



INFORMATION PACKAGE FOR ELECTRICAL CONTRACTORS

JANUARY 15, 2021
SUMMERSIDE ELECTRIC
94 Ottawa St., Summerside, PE



Disclaimer

This document is prepared for informational purposes to support Electrical Contractors in their operations to complete jobs on behalf of Summerside Electric. Summerside Electric may revise or terminate this document at any time at its discretion without notice. Every effort will be made to update the information in a timely matter and ensure all information is accurate.

Revision History

Document #:	Description:	Revised by:	Effective Date:
ECIP – 01	Original document	Pauline Dicy	January 15, 2021



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ELECTRICAL CONTRACTOR – CONTACT INFORMATION

January 13, 2021

To improve service to our customers and their representatives, Summerside Electric is updating its methods for communicating with electrical contractors.

Please complete the attached Electrical Contractor Contact Information Form. This will ensure we have your most up to date information. Providing this information ensures you are a recognized electrical contractor with Summerside Electric. Please return the completed Electrical Contractor Information Form to us as soon as possible in accordance with the instructions provided at the bottom of the form.

Please note the following changes concerning future communication with Summerside Electric:

- All written notices and information from Summerside Electric to electricians and electrical contractors will be by e-mail. We will contact you using the e-mail address that you provide on the attached form.
- To contact Summerside Electric by e-mail, please use the following address:
SummersideElectric@city.summerside.pe.ca

In addition, to the above, Summerside Electric has developed a set of guidelines and standards that must be met by contractors.

Should you require assistance through these changes, please feel free to contact Summerside Electric, at 902-432-1268

Yours truly,

Summerside Electric
94 Ottawa Street, Summerside, PE

Mailing Address:
Summerside Electric
275 Fitzroy St.,
Summerside, PE, C1N 1H9



ELECTRICAL CONTRACTOR CONTACT INFORMATION

Please provide us with your current information.

Company Name: _____

Primary Contact Name: _____

Mailing Address: _____

Email Address of Primary Contact: _____

Primary Mobile Contact Number: _____

Business Contact Number: _____

APPLICATION FOR SINGLE PHASE METER REMOVAL CERTIFICATION

We as the electrical contractor agree to the terms and conditions under section 7 of guidelines for electrical contractors and have read and agreed to follow the Standard Work Method Procedure 2-3B ET include within this form.

Contractor's Name: _____

Contractors Signature: _____

City Approval: _____

If your company has multiple electricians, please attach a list of name and mobile numbers.

Please return completed form via mail or email to Summerside Electric

Mail: Summerside Electric, 275 Fitzroy St, Summerside, PE C1N 1H9

Email: SummersideElectric@city.summerside.pe.ca



SUMMERSIDE ELECTRIC GUIDELINES

1.0 GENERAL

1.1 Electrical contractors must maintain their safe limits of approach on Summerside Electric (SE) utility poles. No contractor shall work above pole communication heights, as per drawing DWG-02.

1.2 Electrical contractors must coordinate all work requiring SE in advance. Work requiring SE includes but is not limited to the following:

- Service Upgrades
- Disconnects
- Service Connections
- Temporary Services
- Meter Removal
- Meter Install
- Remote Metering Installations
- Underground locates of SE owned equipment

Note that a Provincial Electrical Pass does not guarantee service connections, and it is the developer/contractor responsibility to contact the City to request these services.

1.3 All permeant service entrances locations shall be determined in coordination with SE. Locations must be determined prior to commencement of work.

Please note the location of the temporary service may be different from the permanent service location.

2.0 DEVELOPMENT

2.1 See drawing DWG-01 for a standard overhead distribution system design.

2.1 See drawing DWG-02 for a hybrid design system design. The hybrid design is a combination of overhead and underground wiring. All primary wiring is overhead, and all secondary wiring is underground.

2.2 See drawing DWG-03 for an underground system design.

Please see our Rates, Schedules and Policy Manual extension of facilities section for further information.

3.0 OVERHEAD SERVICES

3.1 All new overhead services must be accessible from the roadway.



4.0 UNDERGROUND / HYBRID

- 4.1 SE requires a signed letter of intent before placing an order for a pad-mount transformer. The contractor must provide SE with the load/service entrance size of the building a minimum of six months before the desired connection date.
- 4.2 Pad-mount transformer clearances, bollard locations, and grounding must meet the specifications outlined in drawings DWG-04 and DWG-07.
- 4.3 Conduits placed on the “riser” pole must be placed as per detail 01 on the non-traffic side of the pole to allow the conduit to raise between communications cables and meet the power cables.
- 4.4 No more than two power conduits shall be allowed on the utility pole.
- 4.5 Where ductbanks are located beneath roadways, sidewalks, parking lots, or other areas of vehicle traffic, or as directed by SE, the duct bank shall be encased in concrete. See DWG-06 concrete encased ductbank trench.
- 4.6 The “top” section of conduit shall be left secured to the base of the utility pole for SE line crew to connect. All required hardware must be made available by the contractor to complete the work. See detail on drawing DWG-02.
- 4.7 Primary underground electrical conduits shall be placed at the base of the pole in such a way to allow placement of metal bell covering around the conduit.
- 4.8 Do not install double underground primary conduit tightly together, as this does not allow for proper installation of the bell required for metal covering.
- 4.9 Underground services must be inspected by SE before backfilling. Please provide 48 hours’ notice before inspection is required.

