



**ELECTRICAL DISTRIBUTION SYSTEM**  
**INSTALLATION REQUIRMENTS**  
**FOR**  
**RESIDENTIAL SUBDIVISIONS**

March 2012

***NOTE: If conflict exists between St. Thomas Energy's Conditions of Service and this document, the Conditions of Service will be considered correct.***

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## **1.0 Introduction**

This document is a summary of the process required for Developers and/or Developer's Consultants to have St. Thomas Energy Inc. provide electrical servicing to subdivision developments and to enter into an electrical distribution servicing (EDS) agreement with St. Thomas

## **2.0 Procedure and Requirements**

St. Thomas offers two Electrical Distribution Servicing (EDS) agreement options to Developers. With option A, St. Thomas Energy designs and installs the electrical distribution system. With option B, the Developer installs the electrical distribution system using approved contractors, however, St. Thomas Energy is still responsible for the design.

Regardless of which option the Developer chooses, the Developer or Developer's Consultant must submit a registered plan of the subdivision along with engineering drawings showing the lot boundaries with driveway locations and street light location, roads, sewers and water main design. For either option, the Developer or the Developer's Consultant is welcome to submit a design for the electrical distribution system, however, St. Thomas Energy is responsible for the design and will make any required changes to the Developer's electrical distribution design as per St. Thomas Energy's underground design specifications. St. Thomas Energy is not responsible for any Bell cable, TV cable or street light design. The Developer or Developers consultant is responsible to coordinate Bell cable, TV Cable and street light design with the electrical distribution system design as per St. Thomas Energy's specifications. For either option, St. Thomas Energy prepares an estimated cost for the subdivision. A 25 year economic evaluation is also prepared to determine the amount of revenue the new subdivision can generate for St. Thomas Energy. Based on the estimates and the economic evaluation, an Offer to Connect is prepared and sent to the Developer. When the Developer accepts (in a written response) the Offer to Connect, St. Thomas Energy prepares an Electrical Distribution Servicing Agreement (EDS Agreement).

To initiate the project, the Developer must sign the EDS agreement and submit a security deposit (Letter of Credit or cash) as determined by the economic evaluation along with insurance certification.

For Option A, the Developer must also pay St. Thomas Energy 50% of the street light installation cost. The street light payment is required at the time the Developer submits a security deposit. St. Thomas Energy then installs the electrical distribution system. Normally, St. Thomas Energy contracts the civil portion of the work. When the work is completed, St. Thomas Energy prepares a final economic evaluation based on the actual cost to install the system and the Developer is requested to pay St. Thomas Energy for any shortfall in revenue determined by the economic evaluation. When all the Developer's obligations have been met, St. Thomas Energy returns the security deposit to the Developer.

For Option B, the developer is responsible to have the distribution system installed to St. Thomas Energy specifications, however, there is still a portion of work that St. Thomas Energy must do including engineering, administration, inspection and connections. This work will be added to the Developer's cost. When work is completed and St. Thomas Energy receives payment for engineering, administration, inspection, connections and all Developer obligations have been met, the security deposit is reduced to 15% and held for two years. St. Thomas Energy then prepares a final economic evaluation based on actual cost to install the system. St. Thomas Energy will then pay the Developer the installation cost less the shortfall in revenue determined by the economic evaluation. Any payments made to the Developer are based on the number of connected services in the first five years. A payment is made to the Developer each year based on the number of lots connected for the first five years only,

### **3.0 Option A Summary - St. Thomas Energy Installation**

1. St. Thomas Energy receives a request along with an approved registered plan and engineering drawings showing the lot boundaries with driveway locations, roads, sewers and water main locations.
2. St. Thomas Energy prepares a design and a cost estimate.
3. Based on the cost estimate, St. Thomas Energy prepares an initial economic evaluation.
4. St. Thomas Energy sends the Developer an Offer to Connect.
5. If the Developer accepts the Offer to Connect, St. Thomas Energy prepares the Electrical Distribution Service (EDS) Agreement.
6. To initiate the project, the Developer must sign the EDS agreement and submit a security deposit (Letter of Credit or cash) as determined by the economic evaluation. The Developer must also pay St. Thomas Energy 50% of the Street Light installation cost. Finally the Developer must submit a copy of insurance certification.
7. St. Thomas Energy installs the electrical distribution system. Normally, St. Thomas Energy contracts the civil portion of the work. Tenders are prepared, evaluated and awarded for this work.
8. St. Thomas Energy prepares a final economic evaluation based on the actual cost to install the system.
9. The Developer pays St. Thomas Energy any shortfall in revenue determined by the economic evaluation.
10. When all the Developer's obligations have been met, St. Thomas Energy returns the security deposit to the Developer.

