

APPENDIX G

Process for Connecting Another Distributor

**APPENDIX G -
PROCESS FOR CONNECTING ANOTHER DISTRIBUTOR**

**EXAMPLE OF A PROCESS
FOR CONNECTIONS BETWEEN DISTRIBUTORS**

Step 1 - Connection Request

- C An embedded distributor submits its request to the host distributor, summarizing in writing the required initial and ultimate load requirements, the required in-service date and any other specific requirements.
- C The host distributor carries out a preliminary review and determines the scope and estimated cost of preparing a System Impact Study.
- C The host distributor responds in writing within 30 days of receiving the Embedded distributor's request.

Step 2 - System Impact Study

- C Upon receipt of a purchase order or equivalent from the embedded distributor, the host distributor, in cooperation of the applicant, studies in detail all options and recommends the preferred option. The results of the study are documented in a system impact study report. This report provides the embedded distributor with preliminary information regarding the work required to provide the requested supply, the required capital contribution and the expected lead time.
- C The host distributor completes the system impact study within 60 days of receiving the embedded distributor's purchase order to proceed. If, despite the host distributor's best efforts, the 60 day target can not be met, the host distributor notifies the embedded distributor in writing and provides a new target completion date.

Step 3 - Connection Application

- C The embedded distributor reviews the system impact study report and decides whether or not to proceed.
- C To proceed, the embedded distributor submits a connection application, provides all necessary Registered Planning Information and issues a purchase order or equivalent for preparation of detailed engineering specifications.
- C The embedded distributor submits a connection application to the host distributor within 30 days of receiving the system impact study report.

**APPENDIX G -
PROCESS FOR CONNECTING ANOTHER DISTRIBUTOR**

Step 4 - Engineering Specifications and Cost Sharing Arrangements

- C Upon receipt of a purchase order or equivalent from the embedded distributor, the host distributor prepares detailed engineering specifications for required system enhancements, obtains cost estimates for the specified work and determines cost sharing arrangements.

- C The host distributor provides, in writing, a project description and letter of intent that includes:
 - A description of the proposed project.
 - A summary of work to be performed by the host distributor.
 - A summary of work to be performed by the embedded distributor.
 - The host distributor's capital investment in the project.
 - The embedded distributor's financial contribution to the project.

- C The host distributor provides the required project description and letter of intent within 90 days of receiving the connection application from the embedded distributor.

Step 5 - Formal Approval and Agreement

- C Upon receipt of a signed Letter of Intent from the embedded distributor, the host distributor seeks formal approval from its Executive and from the Ontario Energy Board (if necessary).

- C The host distributor prepares a Connection Agreement that outlines the obligations of the host distributor and the embedded distributor. This Agreement will serve as a legally binding and enforceable agreement between the two parties.

- C The host distributor obtains required approvals and drafts a Connection Agreement within 60 days (90 days if Regulatory approval is required) of receiving the signed Letter of Intent from the embedded distributor.

Step 6 - Construction

- C Acquisition of any required property or property rights.

- C Construction of the host distributor's new or modified system facilities.

- C Modification of up-stream transmission facilities (if necessary).

- C Construction of embedded distributor's approved connection facilities.

- C Typical construction lead times include:

**APPENDIX G -
PROCESS FOR CONNECTING ANOTHER DISTRIBUTOR**

- New or upgraded distribution lines: 6 months.
- Upgraded Distribution Substations: 12 months.
- New Distribution Stations: 18 months for <50 kV; 24 months for >50kV.
- New or upgraded transmission facilities: 24 months.

If construction lead times differ from above, the host distributor will inform the embedded distributor, in writing, of the actual lead time requirements for the specified work.

Step 7 - Connection

- C Commissioning and verification that all connection requirements have been met.
- C Connection.