5.0 LOCATES

- 5.1 All locates for electrical services must be coordinated with SE. Please contact SE at 902-432-1268 complete a locate request form. Call **before** you dig.
- 5.2 Do **not** dig outside the marked area for the underground locate. If the parameters of the job change, please contact SE to complete a new locate request form.



6.0 EASEMENTS

- 6.1 Easements are required to be coordinated with SE. The area of the easement may vary depending on location and design.
- 6.2 SE requires a legal easement for all infrastructure located on privately owned property prior to the commencement of construction.
- 6.3 Easements are at the discretion of SE and will be minimized where possible.

7.0 METERS

- 7.1 No electrical contractor shall remove electrical meters unless certified by SE or in an emergency.

To apply for certification, please complete the application for single phase meter removal certification, found on page 2 of this document.

- 7.2 All meters must be placed in an accessible location. All meter locations need to be coordinated and approved by SE.
- 7.3 Electrical contractors **cannot** re-install the meter. SE reserves the right to contact the Provincial Electrical Inspector to ensure that all procedures have been followed and the work done has been inspected and approved.
- 7.4 A copy of the Provincial Electrical Permit is required **before** re-installation of a meter that was removed by an electrical contractor.
- 7.5 Please ensure you have completed the following steps for meter installation.
 - 7.5.1 Obtained a valid building permit number from the City of Summerside. Building permit application forms can be found through the City of Summerside website.
 - 7.5.2 Have an electrical pass from the province.
 - 7.5.3 Setup an electric account with the City of Summerside. A valid electric account number must be provided for meter installation. For all customer service account inquiries call 902-432-1235.



SUMMERSIDE ELECTRIC CONTACT INFORMATION

Summerside Electric

Office: 902-432-1268

Email: SummersideElectric@city.summerside.pe.ca

Electrical Operations Supervisor

Rob Steele

Mobile: 902-888-7613

Email: rob.steele@city.summerside.pe.ca

Line Supervisor

Garrett Webster

Mobile: 902-432-9568

Email: garrett.webster@city.summerside.pe.ca

Electrical Engineer

Gerald Giroux, P.Eng, BSc.

Mobile: 902-786-8134

Email: gerald.giroux@city.summerside.pe.ca

Assistant Electrical Engineer

Jennifer Nelson, EIT.

Mobile: 902-786-6861

Email: jennifer.nelson@city.summerside.pe.ca



STANDARD WORK METHODS		2-3B ET
Title: REMOVAL OF SINGLE PHASE METERS		
Date: 2019-09-24		
Director Approval:	CAO Approval:	

1.0 Scope

- 1.1 This work method applies to the removal, disconnection of single phase and network self-contained socket and A-base meters on circuits energized at 300 V or less between conductors.

2.0 Definitions

- 2.1 Self-contained: Where the entire load current passes through the meter. These meters have current ratings from 15-200 Amps, may be socket connected (S-base) or bottom connected (A-base).
- 2.2 Socket Connected (S-base): This is a plug-in style of meter. The S-base meter has blades which plug into the meter socket jaws to complete the circuit. The socket remains affixed to the structure with the permanent service wiring connected to lugs inside this meter socket. This is the standard installation for all new and upgraded services.
- 2.3 Bottom Connected (A-base): This style of meter involves open wiring to a terminal block on the bottom of the meter. This type of connection has been discontinued for new services.
- 2.4 Network Meter: A network meter is a two element meter used mainly in large apartment buildings to meter two phases of a three phase system. The socket has five (5) blades rather than four. The A-base style has been discontinued for new services.
- 2.5 A-base Adapter: A device which enables a socket meter to be used bottom connected on an open wired service.

3.0 Equipment

- 3.1 Multi-meter
- 3.2 Meter Removal Tool
- 3.3 Approved Safety Glasses
- 3.4 Rubber Work Gloves
- 3.5 Trouble Light
- 3.5 Safety Footwear
- 3.6 Hard Hat
- 3.7 Flame Retardant Clothing (for use under live conditions)

Use equipment as needed, or as stated in the work method. All equipment is not needed for all applications of this work method.



