Net Metering Program

USER GUIDE

SaskPower
Powering the future®

The information in this document is subject to change without notice.

November 2019

TABLE OF CONTENTS

1. Program Overview 3
2. Eligibility 3
2.1. Eligible Applicant 3
2.2. Eligible Energy Resources 3
2.3. Project Size 3
3. Credit Rates 3
4. Program Participation 4
5. Summary of Costs 4
6. Application and Interconnection Process 5
6.1. Application Form 5
6.2. Electrical Review and Permit 5
6.3. Electrical Permit 6
6.4. Quote Letter and Program Participant Terms and Conditions 6
6.5. System Installation 6
6.6. Electrical Inspection 6
6.7. Bi-directional Meter Installation 7
7. Further Information 7
7.1. Bi-directional meter 7
7.2. Self-generation and power outages 8
8. Contact Us 8
9. Reference Documents 8
Net Metering Program Steps 9

1. PROGRAM OVERVIEW

SaskPower's *Net Metering Program* provides SaskPower participants with the opportunity to generate up to 100 kW (DC) of power, using an eligible energy resource, to offset their own power use.

2. ELIGIBILITY

2.1. ELIGIBLE APPLICANT

The program is open to all SaskPower customers - residential, farms, businesses and institutions.

If you are not a SaskPower customer, please check with your power provider for program details.

2.2. ELIGIBLE ENERGY RESOURCES

Power must be generated using one of the following qualified resources:

I. **Solar:** power generated by capturing sunlight and converting it to electricity through the use of photovoltaic modules (panels).
II. **Low-impact Hydro:** power generated by sending water from a river through a turbine(s), which spin and generate power.
III. **Biomass/Biogas:** power generated by burning organic materials to create heat and steam to spin a turbine(s) to create electricity.
IV. **Flare Gas:** power generated through the combustion of solution flare gas to create electricity.
V. **Waste Heat Recovery:** power generated through the recovery of usable energy from a source of waste heat, such as a manufacturing process, that does not use any other source of fossil fuel to generate the power in creating electricity.

All generation equipment used must be certified for use in Canada. For more information on Canadian Electrical Codes, the Electrical Inspection Act, and Saskatchewan interpretations, visit saskpower.com.

2.3. PROJECT SIZE

The program allows for projects up to 100 kW DC nameplate generating capacity. Participants are eligible for a maximum of 500 kW of projects per calendar year.

3. CREDIT RATES

SaskPower will credit your account for the excess power you generate at a pre-determined rate. For example, at program launch, the rate will be $0.075 per/kWh. Each month, the dollar value of the excess electricity generated that you send to the SaskPower grid is subtracted from the dollar value of the consumed electricity you took from the SaskPower grid. The excess will be displayed as a dollar credit on the Non-Refundable Generation Credits portion of your bill, for use in the following month.

The dollar credit of electricity generated can only be applied to the dollar amount of electricity consumed. Excess credit dollar amounts will not be applied to any other billing charges or taxes. The credit will be carried forward for the life of your SaskPower account at that location.

The rate paid for excess power, will remain at $0.075 per/kWh until the end of 2021. Thereafter, SaskPower will review the rate annually and post on www.saskpower.com, prior to the beginning of each year.

4. PROGRAM PARTICIPATION

The *Net Metering Program* participant may cancel their participation in the program, at anytime. Your participation will automatically terminate if you terminate your account with SaskPower for electrical service at the location the generation system is connected to the grid. Participation in this program is not transferable. New owners/tenants will be offered participation in the available program at the time when a new SaskPower electrical service account is changed.

5. SUMMARY OF COSTS

I. **Interconnection Study Fee:** A $315 (GST included) non-refundable fee must be paid within 30 calendar days of the invoice issue date. This is a fee for service to have a SaskPower employee, from Distribution Services, review the participant's system proposal and its impact on interconnection with SaskPower's grid.

II. **Bi-directional Meter:** $475 (plus GST) for the installation of a bi-directional meter is quoted with the Program's Terms and Conditions Document and Quote Letter. This is a fee for the installation, ongoing maintenance and replacement of the bi-directional meter over the life of the participant's participation in the program. If the participant just has the meter fee, then the participant will be invoiced after the service is installed. If the participant has the meter fee plus interconnection costs, the participant will be asked to pay a 25% down payment before the work is started and the remainder will be invoiced once the service is completed.

III. **Electrical Permits:** You are required to obtain an electrical permit before beginning any construction of your project. For more information, including permit prices, visit the electrical inspections page on saskpower.com. The Electrical Inspection department reviews the system relevant to the participant's side of the meter.

IV. **Interconnection Costs:** You are responsible for all SaskPower construction costs associated with connecting your project to the SaskPower grid, including system and facility upgrades as required. All costs will be included in your Quote Letter.

V. **Project Costs:** You are responsible for all costs associated with the purchase and installation of your project, including equipment and supplier/electrician/contractor costs.

