



PEACE RIVER REGIONAL DISTRICT

Electoral Area Directors Committee Meeting Revised Agenda

February 18, 2021, 10:00 a.m.

1981 Alaska Avenue, Dawson Creek, BC

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1. Call to Order	
1.1. Meeting Chair - Director Rose	
2. Directors' Notice of New Business	
3. Adoption of Agenda	
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*11.1. Rural Post Office Boxes	
*11.2. Denied Funding Requests	

*11.3. PRRD Grant Writer

*11.4. Farmers Information Service

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14. Adjournment



PEACE RIVER REGIONAL DISTRICT

ELECTORAL AREA DIRECTORS COMMITTEE MEETING MINUTES

THURSDAY, JANUARY 21, 2021

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Directors

Director Goodings, Electoral Area 'B' (*Zoom*)
Director Sperling, Electoral Area 'C'
Director Hiebert, Electoral Area 'D'
Director Rose, Electoral Area 'E' – Committee Chair

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Teri Vetter, Chief Financial Officer
Tab Young, Deputy Corporate Officer
Crystal Brown, Electoral Area Manager
Paulo Eichelberger, GM of Environmental Services
Trish Morgan, GM of Community Services
Jeff McDonald, Communications Manager (*Zoom*)
Kari Bondaroff, Environmental Services Manager
David Sturgeon, Protective Services Manager
Jack Irving-Peckham, South Peace Land Use Planner
Erin Price, Bylaw Enforcement Officer
Hunter Rainwater, Recorder

Delegations

7.1 TELUS Communications Inc.

1. CALL TO ORDER The Chair called the meeting to order at 10:03 a.m.

2. DIRECTORS' NOTICE OF NEW BUSINESS

Director Hiebert NCLGA

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Hiebert, SECONDED Director Sperling,
That the Electoral Area Directors Committee adopt the January 21, 2021 Meeting
Agenda:

1. Call to Order

1.1. Meeting Chair – Director Rose

2. Directors' Notice of New Business

3. Adoption of Agenda

4. Gallery Comments or Questions

5. Adoption of Minutes

(Continued on next page)



Adoption of Agenda
(Continued)

5.1. Electoral Area Directors Committee Draft Meeting Minutes of December 17, 2020

6. Business Arising from the Minutes

7. Delegations

7.1. TELUS Communications Inc.

8. Correspondence

9. Reports

9.1. Subdivision and Development Servicing Bylaw Project Overview, DS-BRD-101

9.2. Bylaw Enforcement File Oct.-Dec. 2020 Quarterly Update, DS-EADC-009

9.3. Request for Proposal 42-2020 Grant Writer Services Award, ADM-EDAC-028

9.4. Hydrant Repair and Maintenance Contract Award, ENV-EADC-009

9.5. Investigation of Rural Addressing Options for the PRRD, CS-EADC-005

10. Discussion Item(s)

10.1. Interprovincial Meeting – Agenda Items

10.2. Potable Water Feasibility Study in Charlie Lake

11. New Business

11.1. NCLGA

12. Diary

12.1. Diary Items

13. Item(s) for Information

13.1. EADC Terms of Reference

14. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

5.1
Dec. 17/20 EADC Minutes MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee adopt the December 17, 2020 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

7.1
TELUS Communications
Inc. Deferred to a future EADC meeting

8. CORRESPONDENCE

9. REPORTS

9.1
Subdivision and
Development Servicing
Bylaw Project Overview,
DS-BRD-101 MOVED Director Hiebert SECONDED Director Goodings,
That the Electoral Area Directors Committee receive the report titled “Subdivision and Development Servicing Bylaw Project Overview, DS-BRD-101”, which intends to provide an overview of the project to develop Subdivision and Development Servicing Bylaw, for discussion.

CARRIED



- 9.1
Subdivision and
Development Servicing
Bylaw Project Overview,
DS-BRD-101
(continued)
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee refer the report titled “Subdivision and Development Servicing Bylaw Project Overview, DS-BRD-101”, to a future EADC meeting to review the draft bylaw in order to make any possible changes before it goes back to the Regional Board.
- CARRIED**
- MOVED Director Goodings, SECONDED Director Sperling,
That the Electoral Area Directors Committee authorize staff to bring forward existing bylaws and policies that pertain to subdivision and development to a future EADC meeting.
- CARRIED**
- 9.2
Bylaw Enforcement File
Oct.-Dec. 2020 Quarterly
Update, DS-EADC-009
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee receive the report titled “Bylaw Enforcement File Oct.-Dec. 2020 Quarterly Update, DS-EADC-009”, for discussion.
- CARRIED**
- Recess
Reconvene
- The Chair recessed the meeting at 10:53 am.
The Chair reconvened the meeting at 11:02 am.
- 9.3
Request For Proposal 42-
2020 Grant Writer
Services Award, ADM-
EADC-028
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee receive the report titled “Request For Proposal 42-2020 Grant Writer Services Award, ADM-EADC-028” for discussion.
- CARRIED**
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee recommend that the Regional Board award Request for Proposal 42-2020 ‘Grant Writer Services’ to Clear Course Consulting Limited for grant writing services at a cost of \$85,050 (excluding taxes) for a twelve month term; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.
- CARRIED**
OPPOSED: Director Goodings
- 9.4
Hydrant Repair and
Maintenance Contract
Award, ENV-EADC-009
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee recommend that the Regional Board award RFQ 36-2020 ‘Fire Hydrant Repair and Maintenance,’ to Celtic Construction Ltd. for semi-annual servicing of fire hydrants within the North Peace Airport Subdivision, for an amount not to exceed \$55,000 (excluding taxes) for a 2-year term, with an option to renew for 1 additional year; further, that the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Regional District.
- CARRIED**
- 9.5
Investigation of Rural
Addressing Options for
the PRRD, CS-EADC-005
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Electoral Area Directors Committee receive the report titled “Investigation of Rural Addressing Options for the PRRD, CS-EADC-005” for discussion.
- CARRIED**



- 9.5
Investigation of Rural
Addressing Options for
the PRRD, CS-EADC-005
(continued)
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee recommend that the Regional Board authorize a cost benefit analysis to be conducted to examine and compare options associated with mandatory addressing and signage within those areas that are in an established fire protection boundary; further, that the report be provided to a future Electoral Area Directors Committee.

CARRIED

10. DISCUSSION ITEM(s)

- 10.1
Interprovincial Meeting –
Agenda Items
- MOVED Director Sperling, SECONDED Director Goodings,
That the Electoral Area Directors Committee recommend that the Regional Board postpone the April 21, 2021 Interprovincial Meeting until the fall of 2021 to allow the meeting to be potentially held in person.

CARRIED

- 10.2
Potable Water Feasibility
Study in Charlie Lake
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee defer the Potable Water Feasibility Study in Charlie Lake to a future Electoral Area Directors Committee Meeting.

CARRIED

11. NEW BUSINESS

- 11.1
NCLGA
- Director Hiebert will be attending an NCLGA Board meeting and wanted to know if there was anything specific to the Rural Directors that anyone would like for him to bring forward. Director Sperling would like the Regional board's resolution for the extension of fire apparatus to be brought up again. Director Goodings would like connectivity to be brought forward as well. Director Hiebert will also bring forward doctor's retention.

12. DIARY

- 12.1
Diary Items
- No changes were made to the Diary

13. ITEMS FOR INFORMATION

- 13.1
EADC Terms of Reference
- The EADC Terms of Reference was included for the committee's information

14. ADJOURNMENT

- 14.1
- The Chair adjourned the Meeting at 11:55 am.