4.0 Procedure

4.1 Check the Service Order to ensure you are at the correct location and meter reinstallation scheduling with the City of Summerside has occurred. Visually inspect the meter and ensure that:

- 4.1.1 The test links are closed (if applicable).
- 4.1.2 The base of the meter is not cracked or damaged.
- 4.1.3 There are no obvious external shorts or contamination in the spark gap arrestors (if external).
- 4.1.4 Verify the meter seal is intact and record the seal date.

4.2 Approved Safety Glasses and Rubber work Gloves shall be worn.

4.3 Visually inspect the meter socket. An improperly fitting cover plate or signs of severe rust or other physical damage signal the need for extra caution. The use of a meter removal/insertion tool and rubber gloved are required for these situations.

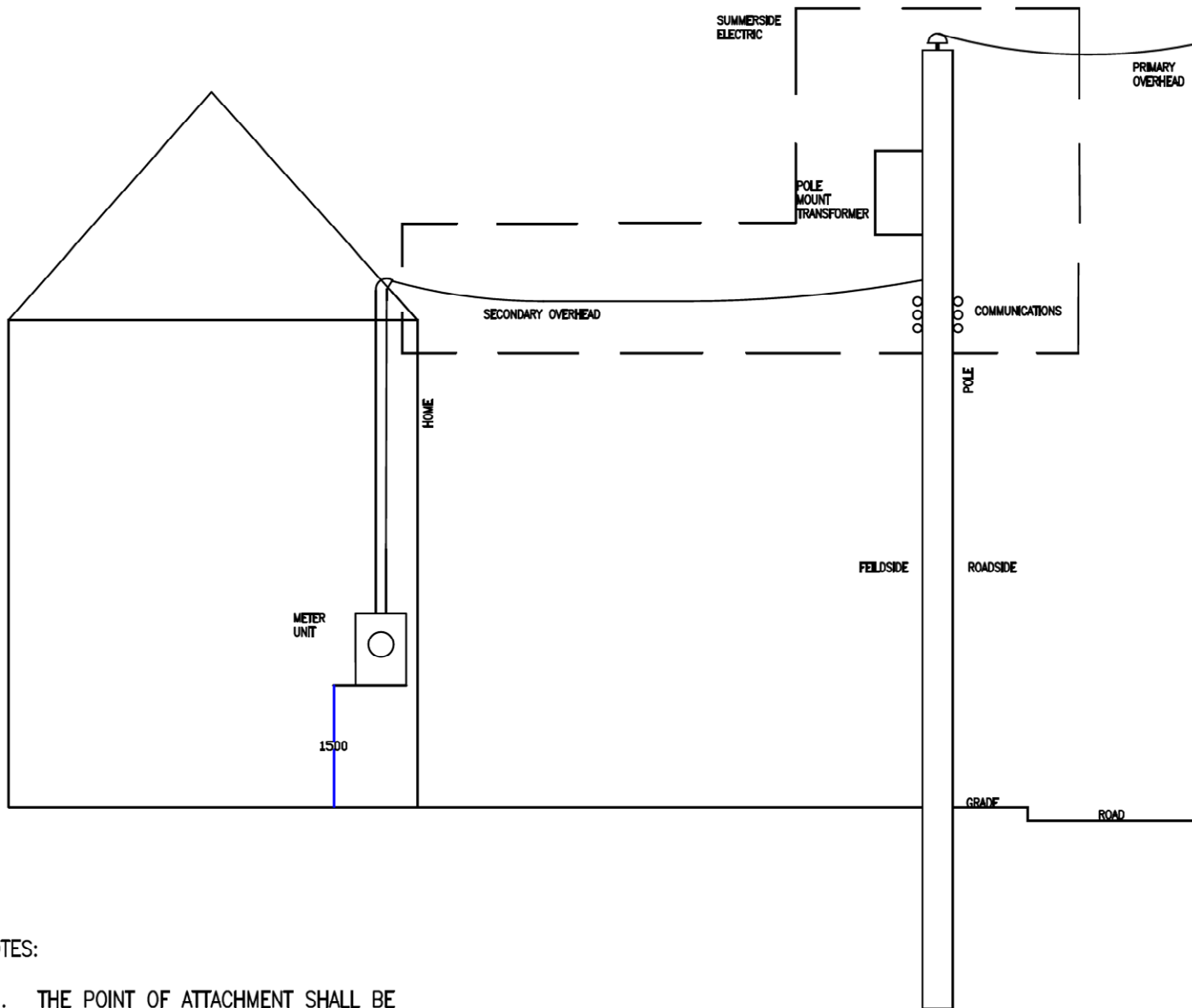
4.4 Cut seal and remove retainer ring.