6. APPLICATION AND INTERCONNECTION PROCESS

SaskPower participants can apply to the *Net Metering Program* while the program is made available for participation.

To apply, follow the steps below.

6.1. APPLICATION FORM

I. Complete the online *Net Metering Program* application form on saskpower.com and include all required exhibits listed below. Please ensure the name on the application form matches exactly, including secondary names, the names that appear on your monthly SaskPower bill. You are also responsible to obtain any permits and approvals required by your local municipal bylaws.

- ☐ Electrical single line diagram, drawn by an electrician or engineer, from the generating system to the main AC breaker and to the grid, showing specific detail of all equipment to be used, numbers, model, type, wattage size, wiring gauge, etc.
- ☐ Site location map, including location of generating system and distance to SaskPower meter location. Submission of site plans, especially in rural areas/acreages – to include an area map with power meter location in relation to a grid road.
- ☐ Specification sheets for all equipment to be installed (i.e. inverter(s), modules, racking, energy storage, generators, etc.)

II. After your application has been received by SaskPower Distribution Services, including the required documents noted above, SaskPower will send a confirmation number to the participant's provided email address and will issue an invoice to the participant for the $315 (GST included) non-refundable preliminary interconnection study fee. The invoice must be paid within 30 calendar days of the issue date to avoid late payment charges. Payment details will accompany the invoice. Payments can be made online.

III. Once the invoice is paid, your application will be sent to SaskPower's engineering department to conduct the interconnection study.

6.2. ELECTRICAL REVIEW AND PERMIT

This step should be completed at the same time as the *Net Metering Program* application form. Saskatchewan Electrical Inspections will review your project to ensure it meets Canadian Electrical Code – Saskatchewan Interpretation requirements. Project reviews take approximately 6-8 weeks.

I. Complete the Renewables Information Check Sheet, available on saskpower.com and send it to Electrical Permits at electricalplansreview@saskpower.com. Make sure to also include all required exhibits listed below.

- ☐ Electrical single line diagram, drawn by an electrician or engineer, from the generating system to the main AC breaker and to the grid.
- ☐ Site location map, including location of generating system and meter location
- ☐ Specification sheets for all equipment to be installed (i.e. inverter(s), modules, racking, energy storage, generators, etc.)

6.3. ELECTRICAL PERMIT

I. Your contractor must obtain an electrical permit before beginning any work on your system. An electrical permit is required before an on-site electrical inspection of your system is conducted and installation of a bi-directional meter can be completed. This step should be completed at the same time as the online *Net Metering Program* application form.

6.4. QUOTE LETTER AND PROGRAM TERMS AND CONDITIONS DOCUMENT

I. Once we have received your completed application form, required exhibits and payment, we will conduct the interconnection study. Once the study is complete we will email you a Quote Letter and the *Net Metering Program* Terms and Conditions Document. The Quote Letter will include the total costs of your project's interconnection to SaskPower's grid, including the cost of installation, maintenance and future replacement of the bi-directional meter. The Terms and Conditions Document will display your contact and project information.

II. If you have any questions about the costs identified in the Quote Letter, the SaskPower business office listed on the Quote Letter is available to assist you.

III. Sign and return both the Quote Letter and your *Net Metering Program* Terms and Conditions Document. Projects with only a bi-directional meter cost will have those costs invoiced once the bi-directional meter is installed. If there are interconnection costs identified in addition to the bi-directional meter charge, you will be required to pay 25% down before SaskPower will advance your project. Payments can be made online through your financial institution by selecting "*SaskPower Other Services*" as the payee and entering the invoice account number found on the invoice.

6.5. SYSTEM INSTALLATION

I. Once you have obtained the electrical permit, finalize your project with your supplier and arrange for the generation system to be installed.

If you change the equipment used or generation size (kW) of your project from what was originally submitted, you will have to provide updated/ new documents to the SaskPower business office, as noted on the Quote Letter; and submit the updated/ new documents to Saskatchewan Electrical Inspections.

6.6. ELECTRICAL INSPECTION

I. Once your system is installed and tested to work correctly, you must contact Saskatchewan Electrical Inspections to arrange an on-site inspection of the project. This can be done a week or two in advance to minimize delays. The electrical inspector requires the contractor/ electrician to be present during the on-site inspection. Note: An electrical inspection will not be conducted without first applying to the SaskPower *Net Metering Program* and obtaining an electrical permit.

You can contact Electrical Inspections at 1-888-757-6937 (option 5) or at geis@saskpower.com.

