requirements and available power services. This deposit is refundable. A Contract for Private Work shall be signed and submitted by the participant to be included with the submitted deposit.
7. The connection deposit is spilt into two parts; the first deposit amount consists of the cost of the revenue meter, instrumentation, engineering labour and Connection Impact Assessment (CIA). Our CIA normally takes about 2 months, which is performed by our engineering consultant. The second deposit is due after the CIA process is complete.
8. At the same time Orillia Power's CIA is being completed Hydro One must complete a CIA as well, which will be completed on behalf of the generator. Orillia Power's Generator Connection Assessment Form will be submitted to Hydro One part of the application. We will check the completeness of all documentation and send it to Hydro One for processing. Hydro One's CIA process normally takes two months from their documentation acceptance date.

9. When both CIA processes are complete, Orillia Power will reassess any additional requirements for connection and issue the CIA assessment results and provide guidance for the participant to follow. This document will include a cost estimate to complete the final phase of the connection process.
10. Projects sized greater than or equal to **200kW** in size will require full time monitoring that requires installation of a communication system, which shall be maintained by the generator.
11. It is recommended that the applicant start the procurement and installation only when both CIA processes are completed, the Hydro One Connection Cost Agreement (CCA) is accepted (if required) and have received the Notice to Proceed (NTP) from the IESO. The applicant shall complete the project construction phase within the time frame the IESO has prescribed.
12. When construction is complete, the participant shall obtain and provide the Connection Authorization to connect from the Electrical Safety Authority (ESA).
 - a. ESA inspection normally occurs in two stages; one for the service tie in, the second for the generating facility.
13. Orillia Power Engineering department will make arrangements to install the revenue meter and give directions for the final connection process. The revenue meter will be a 4-Quadrant MIST type meter with phone modem and installed per Measurement Canada requirements.
 - a. The generator shall maintain a phone line for metering data communication.
 - b. A standard 120V receptacle is required to be installed in the metering cabinet.
 - c. Orillia Power requires a line side disconnect switch with windows to be installed on the outside of the building that is fully accessible to be able to isolate the facility in an emergency.
 - d. The meter cabinet will be a 4'x4'x1' cabinet supplied by the generator.
 - e. An isolation switch with windows will be installed on both sides of the meter cabinet.
14. The generator shall complete Orillia Power's Commissioning Report that must be signed and sealed by a Professional Engineer. This assessment is according to Hydro One COVER commissioning test which verifies that the generator can produce power within the prescribed operating parameters and has adequate fault protection systems.
 - a. Orillia Power shall witness the Anti-Islanding and Phase Loss tests of the commissioning.
15. The generator shall obtain a general liability insurance coverage in the amount of two (2) million dollars (minimum, dependent on generator size) and name Orillia Power Distribution Corporation as additionally insured.
16. The generator must sign and submit the Connection Agreement and a copy of the insurance policy to Orillia Power prior to connection and Energization.
17. Participants shall submit a Pre-authorized Credit Payment Plan Form with a void cheque along with a signed Generator Account Setup Form so a billing account can be set up.
18. Once all paperwork is received and reviewed for completeness, Orillia Power will issue a Metering Installation Record to the customer and letter to the IESO confirming the settlement start date.

Reference Documents:

- (a) Refer to OEB, Distribution System code Appendix F for generation connection process.
http://www.oeb.gov.on.ca/documents/dscappf_100304.pdf
- (b) Refer to OEB, Distribution System code Appendix F.2 for technical requirements in connecting distributed generation to Orillia Power's Distribution grid.
- (c) Refer to OEB, Distribution System code Appendix E for standard contractual terms and conditions in connection to Orillia Power's Distribution grid.
http://www.ontarioenergyboard.ca/documents/cases/EB-2005-0447/appendixe_201206.pdf