CARRIED



Your funding contribution

- Funding from the PRRD has supported 50% of operational salaries, plus basic annual costs as required by our UNESCO designation
- Our team
 - Executive Director
 - Programming and Outreach Coordinator
 - Earth Scientist
 - Project Manager
- Annual GGN Membership
- Staff training (Wilderness First Aid, Avalanche safety)
- Indigenous Advisory Council (TRUGGIAC)
- Global Geoparks Network Digital Forum
- Tourism Industry Association of Canada (online) Conference

Programming and Outreach - 2020



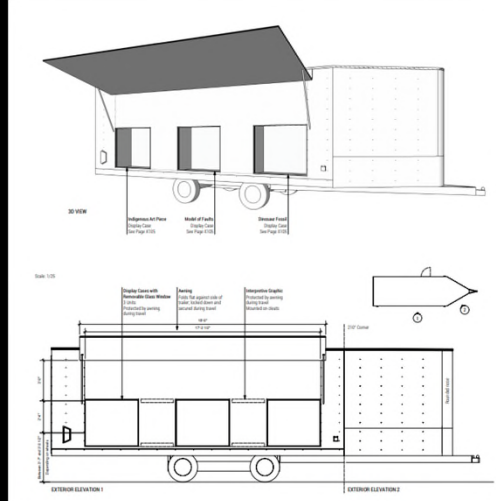
Key Projects undertaken this year



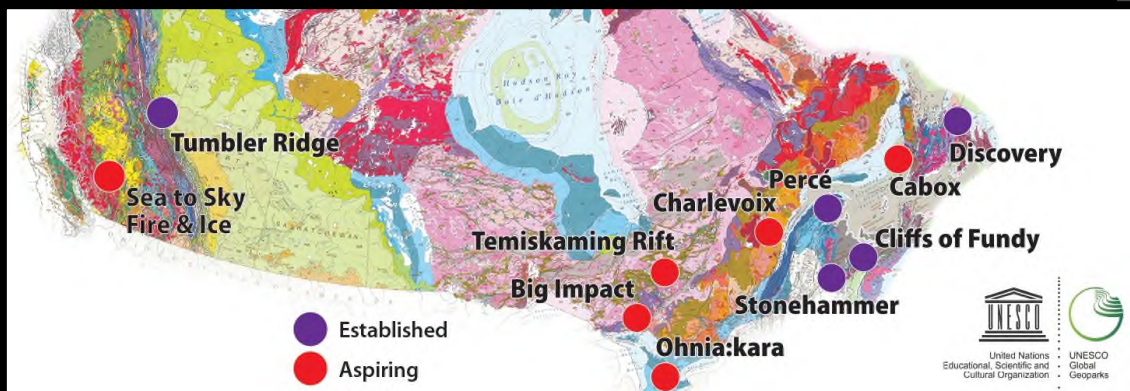
Also...

- Exploring amalgamation with Tumbler Ridge Museum Foundation
- Ongoing investigation of a potential new significant Geosite

Regional mobile exhibit & programming trailer



Revalidation in 2022



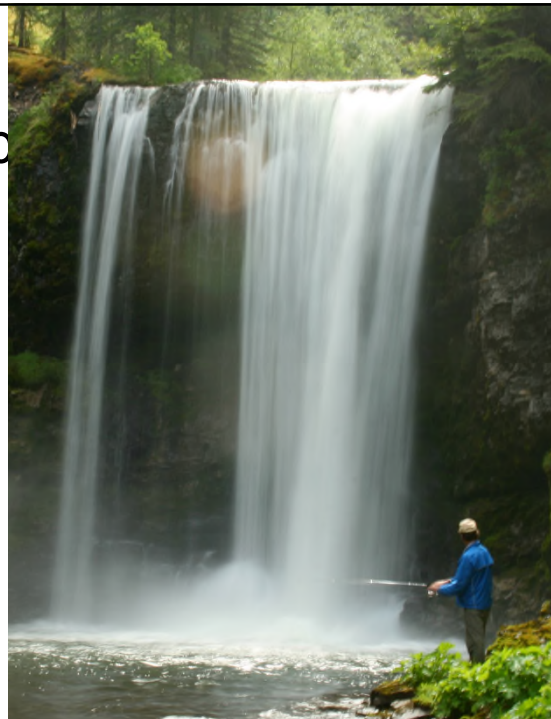
Looking Forward: 2021/2022

- Continuing to pursue and explore amalgamation with the Tumbler Ridge Museum Foundation
- Preparing for UNESCO designation revalidation in 2022
- New publication: Regional Geology Field Guide
- New publication: Regional Botany Field Guide
- New archaeological/anthropological site of interest
- Launch the mobile trailer and corporate sponsored educational kits regionally (June/July or as COVID restrictions permit)
- Launch "Health in Geoparks" on a worldwide scale
- *Potentially* unveil the new Geosite



What else are we up to

- Representing NEBC region in many tourism development and marketing initiatives provincially and nationally
 - *soon to be internationally!*
- Begin fundraising for trust for long term financial stability
- Master Trails plan for the Geopark
- Geo Interpretive Centre construction: ground breaking in spring 2021







DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-EADC-004

From: Karen Goodings, Director

Date: February 18, 2021

Subject: Clearview Arena Dehumidification Project

PURPOSE / ISSUE:

I have a growing concern for dehumidification project at the Clearview Arena project, and would like to discuss the process of obtaining Force Engineering as a project manager for the project. Force Engineering is familiar with the Clearview Arena and it was them that brought the concern to our attention. Force Engineering has knowledge of the project and what they need to accomplish. While our arena committee volunteers are hands on, they may not have the necessary insight on this engineered project. An increase to the cost of the project to include Force Engineering as a project manager would be protecting the grant that we, the PRRD, gave to the society. This is another example of the need to have some oversight for our rural projects.

RECOMMENDATION / ACTION:

That the Electoral Area Directors receive the report title "Clearview Arena Dehumidification Project – DR-EADC-004" for discussion.

BACKGROUND/RATIONALE:

In April 2020, the Clearview Arena Society applied for a grant of \$160,000 to install a dehumidification unit in the arena to reduce moisture and erosion of the facility, and to hire a mechanical engineering firm to develop the plans for the unit. While PRRD staff are not coordinating this project (rather the Society is), they have liaised with the Society and recommended previously:

- To make a request to Force Engineering to project manage this project; and
- Increase the scope of work for Spline Engineering (the mechanical engineering firm) to include:
 - Development of tender documents
 - Assistance in selecting a contractor upon review of tenders
 - Conduct a start-up meeting with the successful contractor
 - Conduct a final inspection and provide as-built drawings.

It has now come to the attention of the Society that a structural engineer and structural building modifications may be required.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

Attachments:

1. Scope of Work - Clearview Arena Dehumidification Project
2. Spline Arena Drawings

1.0 SCOPE OF THE PROPOSAL

1.1. Introduction

Clearview Arena Society is requesting a response to this Request for Proposal (RFP) for the installation and supply of a desiccant dehumidification system for the Clearview Ice Arena.

The goal of this RFP is to receive proposals from qualified Proponents who have the expertise, experience, and ability, to supply and install a desiccant dehumidification system at the Clearview Ice Arena.

The objective of the RFP is to evaluate the Proponent's experience, technical expertise, project methodology, schedule, and fees to provide the services for this project.

