



Appendix D:
Kingston Hydro Electric Vehicle Charging Connection
Requirements

Introduction

The Ontario Energy Board (OEB) Electric Vehicle Charging Connection Procedures (EVCCP) document establishes standardized and streamlined requirements for requests to connect charging facilities. The OEB's EVCCP and further Electric Vehicle (EV) resources are available at KingstonHydro.com/EVConnections.

This appendix outlines information and resources for non-residential EV customer application requests including Level 2 and 3 charging stations, including public charging stations, chargers in a workplace or a multi-unit residential/commercial building or a commercial EV fleet charging station. EV charging may require a lot of power and the customer's service or panel may need to be upgraded to have capacity for this extra load.

Residential or small business EV charging connections can be requested at UtilitiesKingston.com/Electricity/NewServices/ServiceRequest and further information on connection requests are outlined within the Kingston Hydro Conditions of Service document.

1. Connection Request

Non-residential Electric Vehicle Supply Equipment (EVSE) customers that select to initiate a preliminary consultation information request to Kingston Hydro can visit KingstonHydro.com/EVConnections for further EV resources. Kingston Hydro requires the EV Preliminary Consultation Information Request form to be completed in full through the Kingston Hydro online webform available at KingstonHydro.com/EVConnections. Within 15 days of submitting an EV Preliminary Consultation Request form completed in full, Kingston Hydro will respond with further information on the estimated capacity at the connection point, details of any estimated modifications or additions to the system for capacity, estimated connection complexity. If a meeting is requested by the customer to discuss the information within the Electric Vehicle Preliminary Consultation Response (EVCPR) this will be provided at no cost, please contact service advisors at ServiceAdvisors@UtilitiesKingston.com to request a meeting.

If the customer decides to proceed with a formal connection request, the connection request online form must be submitted in full and is available at UtilitiesKingston.com/Electricity/NewServices/ServiceRequest. Within 15 days of submitting the connection request Kingston Hydro will respond to confirm if the information is complete or if additional information is required. If the proposed charging station installation does not require a modification or addition to the distribution system,

Kingston Hydro will respond with information on how to proceed with the charging installation.

Further specifics of the connection request conditions and processes are outlined within *section 2.1 Connections Process and Timing of the Kingston Hydro Conditions of Service*.

2. Basic Connection for Non-Residential Customers

The basic connection for non-residential customers is outlined within *section 2.13.1.2 of the Kingston Hydro Conditions of Service*. For non-residential services, the basic connection charge does not apply. The Basic Non-Residential Allowance is zero. The cost of connection is recovered solely through a Variable connection Charge. Further information on the Variable Connection Charge is available within *section 2.13.2 of the Kingston Hydro Conditions of Service*.

3. Offer to Connect: Estimate or Firm Offer

If the installation proposed requires modifications or additions to the Kingston Hydro distribution system, Kingston Hydro will respond with an Offer to Connect within 60 days of the formal connection request completed in full. The Offer to Connect will include, but is not limited to, connection descriptions, contact information, distributor and customer work required, energization conditions, cost summaries and information for connection costs, expansion deposits, capital contributions, payment methods, and contract acceptance. The initial Offer to Connect will be provided on an estimated basis and will be revised after the connection of the service to reflect the actual costs incurred.

4. Capital Contribution

The *Kingston Hydro Conditions of Service Appendix A: Economic Evaluation Model for Distribution System Expansions* includes further information relating to the capital contributions and economic evaluation processes.

Connections of new customers and/or additional loads to Kingston Hydro's existing distribution system may create requirements to expand the distribution system. Customers responsible for contributing towards uneconomic expansion of the distribution system must be responsible for the costs of providing additional capacity through distribution system expansions. Where an expansion is required to allow for the connection, Kingston Hydro will perform an Economic Evaluation to determine whether the present value of the future revenues for the connection will pay for the capital investment and ongoing maintenance of the expansion. Should the economic evaluation identify a revenue shortfall for the expansion, Kingston Hydro will require the customer to provide a capital contribution, thereby ensuring that existing customers will not bear

the burden of subsidizing the connection of new customers. The requirement of capital contributions from customers when new or upgraded connections result in a financial loss to Kingston Hydro safeguards the financial and operational sustainability of the electricity distribution system while providing all customers who wish to connect to the electricity distribution system the opportunity to do so on a “user-pay” basis. The amount of the capital contribution required from the customer for a given connection shall be calculated using the Economic Evaluation process outlined with *The Kingston Hydro Conditions of Service Appendix A*.