4.5 Whenever possible, open the customer's main switch before removing the meter.



APPENDIX

DWG-01 – Standard System Detail rev02 – Metric	12
DWG-02 – Hybrid System Detail rev02 – Metric	13
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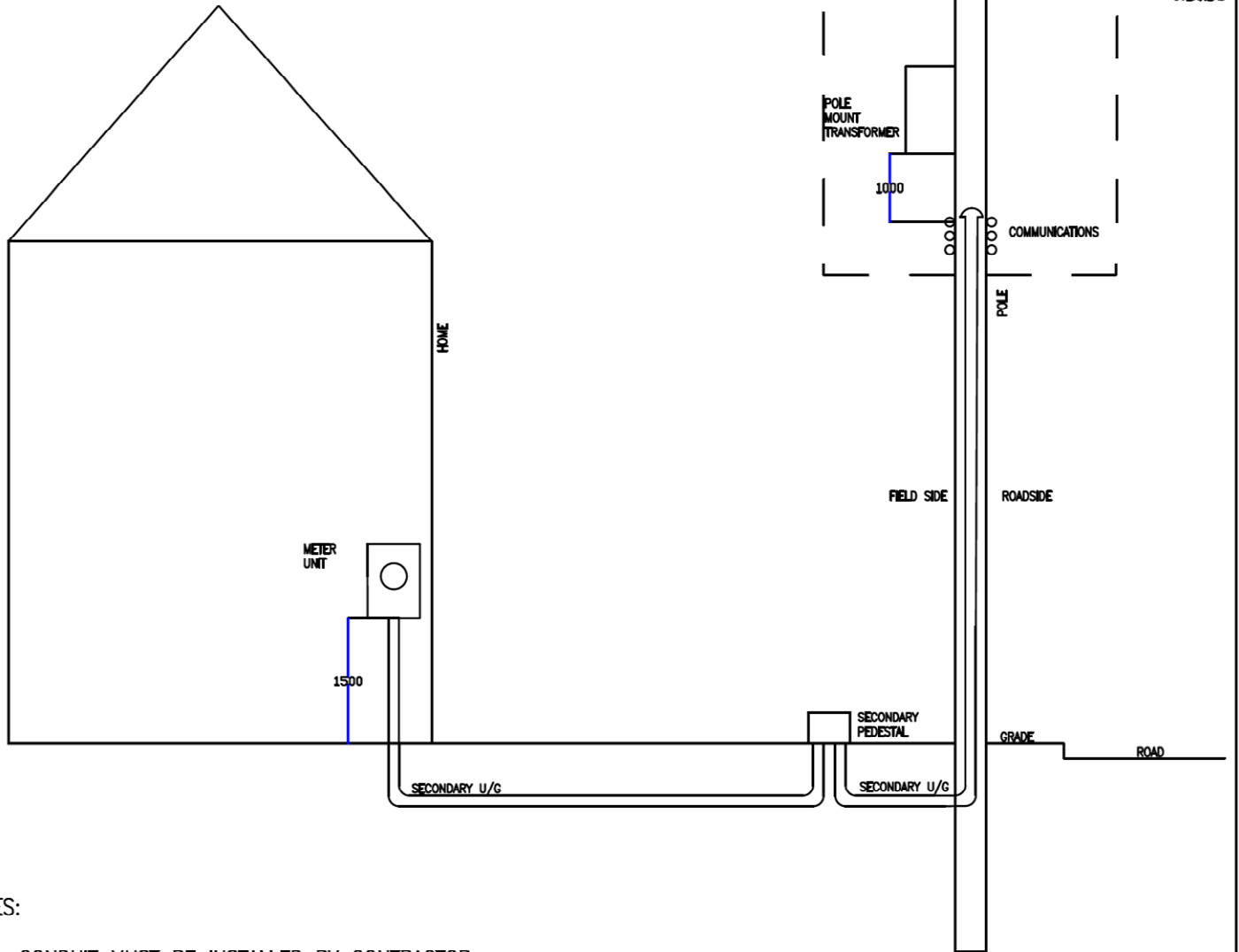
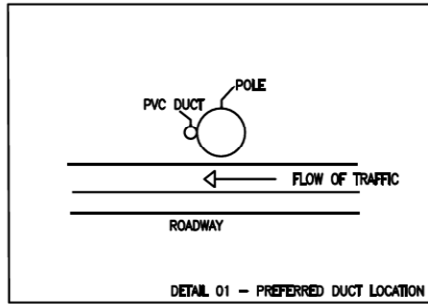


NOTES:

1. THE POINT OF ATTACHMENT SHALL BE
 - 1.1. ON THE SAME SIDE OF THE BUILDING AS THE SERVICE MAST
 - 1.2. IN A POSITION THAT ALLOWS THE OVERHEAD SERVICE CONDUCTORS TO ANGLE AWAY FROM THE STRUCTURE
2. POINT OF ATTACHMENT SHALL NOT EXCEED 9000 mm ABOVE GRADE
3. SERVICE MAST SHALL BE OF METAL AND ASSEMBLE FROM COMMENTS SUITABLE FOR SERVICE USE
4. THE SERVICE HEAD LOCATION MUST BE IN ACCORDANCE WITH THE CANADIAN ELECTRIC CODE SECTION 6 PART 1