1.2. Scope of Services

- The Contractor will supply one gas-fired desiccant dehumidification unit.
- The Contractor will design the methodology for installation.
- All exterior ductwork located outside the controlled area will be insulated and covered with aluminum cladding.
- The Contractor will fully and completely install the unit, including all gas fitting, electrical work, structural work, sheet metal work, and any other work required for the complete installation.
- The Contractor shall provide all rigging, excavation, crane work, and penetrations required for the complete installation of the dehumidification unit.
- The Contractor shall install a structure and foundation designed and approved by a Professional Structural Engineer.
- The Contractor shall commission the unit and ensure that the dehumidification unit is fully functioning within design parameters
- The Contractor will hand over the fully functioning system with all Operation and Maintenance Manuals to the owner at the end of the project.
- The Contractor will act as *Prime Contractor* at this work site during the term of this project.
- The Contractor will: apply for, acquire, and manage all permits and inspections related to this work, including, but not limited to, building construction, demolition, electrical, gas, and plumbing permits as required by the *Authority Having Jurisdiction*.
- Provide a warranty on equipment supplied for a minimum of FIVE (5) years.
- Provide a warranty on workmanship for a minimum of TWO (2) years.

1.3. Project Timeline

The Client hopes to award this project by March 15, 2021. It is hoped that this project will be completed by August 15, 2021.

2.0 CONTENT OF PROPOSAL

This section is intended to provide a summary for the Proponent as to the content of the response to this Request for Proposal. To receive responses in a uniform format, Proponents are requested to structure their response in the order as outlined below.

2.1. Covering Letter

A covering letter signed by an authorized representative of the company should be provided outlining the intent of the response and stating that the information contained in the response accurately describes the services to be provided.

2010 - M01 - NOTES & ABBREVIATION | October 10, 2020 16:20:18 | ARCH (full sheet) D (38.00 x 24.00 inches)

1. GENERAL REQUIREMENTS:

1.1.	INTENT:	1.1.1.	PROVIDE COMPLETE, FULLY TESTED AND OPERATIONAL MECHANICAL SYSTEMS TO MEET REQUIREMENTS DESCRIBED HEREIN AND IN COMPLETE ACCORD WITH APPLICABLE CODES AND ORDINANCES.
1.1.2.		1.1.2.	CONTRACT DOCUMENTS OF THIS SPECIFICATION, NOTES AND MECHANICAL SERIES DRAWINGS ARE DIAGRAMMATIC AND APPROXIMATELY TO SCALE UNLESS DETAILED OTHERWISE. THEY ESTABLISH SCOPE, MATERIAL, AND INSTALLATION QUALITY AND ARE NOT DETAILED INSTALLATION INSTRUCTIONS.
1.1.3.		1.1.3.	FOLLOW MANUFACTURERS RECOMMENDED INSTALLATION DETAILS AND PROCEDURES FOR EQUIPMENT, SUPPLEMENTED BY REQUIREMENTS OF CONTRACT DOCUMENTS.
1.1.4.		1.1.4.	INSTALL EQUIPMENT GENERALLY IN LOCATIONS AND ROUTES SHOWN, CLOSE TO BUILDING STRUCTURE WITH MINIMUM INTERFERENCE WITH OTHER SERVICES OR FREE SPACE. REMOVE AND REPLACE IMPROPERLY INSTALLED EQUIPMENT TO SATISFACTION OF THE OWNER AT NO EXTRA COST.
1.1.5.		1.1.5.	CONNECT TO EQUIPMENT SPECIFIED IN OTHER SECTIONS AND TO EQUIPMENT SUPPLIED AND INSTALLED BY OTHER CONTRACTORS OR BY THE OWNER. UNCRATE EQUIPMENT , MOVE IN PLACE AND INSTALL COMPLETE; START-UP AND TEST.
1.2.	MATERIALS:	1.2.1.	MATERIALS AND EQUIPMENT INSTALLED SHALL BE NEW, FULL WEIGHT AND OF QUALITY SPECIFIED. USE SAME BRAND OR MANUFACTURER FOR EACH SPECIFIC APPLICATION.
1.2.2.		1.2.2.	STATICALLY AND DYNAMICALLY BALANCE ROTATING EQUIPMENT FOR MINIMUM VIBRATION AND LOW OPERATING NOISE LEVEL.
1.3.	CUTTING AND PATCHING:	1.3.1.	PROVIDE HOLES AND SLEEVES. CUTTING AND FITTING REQUIRED FOR MECHANICAL WORK. RELOCATE IMPROPERLY LOCATED HOLES AND SLEEVES.
1.3.2.		1.3.2.	DRILL FOR EXPANSION BOLTS, HANGER RODS, BRACKETS AND SUPPORTS.
1.3.3.		1.3.3.	OBTAIN WRITTEN APPROVAL FROM ENGINEER BEFORE CUTTING OR BURNING STRUCTURAL MEMBERS.
1.3.4.		1.3.4.	PATCH BUILDING WHERE DAMAGED FROM EQUIPMENT INSTALLATION, IMPROPERLY LOCATED HOLES ETC. USE MATCHING MATERIALS AS SPECIFIED IN THE RESPECTIVE SECTION.
1.4.	SHOP DRAWINGS:	1.4.1.	CLEARLY MARK SUBMITTAL MATERIAL USING ARROWS, UNDERLINING OR CIRCILING TO SHOW DIFFERENCES FROM SPECIFIED, EG. RATINGS, CAPACITIES AND OPTIONS BEING PROPOSED. CROSS OUT NON-APPLICABLE MATERIAL. SPECIFICALLY NOTE ON THE SUBMITTAL SPECIFIED FEATURES SUCH AS SPECIAL TANK LININGS, PUMPS SEALS MATERIALS ON PAINTING.
1.4.2.		1.4.2.	DO NOT ORDER EQUIPMENT OR MATERIAL UNTIL ENGINEER HAS REVIEWED, APPROVED AND RETURNED SHOP DRAWING.
1.5.	TEMPORARY HEAT:	1.5.1.	DO NOT USE THE PERMANENT SYSTEM FOR TEMPORARY HEATING PURPOSES WITHOUT WRITTEN PERMISSION FROM THE ENGINEER.
1.5.2.		1.5.2.	OPERATE HEATING SYSTEMS UNDER CONDITIONS WHICH ENSURE NO TEMPORARY OR PERMANENT DAMAGE. OPERATE FANS AT PROPER RESISTANCE WITH FILTERS INSTALLED. CHANGE FILTERS AT REGULAR INTERVALS. OPERATE WITH PROPER SAFETY DEVICES AND CONTROLS INSTALLED AND FULLY OPERATIONAL.
1.5.3.		1.5.3.	WHEN PUMPS ARE USED FOR TEMPORARY HEATING, REPLACE MECHANICAL SEALS, REGARDLESS OF CONDITION, WITH NEW MECHANICAL SEALS.
1.6.	EQUIPMENT PROTECTION AND CLEAN UP:	1.6.1.	PROTECT EQUIPMENT AND MATERIALS IN STORAGE ON SITE DURING AND AFTER INSTALLATION UNTIL FINAL ACCEPTANCE. LEAVE FACTORY COVERS IN PLACE. TAKE SPECIAL PRECAUTIONS TO PREVENT ENTRY OF FOREIGN MATERIAL INTO WORKING PARTS OF PIPING AND DUCT SYSTEMS.
1.6.2.		1.6.2.	OPERATE, DRAIN AND FLUSH OUT BEARINGS AND REFILL WITH NEW CHANGE OF OIL, BEFORE FINAL ACCEPTANCE.
1.6.3.		1.6.3.	THOROUGHLY CLEAN PIPING, DUCTS AND EQUIPMENT OF DIRT, CUTTINGS AND OTHER FOREIGN SUBSTANCES. AFTER AND PRIOR TO START-UP.
1.6.4.		1.6.4.	ENSURE THAT EXISTING EQUIPMENT IS CAREFULLY DISMANTLED AND NOT DAMAGED OR LOST. DO NOT REUSE EXISTING MATERIALS AND EQUIPMENT UNLESS SPECIFICALLY INDICATED.
1.7.	SITE UTILITY SERVICES:	1.7.1.	MAINTAIN LIAISON WITH ENGINEER TO INTERRUPT, RE-ROUTE OR CONNECT TO WATER, SEWER, HEATING, OR GAS SYSTEMS, WITH MINIMUM INTERRUPTION OF SERVICES.
1.8.	ELECTRICAL MOTORS	1.8.1.	SUPPLY MECHANICAL EQUIPMENT COMPLETE WITH ELECTRICAL MOTORS.
1.8.2.		1.8.2.	PROVIDE MOTORS TO CEMA AND CSA STANDARDS FOR HARD, CONTINUOUS SERVICE, DESIGNED TO LIMIT TEMPERATURE RISE TO 40 DEGREES FOR OPEN HOUSING AND 50 DEGREES FOR DRIP PROOF HOUSING, AND OPERATE AT 1200 OR 1800 RMIN UNLESS OTHERWISE SPECIFIED.
1.8.3.		1.8.3.	MOTORS SHALL HAVE BALL OR ROLLER TYPE BEARINGS
1.8.4.		1.8.4.	REFER TO ELECTRICAL SPECIFICATION FOR VOLTAGE, PHASE AND CYCLE.
1.9.	WARRANTY	1.9.1.	CONTRACTOR SHALL WARRANT ALL WORK PERFORMED BY HIMSELF AND HIS SUB-CONTRACTORS FOR A PERIOD OF ONE YEAR FOLLOWING OWNER ACCEPTANCE OF WORK.