Work Under the Alternative Bid Option

The Offer to Connect will consist of components as outlined in the *Kingston Hydro Conditions of Service Appendix A*, including identification of work for which the customer may seek alternative bids (the “Competitive Works”) along with the process to be followed to obtain an alternative bid; a description of, and costs for, the competitive works and the noncompetitive work associated with the expansion broken down into labour, materials, equipment and overheads; the amount of any additional costs that will apply as a result of the customer electing an alternative bidder to complete the competitive works. These costs would include but not be limited to engineering design costs, coordination of Kingston Hydro’s work with the contractor’s work, inspection of the contractor work to ensure that it meets Kingston Hydro’s design and construction standards and the costs of making the final connection to Kingston Hydro’s system; Once a customer accepts an Offer to Connect, Kingston Hydro will provide, upon the customer’s request, an itemized list of the costs for the major items in each of the categories referred to in part (f). If the customer has not chosen an alternative bid for the work, the list will include all of the work involved in the expansion. If the customer has chosen an alternative bid for the work the list will include only the noncompetitive work to be performed by Utilities Kingston on behalf of Kingston Hydro. The customer will be charged the actual cost of preparing the itemized list.

As required by the Ontario Energy Board Distribution System Code Section 3.2.15A “Work that requires physical contact with the distributor’s existing distribution system is not eligible for alternative bid unless the distributor decides in any given case to allow such work to be eligible for alternative bid.” Work that requires physical contact with the existing distribution system will not be eligible for alternative bid and competitive work, unless at the sole discretion of Kingston Hydro (Utilities Kingston), an exception to the alternative bid and competitive work on the existing system is deemed approved.

5. Expansion Deposit

The Kingston Hydro Conditions of Service Appendix A: Economic Evaluation Model for Distribution System Expansions includes further specifics relating to the expansion deposit. The expansion deposit is an amount that may be required of a new customer who requests connection to Kingston Hydro's distribution system to cover Kingston Hydro's risk in the case that projected load from the expansion does not materialize within the connection horizon. A pro-rated portion of an expansion deposit is returned annually as loads are connected on schedule to Kingston Hydro's distribution system over the connection horizon.

The expansion deposit is a financial deposit that the customer provides to Kingston Hydro when expansion costs are incurred. It is calculated by subtracting the capital contribution from the expansion costs and ongoing Operating and Maintenance (O&M) costs. The value of the deposit is determined by the Kingston Hydro Capital Cost Recovery Model (CCRM). If the expected distribution revenue is equal to or greater than the combination of the expansion costs and ongoing O&M costs, the CCRM will only generate a requirement for an expansion deposit (not a capital contribution). If the expected distribution revenue is less than the combination of the expansion costs and ongoing O&M, the CCRM will generate a need for both an expansion deposit and capital contribution from the customer. The expansion deposit is returned to the customer if the expected distribution revenues materialize. If the expected distribution revenue does not materialize as expected from the load provided by the customer, a portion of the expansion deposit will be kept by Kingston Hydro to make up for this shortfall.

6. Connection Agreement or Other Agreement

The conditions that will require a customer to enter into a connection agreement or other agreement for specific types of Electric Vehicle Supply Equipment (EVSE) connections are outlined within the *Kingston Hydro Conditions of Service Section 2.1.1.5 Connection Agreement*.

7. Applicable Service Conditions for Connecting New Service

Pursuant to the conditions of energization within the Kingston Hydro issued Offer to Connect (OTC) document package and the Ontario Energy Board (OEB) Distribution System Code (DSC) Section 7.2 all service conditions outlined must be met prior to energization which may include;

- Formal Connection Request fully completed and accepted by Kingston Hydro.
- Signed Offer to Connect Contract Acceptance and applicable payments within requirement timelines in the OTC.

- Electrical Safety Authority (ESA) Connection Authorization for Customer owned portions of the service connection installation
- Utilities Kingston/Kingston Hydro inspections and approvals, including but not limited to the Metering Equipment installation, primary trench and duct/conduit bank, transformer foundation and pad-mount equipment grounding.
- Signed Connection Agreement between Kingston Hydro and the Owner.
- If applicable, City of Kingston approved civic addressing:
 - i. Please contact the City of Kingston Planning, Building & Licensing at CivicAddressing@CityOfKingston.ca for civic address approval
 - ii. All meter bases are to be clearly labelled with the approved civic addressing.
- New and existing customers are required to set-up a new service account by visiting UtilitiesKingston.com/Accounts/OpenClose/Moving
- Prior to the service connection the Customer/Contractor must set-up a Utilities Kingston Customer Profile number for each meter connection, through Customer Service.
- All other applicable licensing and approvals that may apply.