



CITY OF  
*Lethbridge*

## **Micro-Gen Service Process**

**September 18, 2017**

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## Micro-Gen Application Process

The following outlines the process for an applicant who wishes to connect a Micro-Gen facility to the City of Lethbridge distribution system. A Micro-Gen facility is defined as a generation facility based on renewable resources that is sized to the site load size or smaller, and is less than 5 MW in rating.

1. A City of Lethbridge Micro-Gen application is filled out by the micro-gen applicant and submitted to the electrical department. All information must be included on the application, including site ID, consultant info, generation size, etc. A single line drawing of the equipment must be included, as well as a site plan for installations in areas other than a residential roof location. An electrical distribution engineer at the city processes the application, and a copy of the application can be obtained from the engineer by requesting it through e-mail at [electricdesign@lethbridge.ca](mailto:electricdesign@lethbridge.ca), or by visiting the City of Lethbridge website.
2. The electric department will review the application and ensure that all necessary information is included in the application. If there is missing or unclear information, clarification will be requested from the applicant.
3. If the application is approved, the electric department produces an Interconnection and Operation Agreement. Information in this agreement is based on the generating facility address, and not the address of the applicant. Two original copies of this agreement are sent to the applicant, indicating that both copies need to be signed by the applicant and the original copies need to be returned through the mail.
4. When the two copies of the operating agreement are returned signed by the customer, the two copies of the agreement are then sent to the city solicitor's office for signatures from the mayor. At this point a letter is provided to the applicant to produce at the development counter at the City of Lethbridge allowing the applicant to apply for electrical and building permits for installation.
5. When the agreements are returned from the solicitor's office, one copy of the agreement is forwarded to the applicant. An e-mail outlining the information is also forwarded to the AUC.
6. After applicant finishing installation and passing the final inspection, a copy of the final inspection report needs to be sent to electric department. A service order will be put in to the system to allow the meter start measuring the exported electricity. And this meter data will be sent to applicant's energy retailer. Applicants must contact their energy retailer to arrange for their electricity compensation

Any unused or surplus power generated and sent onto the distribution system will be reflected on the owner's retailer bill in the form of a credit. For small micro-generation (less than 150 kW), customer receives a credit from its retailer for any electric energy supplied back to the grid at the retailer's retail energy rate. For large micro-generation (greater or equal to 150kW but not exceed 5 MW), customer receives a credit credit from its retailer for any electric energy supplied back to the grid at the hourly pool price for each hour.

For generation applications outside of this scope, an alternate process must be followed as outlined by the AUC. Details on the AUC process can be found on the AUC website