2. PLUMBING:

2.1.	GENERAL REQUIREMENTS:	2.1.1.	PROVIDE MATERIALS, EQUIPMENT AND LABOR TO INSTALL PLUMBING AS REQUIRED BY PROVINCIAL AND LOCAL CODES AND AS SPECIFIED HEREIN.
2.1.2.		2.1.2.	PROVIDE WATER AND DRAINAGE CONNECTIONS TO EQUIPMENT FURNISHED IN OTHER SECTIONS OF THIS SPECIFICATION.
2.1.3.		2.1.3.	PROVIDE AN APPROVED WATER METER AND BYPASS INSTALLATION CONFORMING TO BC BUILDING CODE AND/OR CSA STANDARDS.
2.2.	PIPING:	2.2.1.	INSTALL PIPING SYSTEMS IN ACCORDANCE WITH THE FOLLOWING:
2.2.1.1.		2.2.1.1.	NATURAL GAS AND PROPANE DISTRIBUTION SYSTEMS: TO CANIGCA B149.1.
2.2.1.2.		2.2.1.2.	PLUMBING AND DRAINAGE SYSTEM: BRITISH COLUMBIA PLUMBING CODE 2012 REGULATION 119/2007 - PLUMBING CODE REGULATION.
2.2.1.3.		2.2.1.3.	HEATING AND COOLING SYSTEM: TO COMPLY WITH RECOMMENDATIONS OF ASHRAE GUIDE.
2.2.2.		2.2.2.	INSTALL PIPING TO ALLOW FOR EXPANSION AND CONTRACTION WITHOUT EXCEEDING MAXIMUM ALLOWABLE STRESS FOR PIPE AND EQUIPMENT FLANGES
2.2.3.		2.2.3.	PROVIDE CLEARANCE FOR PROPER INSTALLATION OF INSULATION AND FOR ACCESS TO VALVES, AIR VENTS, DRAINS AND UNIONS.
2.2.4.		2.2.4.	PROVIDE ALL OFFSETS NECESSARY TO INSTALL PIPING SYSTEMS WITHIN THE PHYSICAL LIMITATIONS OF THE BUILDING.
2.3.	ROUTES AND GRADES:	2.3.1.	ROUTE PIPING IN AN ORDERLY MANNER AND MAINTAIN PROPER GRADES.
2.3.2.		2.3.2.	ROUTE ABOVE GRADE PIPING PARALLEL TO WALLS.
2.3.3.		2.3.3.	INSTALL CONCEALED PIPES AS CLOSE TO BUILDING STRUCTURE TO KEEP FURRING TO A MINIMUM. SLOPE HYDRONIC AND DOMESTIC WATER SYSTEM PIPING AT 0.2% AND DRAIN AT LOW POINTS.
2.3.4.		2.3.4.	MAKE REDUCTIONS IN WATER, STEAM AND CONDENSATE PIPING WITH ECCENTRIC REDUCING FITTINGS TO PROVIDE COMPLETE DRAINAGE AND VENTING.
2.4.	CLEAN-OUTS:	2.4.1.	PROVIDE CAULKED OR THREADED TYPE EXTENDED TO FINISHED FLOOR OR WALL SURFACE. PROVIDE BOLTED COVERPLATE CLEAN-OUTS ON VERTICAL RAINWATER LEADERS ONLY. ENSURE AMPLE CLEARANCE AT CLEAN-OUT FOR RODDING OF DRAINAGE SYSTEM.
2.4.2.		2.4.2.	FLOOR CLEAN-OUT ACCESS COVERS IN UNFINISHED AREAS SHALL BE ROUND WITH NICKEL BRONZE SCORIATED FRAMES AND PLATES. PROVIDE ROUND ACCESS COVERS IN FINISHED AREAS WITH DEPRESSED CENTER SECTION TO ACCOMMODATE FLOOR FINISH. WALL CLEAN-OUTS TO HAVE CHROME PLATED CAPS.
2.5.	FLOOR DRAINS:	2.5.1.	FLOOR DRAINS SHALL HAVE LACQUERED CAST IRON BODY WITH DOUBLE DRAINAGE FLANGE, WEEP HOLES COMBINED

