



# Distributed Generation Program Process Overview

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The District of Summerland's Distributed Generation (DG) program provides for inverter-based generating systems of up to 30 kW capacity to be interconnected to the Summerland Distribution System and be set up for "net-metering". The program is open to existing District Electric Utility customers. An overview of the Interconnection Application and review process, and answers to common questions, are provided in this document.

The District of Summerland's technical requirements for a distributed generation interconnection are outlined in the **Distributed Generation Systems: Technical Interconnection Requirements**. Customers and their installers must review this document to ensure the distributed generation system meets all of these requirements.

*Note: the Technical Interconnection Requirements document is not a replacement for electrical codes or other applicable standards.*

DG Systems which are interconnected to the Summerland Distribution System under the program must meet established Canadian Electrical Code standards, District bylaws, and Electric Utility Department requirements. Please visit [www.summerland.ca/netmetering](http://www.summerland.ca/netmetering) to review the relevant District bylaws and guidelines.

## **Distributed Generation Program Application Process:**

- 1) Customer picks up the District of Summerland Distributed Generation Program Application Package from Municipal Hall or downloads from [www.summerland.ca/netmetering](http://www.summerland.ca/netmetering).
- 2) Customer & installer review the District of Summerland Distributed Generation Systems: Technical Interconnection Requirements.
- 3) Customer completes the following forms and drops them off at the Development Services department at Municipal Hall or emails them to [netmetering@summerland.ca](mailto:netmetering@summerland.ca) to begin the application process:
  - Electrical Utility Service Request Form
  - Distributed Generation Program Interconnection Application
    - If the contractor or installer is completing the forms on behalf of the customer, the 'Agent Authorization' section of the Distributed Generation Program Interconnection Application must be completed.
- 4) The application and associated documents are reviewed by the District for compliance with the Distributed Generation Technical Interconnection Requirements and for any technical or safety concerns.
- 5) Once the application is determined to be in order, the District will contact the customer to indicate the application has been approved.
- 6) The District will provide the customer with a bill for the bi-directional meter installation.



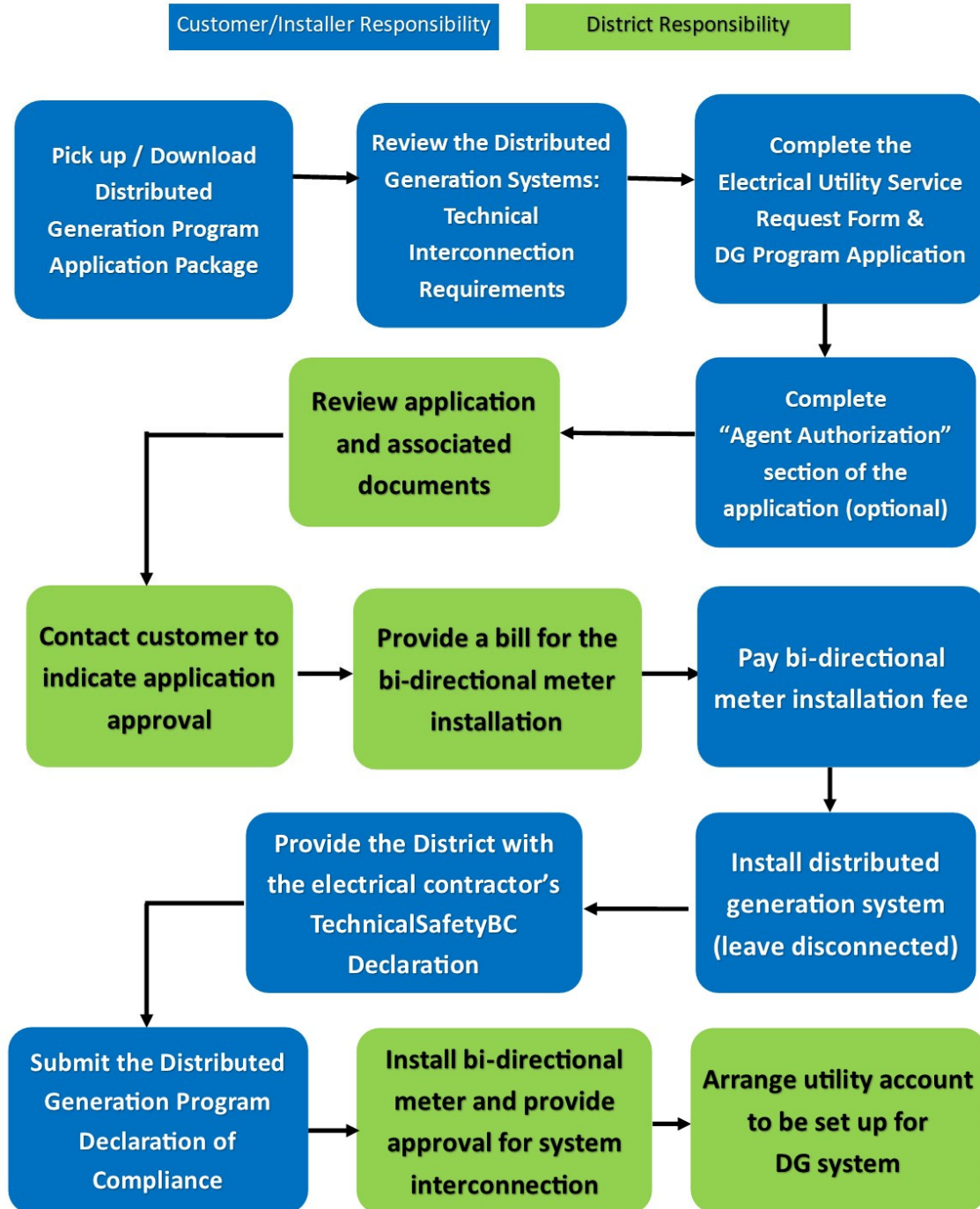
- 7) Following notice of approval of the application, the contractor proceeds with the installation of the distributed generation system, **leaving it disconnected**.
- 8) The customer provides the District with a copy of:
  - The electrical contractor's TechnicalSafetyBC Declaration
  - The District of Summerland Distributed Generation Program Declaration of Compliance
- 9) Once the District has confirmed that the fee for the bi-directional meter has been paid, the District will review the DG installation and install the bi-directional meter at the property.
- 10) The District will email the customer approval to interconnect the distributed generation system to the Summerland Distribution System (**do not connect until approval confirmed**).
- 11) The District will arrange to have the customer's Summerland utility account set up to reflect excess energy produced by the DG system.