6.7. BI-DIRECTIONAL METER INSTALLATION

I. Once your project has passed inspection without errors, a bi-directional meter will be scheduled for installation by SaskPower. Installation of the bi-directional meter will occur approximately 30 business days after the electrical inspection. However, SaskPower will make every effort to install the bi-directional meter as soon as possible. Generation systems must **NOT** be turned on until the bi-directional meter has been installed by SaskPower. You or your contractor/ electrician is not required to be present for the installation of the bi-directional meter. Once the meter has been installed, SaskPower will leave a notice letter in the mail box or door hanger indicating such and you can now turn on your system.

II. Your meter will be read monthly by a SaskPower Meter Reader. You have the option to call SaskPower at (1-888-757-6937) to submit your monthly meter read.

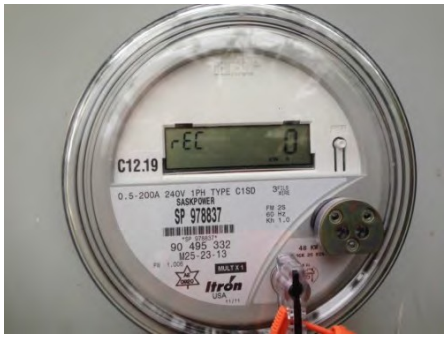
Note: The power generated from your system will be used by the building first. Your SaskPower bill will show the electricity consumed that was delivered to you by the SaskPower grid and any excess electricity generated that was received by the SaskPower grid. If you generate more power than you use in the month, your excess power will be credited to your account as a dollar value at the predetermined rate. The credit is only applied to the electricity consumed and no other charges.

7. FURTHER INFORMATION

7.1. BI-DIRECTIONAL METER

The bi-directional meter displays the power delivered (dEL) by SaskPower to you and the excess power received (rEC) by SaskPower from your generation system. The power generated by your system is used by your building first. This power will not be recorded on the bi-directional meter, or displayed on your power bill, because it is used before it reaches the SaskPower grid.

- If, at any time, your system generates more power than you are using, the power will be sent to the SaskPower grid and recorded on your bi-directional meter as received (rEC) by SaskPower.
- If, at any time, your system generates less power than you are using, power will be taken from the SaskPower grid and recorded on your bi-directional meter as delivered (dEL) by SaskPower.



7.2. SELF GENERATION AND POWER OUTAGES

Supplying your own power during a power outage while you are connected to the grid is a concept known as islanding. The Canada Standard Association (CSA) and Underwriter Laboratories Inc (cUL) current CSA Standard 22.2 – 107.1/UL 1741 states that during a power outage all systems that are tied to the electrical power grid must be shut down due to safety. For this reason, we require generation facilities connected into the SaskPower distribution system not be permitted to operate during a power outage and that all generation facilities shall be equipped with protection systems, which detect a power island condition and cause the generator to cease to deliver power to the SaskPower distribution system.

8. CONTACT US

Any questions about the *Net Metering Program* can be sent to customergeneration@saskpower.com.

9. REFERENCE DOCUMENTS

Documents and information located on www.saskpower.com

a) Electric Service Requirements,
b) Generation Interconnection Requirements at Voltage 34.5 kV and below,
c) Terms & Conditions of Service

SaskPower

Net Metering Program Steps

Thank you for your interest in the SaskPower Net Metering Program! Please refer to the steps below to help guide you through the Application and Interconnection Process. **If you have any program questions, please email us at: customergeneration@saskpower.com.**

1. Submit Net Metering application form via saskpower.com. Please ensure you submit all 3 necessary forms, drawings and information, including:
   - Electrical single line diagram, drawn by an electrician or engineer, from the generating system to the main AC breaker and to the grid
   - Site location map, including location of generating system and meter location
   - Specification sheets for all equipment to be installed (i.e. inverter(s), modules, racking, energy storage, generators, etc.)

2. Submit any missing information to newservices@saskpower.com if applicable.

3. Make $315 payment for application fee via online banking or by cheque (please see invoice for payment details).

4. Review and sign the Quote Letter and Net Metering Program Terms and Conditions Document and return to Customer Relations at SaskPower (email, fax or mail). Pay the 25% down payment if applicable. Keep a copy of your signed documents for reference.

5. Submit the Renewables Information Check Sheet to Electrical Inspections (see 6.2) via: electricalplansreview@saskpower.com.

6. Contact your solar supplier and/or certified electrician to have an electrical permit obtained for your net metering project.

7. Contact your solar supplier to begin construction of your net metering project.

8. Contact your solar supplier and/or certified electrician to have an on-site inspection of your net metering project scheduled with Electrical Inspections. This can take approximately 2 weeks to be scheduled and conducted.

9. Confirm the Electrical Inspector has placed a tag on the existing meter indicating that the system cannot be energized until a bi-directional meter is installed. It is not acceptable to start generating until a bi-directional meter has been installed.

10. Energize your system once a bi-directional meter has been installed (installation could take up to 30 business days after the inspection).

11. Make payment for the bi-directional meter fee and any remaining interconnection charges (if applicable). Payment may be submitted via online banking or by cheque (please see invoice for payment details).