Job Title: STANDARD CONSTRUCTION PRACTICES

City of Summerside Electric Utility 94 Ottawa Street Summerside, PE	Title: STANDARD DISTRIBUTION SYSTEM DETAIL		Drawn: J.R.N	Checked: G.G
	Scale: N.T.S.	Date: 09/09/20	DWG-01	Sketch No. rev 02

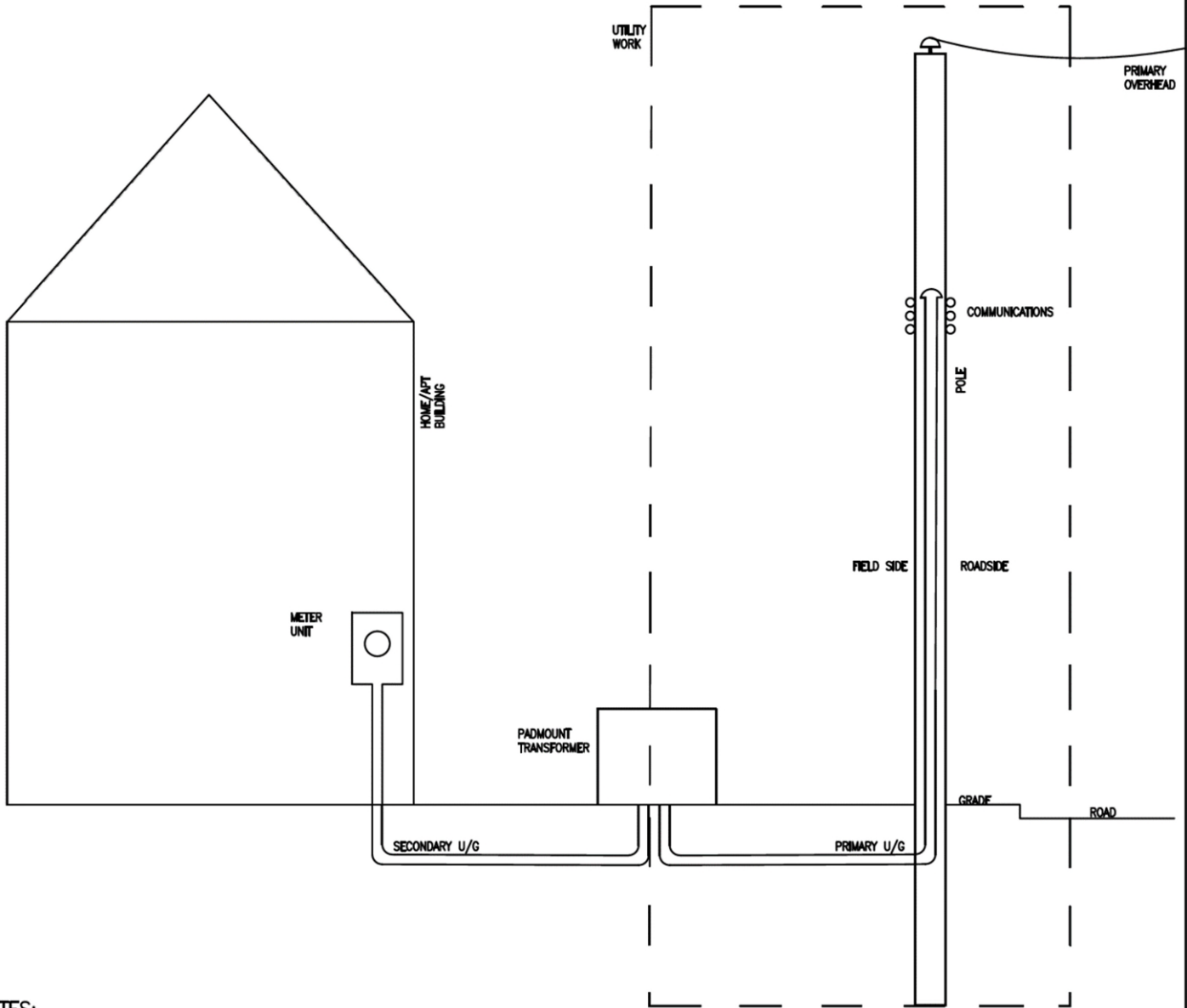


NOTES:

1. CONDUIT MUST BE INSTALLED BY CONTRACTOR
2. WHERE HAZARD EXISTS THE FINAL SECTION OF CONDUIT SHALL BE SECURED AT THE BASE OF THE POLE.
 - 2.1. THE CONTRACTOR SHALL SUPPLY CONDUIT, MAST HEAD, CLAMPS, AND ADEQUATE SCREWS.
3. UNDERGROUND SERVICES MUST BE INSPECTED BY SUMMERSIDE ELECTRIC BEFORE BACKFILLING
4. SECONDARY PEDESTAL MUST MAINTAIN A MINIMUM 1000 mm FROM POLE
 - 4.1. PEDESTAL INSTALLED WITHOUT POLE MUST MAINTAIN A MINIMUM 1000 mm FROM LOT LINE FACING ROAD
5. 500 MCM PEDESTALS ARE SUPPLIED BY SUMMERSIDE ELECTRIC