### **Distributed Generation Program Customer Checklist:**

As a customer interested in Summerland's Distributed Generation Program, I have:

- implemented energy efficiency measures in my building in order to maximize the benefits of my DG system (recommended)
- reviewed the District's "Thinking about Solar for Your Home?" document (recommended)
- engaged a professional Electrician or Installer experienced with inverter-based systems
- reviewed the **Distributed Generation Systems: Technical Interconnection Requirements** and ensured my installer has as well
- reviewed all other program requirements and relevant bylaws and ensured my installer has as well
- confirmed my DG System has an aggregate nameplate rating of 30kW or less
- confirmed my DG System has been certified under CSA C22.2 No.107.1-01
- submitted an **Electrical Utility Service Request Form** to the District
- submitted a **Distributed Generation Program Interconnection Application**, including a single line diagram, to the District
- completed the "Agent Authorization" section of the application (optional)
- paid the fee for the installation of a bi-directional meter
- provided the District with the electrical contractor's **TechnicalSafetyBC Declaration**
- submitted a signed copy of the **Distributed Generation Program Declaration of Compliance**
- received approval to connect my generation system to the grid (*do not connect until approval confirmed*)

## Summerland Distributed Generation Program Process





## **Frequently Asked Questions:**

### **How Does Net Metering Work?**

Each month, a reading will be taken from your bi-directional meter to show how much energy your property consumed from the utility grid, and how much produced energy your DG System pushed back onto the grid. If you produced more than you consumed, the excess energy will be “banked” and rolled forward to the following month where it will be applied at the retail rate for electricity. At the end of the calendar year, any remaining credits will be purchased at the wholesale rate. Full details on the program and the current rates can be found in the Fees & Charges Bylaw, a link to which is at [www.summerland.ca/netmetering](http://www.summerland.ca/netmetering)

Please note that the rates for produced energy are subject to change.

### **What Does it Cost to Participate in the Program?**

There is no application or program fee for the program, but customers will be responsible for the entire cost of their own generation systems including design, permits, installation & maintenance, as well as the cost of the bi-directional meter installation. These costs will vary depending on what kind of technology and what size of system is chosen.

The District will provide a bill for the bi-directional meter installation during the application process, the current rate of which can be found in the Fees & Charges Bylaw. This fee must be paid before the system is approved to be connected to the Summerland Distribution System.

### **How Long Does the Process Take?**

The application review and approval time varies depending on how many active applications the District has received at that time, as well as the available inventory of bi-directional meters. While every effort is made to move customers through the process as quickly as possible, it may take up to 6 months from the time of application to being approved for interconnection.

Other factors that influence the timelines are having all of the required forms completely filled out with all required attachments, and how long your installer/contractor takes to complete the installation on your property. Working with your contractors to have all paperwork completed ahead of application and ensuring they have all required permits and materials in place will assist in moving through the process quickly.

### **What are my Responsibilities Once I am Granted Approval?**

Distributed generation system owners are required to:

- Keep their generating systems safe and in proper working condition
- Keep maintenance records as recommended by the equipment manufacturers
- Verify correct operation of Anti-Islanding and Rapid Shutdown protective functions according to the manufacturer’s recommended schedule, or at least annually
- Maintain uninhibited access to their DG System disconnecting means for the Electrical Utility and Emergency Services personnel
- Submit a new Interconnection Application for review in the event of upgrading or upsizing