2.5.2.	TWO PIECE BODY REVERSIBLE CLAMPING DEVICE AND ADJUSTABLE NICKEL/BRONZE STRAINER. SHOWER AND WASHROOM FLOOR DRAINS SHALL HAVE A REMOVABLE PERFORATED SEDIMENT BUCKET
2.6.	SUMP:
2.6.1.	REINFORCED CONCRETE SUMPS SHALL HAVE NECESSARY DRAINAGE FITTINGS, 10MM CHECKERED STEEL PLATE COVERS WITH GASKET SEAL FRAMES ANCHOR BOLTS.
2.7.	VALVES:
2.7.1.	PROVIDE AND INSTALL ISOLATION VALVES TO SERVE EACH PLUMBING FIXTURE, GAS FIRED APPLIANCE.
2.7.2.	BALL - ISOLATING SERVICES 50MM OR SMALLER: BODY AND TRIM: BRONZE STEM: BRASS CONNECTION: SCREWED ENDS. SEATS: BUNA UP TO 90°C VITON UP TO 150°C BALL: BRASS CHROME PLATED
2.7.3.	PLUG COCKS - 50MM AND SMALLER: BODY: CAST IRON PLUGS AND WASHERS: BRASS CONNECTION: SCREWED ENDS
2.7.4.	HOSE BIBBS - STANDARD TYPE HOSE BIBBS BODY: BRONZE OR RED BRASS DISC: REPLACEABLE HEXAGONAL SPOUT: WITH HOSE THREAD FINISH: CHROME PLATED ON EXPOSED SURFACES
2.8.	PLUMBING FIXTURES AND TRIM:
2.8.1.	PLUMBING FIXTURES SHALL MEET OR EXCEED CAN/CSA-B45 SERIES - 94, CSA STANDARDS ON PLUMBING FIXTURES AND REQUIREMENTS OF THE PROVINCIAL PLUMBING CODE.
2.8.2.	PROVIDE AND INSTALL NEW PLUMBING FIXTURES AND TRIM AS OUTLINES IN THE PLUMBING FIXTURE SCHEDULE.
2.8.3.	MAKE ALL REQUIRED CONNECTIONS TO PLUMBING FIXTURES AS REQUIRED. INSTALLATIONS SHALL COMPLY WITH THE MANUFACTURER'S PRINTED INSTRUCTIONS AND IN ACCORDANCE WITH THE PLUMBING CODE AND LOCAL AUTHORITIES.
2.8.4.	INSTALL EACH FIXTURE WITH ITS OWN TRAP, EASILY REMOVABLE FOR SERVICING AND CLEANING. AT COMPLETION THOROUGHLY CLEAN PLUMBING FIXTURE AND EQUIPMENT.
2.8.5.	PROVIDE CHROME PLATED RIGID OR FLEXIBLE SUPPLIES TO FIXTURES WITH SCREWDRIVER STOPS, REDUCERS AND ESCUTCHEONS.
2.8.6.	INSTALL WALL MOUNTED LAVATORIES, URINALS AND WATER CLOSETS WITH APPROVED WALL CARRIERS, MODEL TO SUIT INSTALLATION.
2.9.	PLUMBING FIXTURE ROUGH-IN:
2.9.1.	IT IS THE RESPONSIBILITY OF THE PLUMBING CONTRACTOR TO CONFIRM EXACT LOCATIONS ON SITE OF ALL FIXTURES REQUIRING WATER, WASTE AND GAS CONNECTIONS PRIOR TO INSTALLATION. PIPE, DRAIN AND VENTS TO BE INDIVIDUAL FIXTURES SHALL BE ACCORDING TO PLUMBING ROUGH-IN SCHEDULE.
2.9.2.	CONFIRM ALL PIPE SIZES, CONNECTIONS AND LOCATIONS WITH DRAWINGS PRIOR TO INSTALLATION.
2.9.3.	PIPING IS TO BE RUN CONCEALED, ONLY IN THE CASE OF APPROVAL FROM ENGINEER OR INDICATED.
2.10.	INSTALLATION:
2.10.1.	BURY OUTSIDE WATER AND DRAINAGE PIPE MINIMUM 2400mm.
2.10.2.	INSTALL CAST IRON CONNECTIONS FROM WEEPING TILE TO SANITARY DRAINAGE SYSTEM INCLUDING BACK WATER VALVE, DEEP SEAL P-TRAP AND CLEAN-OUT. PROVIDE ACCESS FOR SERVICING OF BACKWATER VALVE.
2.10.3.	LUBRICATE CLEAN-OUT PLUGS WITH MIXTURE OF GRAPHITE AND LINSEED OIL. PRIOR TO BUILDING TURNOVER REMOVE CLEAN-OUT PLUGS, RE-LUBRICATE AND REINSTALL USING ONLY ENOUGH FORCE TO ENSURE PERMANENT LEAKPROOF JOINT.
2.10.4.	INSTALL VACUUM BREAKERS ON PLUMBING LINES WHERE CONTAMINATION OF DOMESTIC WATER MAY OCCUR. GENERALLY NECESSARY ON BOILER MAKE-UP LINES, HOSE BIBS AND FLUSH VALVES.
2.10.5.	INSTALL GAS PIPING IN OPEN OR VENTILATED SPACES. PITCH LINES AND PROVIDE DRIP LEGS FOR CONDENSATION COLLECTION POINTS. WHERE GAS PIPING IS RUN IN A CONCEALED SPACE, PROVIDE VENTILATION GRILLES AS REQUIRED.
2.10.6.	WHERE FLOOR DRAINS ARE LOCATED OVER OCCUPIED AREAS, PROVIDE WATERPROOF INSTALLATION.
2.10.7.	INSTALL TRAP PRIMER WHERE REQUIRED BY CODES AND/OR WHERE INDICATED ON DRAWINGS.
2.10.8.	DRAINAGE LINES SHALL GRADE 2MM PER 100mm UNLESS OTHERWISE INDICATED ON DRAWINGS.
2.10.9.	PRESSURE REDUCING VALVES SHALL BE INSTALLED TO LIMIT MAXIMUM STATIC PRESSURE AT PLUMBING FIXTURES TO 500KPA.
2.11.	SERVICES:
2.11.1.	PROVIDE NEW SANITARY SEWER SERVICES. BEFORE COMMENCING WORK CHECK INVERT ELEVATIONS REQUIRED FOR SEWER CONNECTIONS, CONFIRM INVERTS AND ENSURE THAT THESE CAN BE PROPERLY CONNECTED WITH SUFFICIENT SLOPE FOR DRAINAGE AND ADEQUATE COVER TO AVOID FREEZING.
2.11.2.	PROVIDE NEW WATER SERVICE COMPLETE WITH WATER METER AND BY-PASS VALVES. PROVIDE NECESSARY THRUST BLOCKS UNDERGROUND WATER PIPING AS REQUIRED AND DETAILED. PROVIDE SLEEVE IN WALL FOR SERVICE MAIN AND ADEQUATELY SUPPORT AT WALL WITH REINFORCED CONCRETE BRIDGE. CAULK ENLARGED SLEEVE AND MAKE WATERTIGHT WITH PLIABLE MATERIAL. SECURELY ANCHOR SERVICE MAIN INSIDE CONCRETE WALL. PROVIDE 1.2mm GALVANIZED SHEET METAL SLEEVE AROUND SERVICE MAIN TO 150mm ABOVE FLOOR AND 1800mm ABOVE FLOOR AND 1800mm MINIMUM BELOW GRADE. SIZE FOR MINIMUM OF 50mm OF LOOSE FILL INSULATION.
2.11.3.	PROVIDE NEW GAS SERVICE COMPLETE WITH GAS METERS AND REGULATORS. GAS SERVICE DISTRIBUTION PIPING SHALL HAVE INITIAL MINIMUM PRESSURE AS SPECIFIED IN MECHANICAL GAS DRAWING. PROVIDE REGULATORS ON EACH LINE SERVICING GRAVITY TYPE APPLIANCE, SIZED IN ACCORDANCE WITH EQUIPMENT. THESE REGULATORS ARE IN ADDITION TO NORMAL CONTROLS.

