



# TOWN POLICY

## ADMINISTRATION POLICY:

# Electrical Distribution System Operational Documents

**DEPARTMENT:** Public Works

**POLICY NUMBER:** PW-162

**EFFECTIVE DATE:** February 20, 2024

**SUPERSEDES:** New

**UP FOR REVIEW:** February 20, 2029

**Policy Statement:** The Town of Cardston will seek to operate the electrical distribution system in a coordinated and consistent manner. The enclosed schedules will direct and help maintain consistency relative to stakeholders and partners who connect to or share the system infrastructure.

**The purpose of this policy is to:** catalogue important operational documents related to electrical distribution system management.

The following schedules contain important documents related to the administration of the electrical distribution system. These processes, agreements, schedules, and guidelines are to be reviewed on a consistent basis to ensure that the documents reflect best practice, market value for fees and charges, and the overall will of the Town of Cardston and its stakeholders.

The list of documents may be added to, reduced or modified at the discretion of Administration with final approval of the CAO.

The following documents are available for download at

<https://www.cardston.ca/government/municipal-services/electrical/>:

- a. Schedule A – Licensed Occupant Attachment Schedule of Fees
- b. Schedule B – Licensed Occupant Attachments
- c. Schedule C – Licensed Occupant Attachment Guide & Process
- d. Schedule D – Licensed Occupant Checklist
- e. Schedule E – Licensed Occupant Communication Clearances Overview
- f. Schedule F – Licensed Occupant Guide Municipal Attachments
- g. Schedule G – Licensed Occupant Municipal Attachment Forms
- h. Schedule H – Licensed Occupant Small Connected Devices
- i. Schedule I – Micro Generation Application Form





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- j. Schedule J – Technical Interconnection Requirments for DER (up to 150 kW)
- k. Schedule K – Interconnection and Operating Agreement (up to 150 Kilowatts) Inverter Based Micro-Generation
- l. Schedule L – Standby Backup Generation Interconnection Requirements
- m. Schedule M – New Electrical Connections (Commercial) Service Form
- n. Schedule N – New Electrical Connections (Residential) Service Form
- o. Schedule O – New Electrical Connections (Licensed Occupant) Service Form
- p. Schedule P – Reconnection Authorization Town of Cardston Service and Metering Guide
- q. Schedule Q – Third Party Information Release Authorization Form
- r. Schedule R – Service and Metering Guide 2023
- s. Schedule S – Underground Residential: Design and Installation Requirements

## REVISION HISTORY

Date	Description
	New Policy

**APPROVAL: Jeff Shaw** ..... **DATE: February 20, 2024** .....

*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*