Job Title: STANDARD CONSTRUCTION PRACTICES

City of Summerside Electric Utility 94 Ottawa Street Summerside, PE	Title: HYBRID DISTRIBUTION SYSTEM DETAIL		Drawn: J.R.N	Checked: G.G
	Scale: N.T.S.	Date: 09/09/20	DWG-02	Sketch No. rev 02

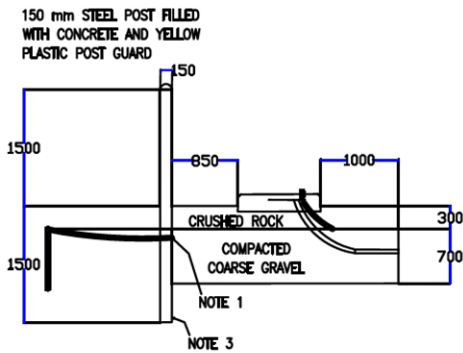
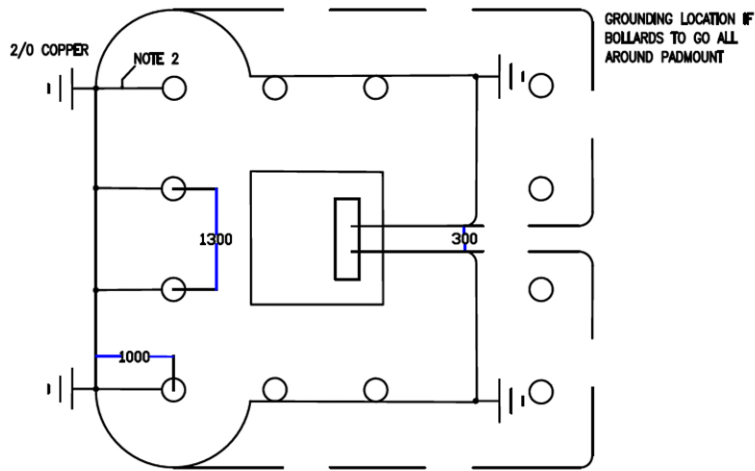


NOTES:

1. PAD-MOUNT MUST MAINTAIN MINIMUM 1000 mm FROM THE POLE.
2. EASEMENT REQUIRED FOR PAD-MOUNT TRANSFORMERS WILL NORMALLY BE 4000x4000 mm. CONTACT SUMMERSIDE ELECTRIC TO CONFIRM IF AN EASEMENT IS REQUIRED.
3. ALL CONDUITS TO BE IDENTIFIED WITH WATERPROOF TAGS TO INDICATE INCOMING AND OUTGOING CABLES. USE CIVIC NUMBER TO IDENTIFY.
4. LOCATION OF PAD-MOUNT TRANSFORMER TO BE CONFIRMED WITH SUMMERSIDE ELECTRIC.
5. UNDERGROUND SERVICES MUST BE INSPECTED BY SUMMERSIDE ELECTRIC BEFORE BACKFILLING

Job Title: STANDARD CONSTRUCTION PRACTICES

City of Summerside Electric Utility 94 Ottawa Street Summerside, PE	Title: UNDERGROUND DISTRIBUTION SYSTEM DETAIL		Drawn: J.R.N	Checked: G.G
	Scale: N.T.S.	Date: 09/09/20	DWG-03	Sketch No. rev 01



NOTES:

1. INSTALL A GROUND CONNECTOR 1200 mm FROM THE BOTTOM OF EACH STEEL PIPE.
2. INSTALL A 2/0 COPPER CONDUCTOR FROM THE PAD-MOUNT GROUND LOOP TO THE POSTS.
3. STEEL PIPE TO BE SCHEDULE 40 THICKNESS.
4. CONNECTION TO BE MADE WITH A CONNECTION WHICH IS SUITABLE FOR DIRECT BURIED COPPER CONDUCTORS.
5. GROUNDING SHALL BE IN ACCORDANCE WITH THE LATEST CANADIAN ELECTRIC CODE SECTION 10 PART 1