3. HEATING, VENTILATION AND AIR-CONDITIONING

3.1.	GENERAL REQUIREMENTS:
3.1.1.	DUCT AND PIPING ELEVATIONS SHOWN ARE APPROXIMATE. VERIFY ELEVATIONS PRIOR TO INSTALLATION IN THE FIELD. EXCEPT WHERE DIMENSIONS ARE SPECIFICALLY INDICATED. MECHANICAL DRAWINGS ARE GENERALLY DIAGRAMMATIC AND SHALL NOT BE SCALED. SIZE AND LOCATIONS OF EQUIPMENT IS SHOWN TO SCALE WHERE POSSIBLE.
3.1.2.	DRAWINGS INDICATE THE REQUIRED SIZE AND ROUTES OF SYSTEM ELEMENTS. IT IS NOT INTENDED TO INDICATE ALL OFFSETS, RISERS OR FITTINGS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO INSTALL SYSTEM ELEMENTS IN A MANNER TO CONFORM TO BUILDING STRUCTURE AND AVOID OBSTRUCTIONS.
3.1.3.	REFER TO ARCHITECTURAL DRAWINGS FOR EXACT LOCATION OF LOUVERS AND ROOF OPENINGS.
3.2.	MATERIALS:
3.2.1.	DUCTS: GALVANIZED STEEL LOCK FORMING QUALITY, HAVING GALVANIZED COATING TO ASTM A653M-96, G90 DESIGNATION FOR BOTH SIDES.
3.2.2.	FLEXIBLE DUCTS: CORRUGATED ALUMINUM OR FABRIC SUPPORTED BY HELICALLY WOUND STEEL WIRE OR FLAT STEEL STRIPS.
3.3.	FABRICATION:
3.3.1.	COMPLETE METAL DUCTS WITH THEMSELVES WITH NO SINGLE PARTITION BETWEEN DUCTS. WHERE WIDTH OF DUCT EXCEEDS 450MM CROSS BREAK FOR RIGIDITY. OPEN CORNERS ARE NOT ACCEPTABLE.
3.3.2.	LAP METAL DUCTS IN DIRECTION OF AIR FLOW. HAMMER DOWN EDGES AND SLIPS TO LEAVE SMOOTH DUCT INTERIOR.
3.3.3.	CONSTRUCT TEES, BENDS, AND ELBOWS WITH RADIUS OF NOT LESS THAN 1.5 TIMES THE WIDTH OF DUCT ON CENTRE LINE.
3.3.4.	INCREASE DUCT SIZES GRADUALLY, NOT EXCEEDING 15 DEGREES DIVERGENCE WHEREVER POSSIBLE.
3.3.5.	MAXIMUM DIVERGENCE:
3.3.5.1.	UPSTREAM OF EQUIPMENT: 30 DEGREES
3.3.5.2.	DOWNSTREAM OF EQUIPMENT: 45 DEGREES
3.3.6.	RIGIDLY CONSTRUCT METAL DUCTS WITH JOINTS MECHANICALLY TIGHT, SUBSTANTIALLY AIRTIGHT, BRACED AND STIFFENED SO AS NOT TO BREATHE, RATTLE, VIBRATE OR SAG. CAULK JOINTS DUCT JOINTS AND CONNECTIONS WITH SEALANT AS DUCTS ARE BEING ASSEMBLED.

3.4. INSTALLATION:

3.4.1.	LOCATE DUCTS WITH SUFFICIENT SPACE AROUND EQUIPMENT TO ALLOW NORMAL OPERATING AND MAINTENANCE ACTIVITIES.
3.4.2.	CLEAN DUCT SYSTEMS AND FORCE AIR AT HIGH VELOCITY THROUGH DUCT TO REMOVE ACCUMULATED DUST. TO OBTAIN SUFFICIENT AIR, CLEAN HALF THE SYSTEM AT A TIME. PROTECT EQUIPMENT WHICH MAY BE HARMED BY EXCESSIVE DIRT WITH FILTERS, OR BYPASS DURING CLEANING.
3.4.3.	CLEAN DUCT SYSTEMS WITH HIGH POWER VACUUM MACHINES. PROTECT EQUIPMENT WHICH MAY BE HARMED WITH EXCESSIVE DIRT WITH FILTERS, OR BYPASS DURING CLEANING. PROVIDE ADEQUATE ACCESS INTO DUCTWORK FOR CLEANING PURPOSES
3.4.4.	CONNECT TERMINAL UNITS TO MEDIUM OR HIGH PRESSURE DUCTS WITH 300 mm MAXIMUM LENGTH OF FLEXIBLE DUCT. DO NOT USE FLEXIBLE DUCT TO CHANGE DIRECTION.
3.4.5.	CONNECT DIFFUSERS OR TROFFER BOOTS TO LOW PRESSURE DUCTS WITH 1.5M MAXIMUM LENGTH OF FLEXIBLE DUCT. HOLD IN PLACE WITH CAULKING COMPOUND AND STRAP OR CLAMP.
3.4.6.	INSTALL VOLUME DAMPERS IN ALL BRANCH DUCTWORK AS REQUIRED FOR BALANCING. SINGLE BLADE WITH LOCKING QUADRANT.
3.4.7.	PROVIDE AND INSTALL ULC APPROVED FIRE DAMPER INSTALLATIONS IN ALL DUCTWORK AND DUCT OPENINGS PASSING THROUGH REQUIRED FIRE SEPARATIONS AND WALLS.
3.4.8.	ALL AIR-HANDLING DUCTS, PLENUMS AND RUN-OUTS FORMING PART OF A HEATING, VENTILATION, OR AIR-CONDITIONING SYSTEM SHALL BE THERMALLY INSULATED IN ACCORDANCE WITH ASHRAE 90.1-2016.
3.5.	DUCT SEALING
3.5.1.	ALL DUCTS SHALL BE CONSTRUCTED, INSTALLED AND SEALED AS DESCRIBED IN THE LATEST EDITION OF ANSI/SMACNA 006, "HVAC DUCT CONSTRUCTION STANDARDS - METAL AND FLEXIBLE," AND IN ACCORDANCE WITH THE ASHRAE 90.1-2016.
3.6.	PROTECTION OF DUCT INSULATION
3.6.1.	INSULATION ON COLD-AIR SUPPLY DUCT SHALL BE PROVIDED WITH VAPOUR BARRIER PROTECTION TO PREVENT CONDENSATION, WHERE THE SURFACE TEMPERATURE OF THE DUCT IS BELOW THE DEW POINT OF THE AIR SURROUNDING THE DUCT.

4. PIPE AND DUCTWORK INSULATION:

4.1.	PIPE AND DUCT INSULATION, RECOVERY MATERIALS, TAPES VAPOR BARRIER FACING AND ADHESIVES SHALL HAVE A MAXIMUM FLAME SPREAD RATING OF 25 AND A MAXIMUM SMOKE DEVELOPMENT RATING OF 100 EXCEPT IN PLENUM SPACING AND AIR HANDLING SYSTEMS WHERE MAXIMUM SMOKE DEVELOPMENT RATING SHALL BE 50.
4.2.	INSULATION SHALL BE APPLIED AS PER THE MANUFACTURER RECOMMENDATIONS IN A WORKMANLIKE MANNER TO PRESENT A NEAT AND CLEAN APPEARANCE AT COMPLETION OF THE WORK TO THE SATISFACTION OF THE ENGINEER AND AS PER ALL AUTHORITY REQUIREMENTS. INSULATION ASSEMBLIES SHALL COMPLY WITH LOCAL AND NATIONAL BUILDING REGULATIONS.
4.3.	INSULATE ALL SUPPLY AIR DUCTWORK WHERE CONCEALED WITH EXTERNAL DUCT INSULATION 25MM THICKNESS.
4.4.	INSULATE ALL RETURN AIR PLENUMS, SUPPLY AIR PLENUMS, FRESH AND RELIEF AIR DUCTWORK WITH INTERNAL ACOUSTIC DUCT INSULATION 25 mm THICKNESS.
4.5.	INSULATE ALL EXHAUST AIR DUCTWORK LOCATED WITHIN 3 METERS OF EXTERIOR OUTLET.
4.6.	INSULATE ALL DOMESTIC COLD WATER PIPING WITH 13 mm THICK ANTI-SWEAT INSULATION.
4.7.	INSULATE ALL DOMESTIC HOT WATER PIPING AND 25 mm THICK FIBERGLASS PIPING INSULATION.
4.8.	INSULATE PLUMBING VENT PIPING WITH 25 mm THICK FIBERGLASS PIPE INSULATION WITHIN 3 METERS OF ROOF OUTLET.