#### **4.0 Option B Summary – Developer/Contractor Installation**

1. St. Thomas Energy receives a request along with an approved registered plan and engineering drawings showing the lot boundaries with driveway locations, roads and water main locations.
2. St. Thomas Energy prepares a design and a cost estimate.
3. Based on the cost estimate, St. Thomas Energy prepares an initial economic evaluation.
4. St. Thomas Energy sends the Developer an Offer to Connect.
5. If the Developer accepts the Offer to Connect, St. Thomas Energy prepares the Electrical Distribution Service (EDS) agreement.
6. To initiate the project, the Developer must sign the EDS agreement and submit a security deposit (Letter of Credit or Cash) as determined by the economic evaluation along with insurance certification.
7. With Option B, the developer is responsible to have the distribution system installed to St. Thomas Energy specifications, however, there is still a small portion of work that St. Thomas Energy must do including engineering, administration, inspection and connections. This work will be added to the Developer's cost.
8. When work is completed and St. Thomas Energy receives payment for engineering, administration, inspection and connections and all Developer obligations have been met, the security deposit is reduced to 15% and held for two years.
9. St. Thomas Energy prepares a final economic evaluation based on actual cost to install the system.
10. St. Thomas Energy pays the Developer the installation cost less any shortfall in revenue determined by the economic evaluation. Any payments made to the Developer are based on the number of services connected in the first five years. A payment is made to the Developer each year based on the number of lots connected for the first five years only,

## **5.0 Condominium Developments**

Row housing developments can be setup as condominiums by the Developer. For condominium developments, the same procedure is followed as for subdivisions except that there will be no Electrical Distribution Servicing Agreement. Once the Developer has accepted the "Offer to Connect" and provided the security deposit, St. Thomas Energy will start scheduling work for the distribution system installation.

In St. Thomas Energy's "Condition of Service" document, A condominium is considered a "connection" and St. Thomas Energy will not own nor maintain any secondary services. For a condominium, St. Thomas Energy's ownership of the electrical distribution system will end at the secondary terminals of the supply transformers and when St. Thomas Energy prepares cost estimates and economic evaluations for condominiums, the secondary system costs are not included. The Developer will be responsible to have the secondary system installed to St. Thomas Energy's specifications.

Although street lighting is owned by the City and not by St. Thomas Energy, for condominiums, Street lighting is normally privately owned by the condominium.

## **6.0 Project Scheduling and Advanced Payments**

The city approval process for subdivisions is lengthy and Developer's may request St. Thomas Energy to have work completed before approvals have been finalized. This is one of the reasons why St. Thomas Energy request security deposits equivalent to the value of the installation. Furthermore, St. Thomas Energy will not allow any work to start on electrical distribution systems until an Electrical Distribution Servicing (EDS) agreement is signed and security deposit paid. Material deliveries can be up to 14 weeks and if Developers are scheduling to have work completed immediately after signing the EDS agreement, material will not be available due to long delivery times. If Developers foresee this to be a problem, they should submit payment for materials well in advance. Any advanced material payments will be deducted from security deposit requirements and from any payments required by the Developer.

Once all construction work has been completed, St. Thomas Energy requires that all municipal numbering be submitted from the City Clerk's Office for service connections to be completed.

## **7.0 Contact Person**

There are usually several organizations involved in the construction process. Typically the Developer/Owner hires an Engineering Consultant, they in turn hire a Electrical Engineering Consultant to prepare the electrical work. Contractors may also be hired. It is important that these individuals and organizations agree among themselves who the contact should be with St. Thomas Energy. Once the contact person has been established, St. Thomas Energy will work with the contact to ensure all requirements are met to complete the installation. Any specifications or design information that is required from St. Thomas Energy will be sent to the contact person and it will be the contact person's responsibility to send the information to the appropriate people.

## **8.0 Easements**

If easements are required on the Developer's/Owner's property for any distribution system equipment, it is the Developer's/Owner's or his representative (the contact person) responsibility to get the easement registered and to send a copy of the registered plan to St. Thomas Energy. If an easement are required, St. Thomas Energy must have a copy of the registered site plan before any new distribution systems are energized. Easements can take several weeks to get registered, so it is important that the contact person have the easement registered before the distribution system is ready to energize. All correspondence regarding easements should be sent to:

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## **9.0 Electrical Safety Authority (ESA)**

The Developer/Owner must have all new electrical street light circuits Inspected by the Electrical Safety Authority (ESA). St. Thomas energy must have a copy of the inspection certificate before energizing new street light circuits.