Job Title: STANDARD CONSTRUCTION PRACTICES

City of Summerside
Electric Utility
94 Ottawa Street
Summerside, PE

Title:
PAD-MOUNT VEHICLE PROTECTION

Drawn:
J.R.N

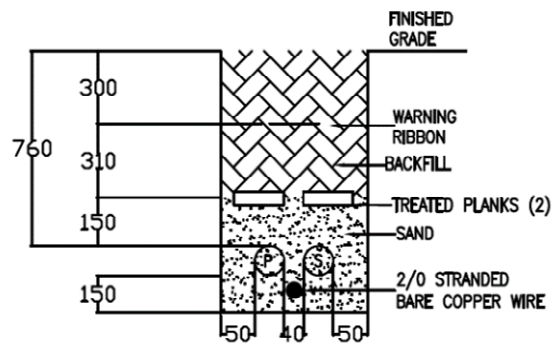
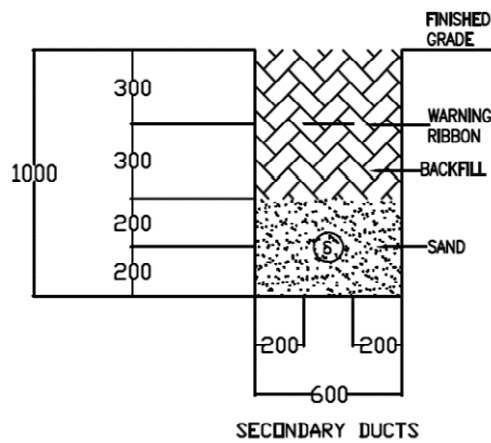
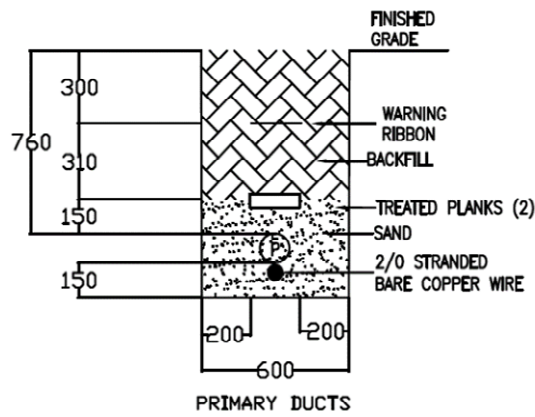
Checked:
G.G

Scale:
N.T.S.

Date:
09/09/20

DWG-04

Sketch No.
rev 02



P - PRIMARY
 S - SECONDARY
 C - COMMUNICATION

PRIMARY & SECONDARY DUCTS

Job Title: STANDARD CONSTRUCTION PRACTICES

City of Summerside
 Electric Utility
 94 Ottawa Street
 Summerside, PE

Title: TRENCHING DETAILS

Drawn:
 N.R.A.W

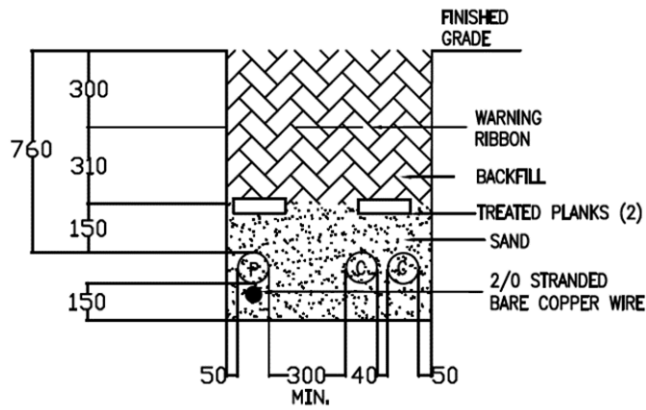
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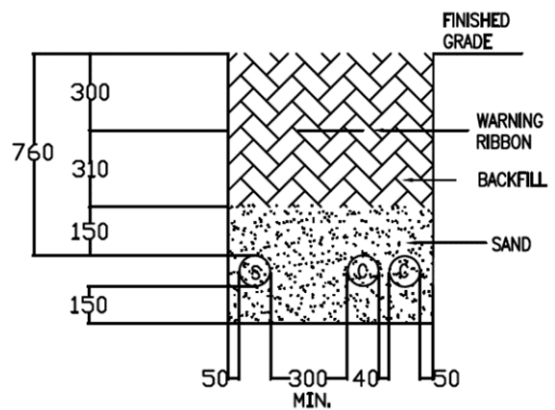
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DWG-05

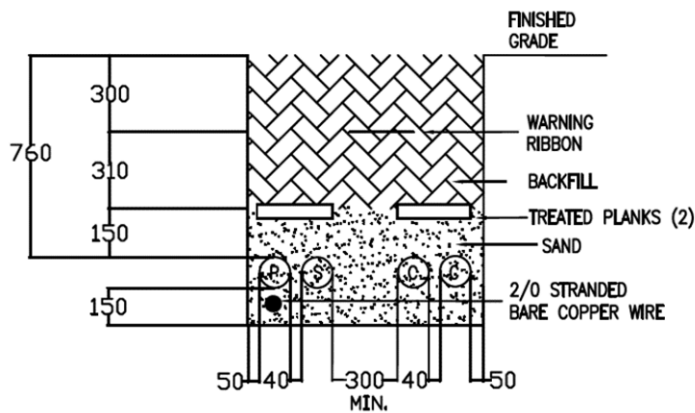
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 rev 02