5. HANGERS AND SUPPORTS:

5.1.	PROVIDE HANGERS AND SUPPORTS TO SECURE EQUIPMENT IN PLACE. PREVENT VIBRATION, MAINTAIN GRADE, PROVIDE FOR EXPANSION AND CONTRACTION AND TO ACCOMMODATE INSULATION; PROVIDE INSULATION PROTECTION SADDLES.
5.2.	INSTALL SUPPORTS OF STRENGTH AND RIGIDITY TO SUIT LOADING WITHOUT UNDULY STRESSING BUILDING. LOCATE ADJACENT TO EQUIPMENT TO PREVENT UNDUE STRESSES IN PIPING AND EQUIPMENT.
5.3.	SELECT HANGERS AND SUPPORTS FOR THE SERVICE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED MAXIMUM LOADING. HANGERS SHALL HAVE A SAFETY FACTOR OF 5 TO 1.
5.4.	FASTEN HANGERS AND SUPPORTS TO BUILDING AND STEEL OR INSERTS IN CONCRETE CONSTRUCTION.
5.5.	PROVIDE AND SET SLEEVES REQUIRED FOR EQUIPMENT, INCLUDING OPENINGS REQUIRED FOR PLACING EQUIPMENT.
5.6.	DIELECTRICALLY ISOLATE DISSIMILAR METALS

6. CONTROL SYSTEMS:

6.1.	QUALITY ASSURANCE:
6.1.1.	PROVIDE COMPLETE SYSTEM OF AUTOMATIC CONTROLS FOR MECHANICAL SYSTEMS SUPPLIED AND INSTALLED BY FIRMS SPECIALIZING IN THIS TYPE OF WORK.
6.2.	SUBMITTALS:
6.2.1.	PROVIDE SHOP DRAWINGS INCLUDING COMPLETE OPERATING DATA, SYSTEM DRAWINGS, WIRING DIAGRAMS, AND WRITTEN DETAILED OPERATIONAL DESCRIPTION OF SEQUENCES, AND DESCRIPTION AND ENGINEERING DATA ON EACH CONTROL SYSTEM COMPONENT.
6.2.2.	PROVIDE CONTROL DIAGRAMS FOR EACH SYSTEM, FRAMED UNDER GLASS FOR WALL MOUNTING.
6.3.	GENERAL REQUIREMENTS:
6.3.1.	PROVIDE CONTROL SYSTEMS CONSISTING OF THERMOSTATS, CONTROL VALVES, DAMPERS OPERATORS, INDICATING DEVICES, INTERFACE EQUIPMENT AND OTHER APPARATUS REQUIRED TO OPERATE MECHANICAL SYSTEM AND TO PERFORM FUNCTIONS SPECIFIED.
6.3.2.	PROVIDE THE NECESSARY COMPONENTS TO CONNECT FACTORY SUPPLIED CONTROLS WITH CERTAIN EQUIPMENT WHERE SUCH CONTROLS ARE SPECIFIED.
6.4.	THERMOSTATS:
6.4.1.	PROVIDE ROOM THERMOSTATS WITH CELSIUS SCALE, SINGLE TEMPERATURE, GRADUAL-ACTING ADJUSTABLE SENSITIVITY. APPROVED COVERS WITH CONCEALED SET POINT ADJUSTMENTS, SET POINT INDICATION AND WITH THERMOMETER.
6.4.2.	THERMOSTATS SHALL BE ACCURATE WITHIN 1°C.
6.5.	CONTROL VALVES:
6.5.1.	PROVIDE VALVES IN ACCORDANCE WITH GENERAL VALVE SPECIFICATION. PROVIDE POSITION INDICATORS ON VALVES AND PILOT POSITION ON SEQUENCED VALVES.
6.6.	DAMPERS:
6.6.1.	AUTOMATIC DAMPERS SHALL BE 1.6mm GALVANIZED STEEL OR EXTRUDE ALUMINUM MULTIPLE BLADE MOUNTED IN 3.0 mm STEEL OR EXTRUDED ALUMINUM FLANGED FRAME. INDIVIDUAL BLADES SHALL NOT EXCEED 1500 mm IN WIDTH OR 1200 mm IN LENGTH WITH INTERLOCKING EDGES AND COMPRESSIBLE SEALS. PROVIDE OIL IMPREGNATED BRONZE OR NYLON BEARINGS WITH ADDITIONAL THRUST BEARINGS FOR VERTICAL BLADES. PRIME COAT STEEL DAMPERS.
6.6.2.	MIXING DAMPERS OF PARALLEL BLADE CONSTRUCTION ARRANGED TO MIX AIR STREAM. PROVIDE POSITIVE POSITIONING ON MIXED AIR DAMPERS WHERE DAMPERS ARE NOT MECHANICALLY LINKED. PROVIDE SEPARATE MINIMUM OUTSIDE AIR DAMPER SECTION ADJACENT TO RETURN AIR DAMPERS WITH SEPARATE DAMPER MOTOR.
6.6.3.	MOTORIZED DAMPERS SHALL HAVE A MAXIMUM LEAKAGE ALLOWANCE OF 15 L/s PER m² AT A PRESSURE DIFFERENTIAL OR 250 Pa.

7. TESTING, ADJUSTING AND BALANCING:

7.1.	PROVIDE NOTIFICATION TO THE ENGINEER AT LEAST ONE WEEK PRIOR TO TESTING, SO THAT THE ENGINEER MAY ATTEND AND WITNESS THE TESTING AND BALANCING OF THE SYSTEMS AT THE ENGINEER'S DISCRETION.
7.2.	EMPLOY AN INDEPENDENT TESTING AND BALANCING COMPANY SPECIALIZING IN THE TESTING, ADJUSTING AND BALANCING OF SYSTEMS SPECIFIED HEREIN, WITH A MINIMUM OF FIVE (5) YEARS OF DOCUMENTED EXPERIENCE.
7.3.	BALANCE SYSTEM TO WITHIN 5% OF SPECIFIED PERFORMANCE ACCORDING TO ASHRAE STD 111 (LATEST EDITION).
7.4.	PROVIDE TEST REPORTS ON FORMS PREPARED FOLLOWING ASHRAE STD 111 (LATEST EDITION).