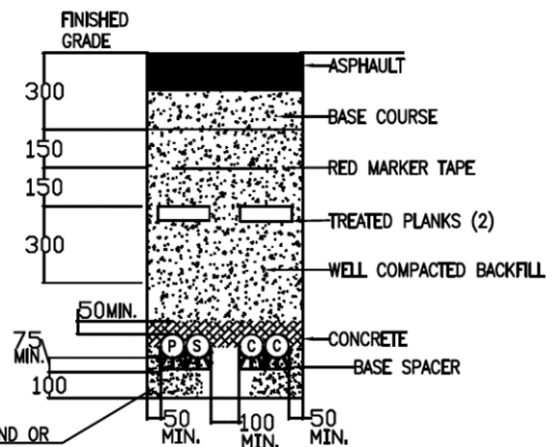
PRIMARY VOLTAGE AND COMMUNICATION DUCTS



SECONDARY VOLTAGE AND COMMUNICATION DUCTS



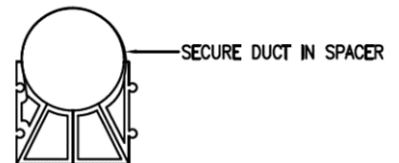
DIRECT BURIED CONDUIT TRENCH



WELL COMPACTED SAND OR TAMPED OR UNDISTURBED SOIL OR TAILINGS

CONCRETE ENCASED DUCTBANK TRENCH

P - PRIMARY
S - SECONDARY
C - COMMUNICATION



Job Title: STANDARD CONSTRUCTION PRACTICES

City of Summerside
Electric Utility
94 Ottawa Street
Summerside, PE

Title:
STANDARD DISTRIBUTION SYSTEM DETAIL

Drawn:
N.R.A.W

Checked:
G.G

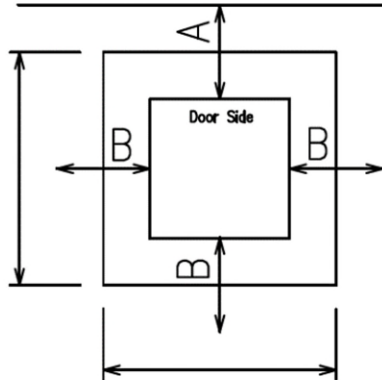
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09/09/20

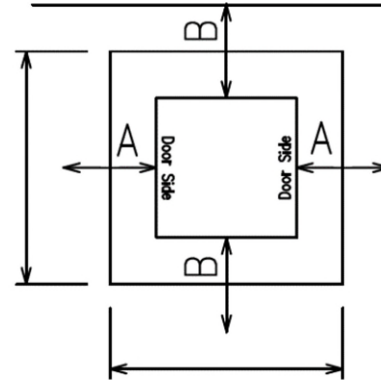
DWG-06

Sketch No.
rev 02

R.O.W BOUNDARY OF HIGHWAY OR STREET



R.O.W BOUNDARY OF HIGHWAY OR STREET



MINIMUM WORKING SPACE		
PHASE	DIMENSION A	DIMENSION B
SINGLE	3000mm	600mm
THREE	3000mm	1000mm

NOTES:

1. ALL FACILITIES MUST BE LOCATED OFF ROAD R.O.W. INCLUDING FIBERGLASS/CONCRETE PAD, PROTECTIVE BOLLARDS & GROUND GRID.
2. AN EASEMENT IS REQUIRED WHEN SUMMERSIDE ELECTRIC FACILITIES ARE LOCATED ON PRIVATE PROPERTY.
3. THE WORKING SPACE SHALL BE OBSTRUCTION FREE INCLUDING LANDSCAPING.
4. A MINIMUM SEPARATION IS REQUIRED FOR THE FOLLOWING SCENARIOS:
 - 4.1. 3000mm BETWEEN BUILDING AND PAD-MOUNTED EQUIPMENT.
 - 4.2. 3000mm FROM ANY COMBUSTIBLE DEVICE.
 - 4.3. 6000mm FROM ANY DOOR OR WINDOW.
 - 4.4. 6000mm FROM ANY VENTILATION INLET/OUTLET.

IF MINIMUM SEPARATION CANNOT BE MET CONSULT WITH SUMMERSIDE ELECTRIC ENGINEER

Job Title: STANDARD CONSTRUCTION PRACTICES			
City of Summerside Electric Utility 94 Ottawa Street Summerside, PE	Title: PAD-MOUNT EQUIPMENT LOCATION DETAILS		Drawn: N.R.A.W
	Scale: N.T.S.	Date: 12/15/20	Checked: G.G
		DWG-07	Sketch No. rev 01