8. HAND OVER BUILDING SYSTEMS TO OWNER:

8.1.	PROVIDE OWNER AND ENGINEER WITH:
8.1.1.	FINAL INSPECTION CERTIFICATES
8.1.2.	ALL MANUFACTURER'S WARRANTEE'S
8.1.3.	COMPLETE SET OF AS-BUILT DRAWINGS
8.1.4.	OPERATION AND MAINTENANCE MANUALS
8.1.5.	VENTILATION AIR BALANCING REPORT
7.1.6.	COMPLETE SPLINE CONSULTING LTD FINAL FIELD REVIEW CHECKLIST

ABBREVIATIONS

ABV	ABOVE	MFR.	MANUFACTURER
AFF	ABOVE FINISHED FLOOR	(N)	NEW
BCO	BUILDING CLEANOUT	NFHB	NON-FREEZE HOSE BIBB
BLDG	BUILDING	NIC	NOT IN CONTRACT
BLW	BELOW	N.T.S	NOT TO SCALE
BG	BATHROOM GROUP		
BO	BOTTOM OF	O/	OVER
BT	BATHTUB	OA	OUTSIDE AIR
BV	BALANCING VALVE	O.C.	ON CENTRE
		OPG	OPENING
CA	COMBUSTION AIR	OPP	OPPOSITE
CL	CENTRE LINE	O.D.	OUTER DIAMETER
CFM	CUBIC FEET PER MINUTE	O.F.	OVERFLOW DRAIN
CLS	CEILING		
COL	COLUMN	PL	PLATE
CO	CLEANOUT	PL	PROPERTY LINE
COTG	CLEANOUT TO GRADE	PT.	POINT
CW	CLOTHES WASHER	PVC	POLY VINYL CHLORIDE
(D)	DEMOLISH	PNL	ELECTRICAL PANEL
DCVA	DOUBLE CHECK VALVE ASSEMBLY		
DI	DIAMETER	R	RISER
DM	DIMENSION	RA	RETURN AIR
DCW	DOMESTIC COLD WATER	RD	ROOF DRAIN
DF	DRINKING FOUNTAIN	REF	REFERENCE
DHW	DOMESTIC HOT WATER	REINF	REINFORCED/ING
DHR	DOMESTIC RE-CIRCULATED WATER	REQ	REQUIRED
DS	DOWNSPOUT	RM	ROOM
DW	DISHWASHER	R.O.	ROUGH OPENING
DWG	DRAWING	R.O.W.	RIGHT OF WAY
		RPBP	REDUCED PRESSURE BACKFLOW PREVENTER
(E)	EXISTING	SA	SUPPLY AIR
EL	ELEVATION	SD	SMOKE DETECTOR
ENCL	ENCLOSURE	SECT.	SECTION
ENG	ENGINEER	SF	SQUARE FEET
EQ	EQUAL	SHT	SHEET
EA	EXHAUST AIR	SM	SIMILAR
EXT	EXTERIOR	SK	SPECIALIZED SINK
		SQ	SQUARE
FD	FLOOR DRAIN	SS	STAINLESS STEEL
FDN	FOUNDATION	STL	STEEL
FFD	FUNNEL FLOOR DRAIN	STRUCT.	STRUCTURAL
FL	FLOOR	SWH	SERVICE WATER HEATER
FS	FLOOR SINK		
FTG	FOOTING	TEL	TELEPHONE
		T.O.	TOP OF
GA	GAUGE	TYP.	TYPICAL
GALV	GALVANIZED		
GWB	GYPNUM WALL BOARD	U.N.O	UNLESS NOTED OTHERWISE
HB	HOSE BIBB	UPO	UNPROTECTED OPENING
HW	HARDWARE	UR	URINAL
HWT	HOT WATER TANK		
HORIZ	HORIZONTAL	V	VENT STACK
HT	HEIGHT	VERT	VERTICAL
		VFY	VERIFY
I.D.	INSIDE DIAMETER	VIF	VERIFY IN FIELD
INV.	INVERT	VTR	VENT TO ROOF
INSUL.	INSULATION		
INT.	INTERIOR	W/	WITH
		WB	WET BULB
JBOX	JUNCTION BOX	WC	WATER CLOSET / TOILET
		WD	WOOD
KS	KITCHEN SINK	WDW	WINDOW
KO	KNOCK OUT	WHA	WATER HAMMER ARRESTOR
		W.P	WORK POINT
LAV	LAVATORY		
LT	LAUNDRY TRAY		
MAX.	MAXIMUM		
MIN	MINIMUM		



A		ISSUED FOR CLIENT REVIEW		October 10, 2020
REV	DESCRIPTION			DATE
SEAL:	STATUS:			
October 10, 2020				
CLIENT:				
CLEARVIEW ARENA SOCIETY				
13772 223 Rd Goodlow, Peace River Regional District BC V0C 1S0				
+1(250) 781-3550				
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BW	BW	NTS	October 2020	
PROJECT:				
CLEARVIEW ARENA SOCIETY ARENA HVAC				
PROJECT ADDRESS:				
13772 223 RD, GOODLOW, BC V0C 1S0				
CLIENT PROJECT NO.:				
DRAWING TITLE:				
MECHANICAL & PLUMBING GENERAL NOTES & ABBREVIATION				
SQL PROJECT NO.:		SQL DRAWING NO.:		
20010		M0.1		

APPLICATION TO EXISTING BUILDINGS

AS PER BC BUILDING CODE 2018: 1.1.1.2(1) [... THE LEVEL OF LIFE SAFETY AND BUILDING PERFORMANCE SHALL NOT BE DECREASED BELOW A LEVEL THAT ALREADY EXISTS.]

THE EXISTING BUILDING WAS BUILT TO A PREVIOUS BUILDING CODE THAT MAY NO LONGER BE COMPLIANT WITH THE CURRENT BUILDING CODE. A RETROACTIVE UPGRADE TO THE EXISTING BUILDING OUTSIDE OF THE SCOPE OF WORK IS NOT INCLUDED IN THE DESIGN.

UNLESS FORMALLY WRITTEN REQUIRED BY THE AUTHORITY HAVING JURISDICTION OR BY LAWS.

SYMBOLS

PLUMBING	
VENT STACK	
ROOF DRAIN	
FLOOR DRAIN	
FUNNEL FLOOR DRAIN	
P-TRAP	
CLEAN-OUT	
CLEAN-OUT TO GRADE	
WATER HAMMER ARRESTOR	
PUMP	
PIPE CAP	
PIPE UNION	
ISOLATION VALVE	
CHECK VALVE	
SAFETY RELIEF VALVE	
CONTROL VALVE - MANUAL, ACTUATED	
PRESSURE REDUCING VALVE	
TEMPERATURE & PRESSURE SAFETY VALVE	
RPBP	
DCVA	
PIPE CONTINUATION	

GENERAL

BASEBOARD TYPE	
LENGTH	
FLOW (GPM)	
HEATING OUTPUT (BTU/H)	

QUANTITY	
GRILL/DIFFUSER TYPE	
SIZE OR NECK SIZE (IN.)	
AIR VOLUME (CFM)	

EQUIPMENT TYPE	
KEYNOTE DESIGNATOR	

WATER RISER DESIGNATOR	
SAN OR GAS DESIGNATOR	

REVISION DESIGNATOR	
---------------------	--

GENERAL NOTE DESIGNATOR	
-------------------------	--

PIPING CLASSIFICATION	
DIAMETER	
CLASSIFICATION	
PIPING MATERIAL	
LOAD	
CAPACITY (IF AVAILABLE)	

SLOPE AND DIRECTION	
---------------------	--

MECHANICAL

DUCTWORK	RECTANGULAR		ROUND	
	UP	DN	UP	DN
SUPPLY				
RETURN				
EXHAUST				
FLUE				
MAKE UP AIR				
OTHER				
OUTDOOR AIR				
RELIEF				

TERMINALS

SQUARE DIFUSER	
ROUND DIFFUSER	
LINEAR DIFFUSER	
GRILLE	
SIDEWALL GRILL/LOUVER	
REGISTER	

DEVICES

SENSORS - CO, CO NOx	
SENSORS - PRES., TEMP., HUMID.	
THERMOSTAT - WALL	

SWITCH - TEMP. HUMID.	
SWITCH - PRES., VARI. FLOW	

FLOAT, SWITCH	
FLOAT LOW SIDE, SWITCH	
FLOAT HIGH SIDE, SWITCH	

BALANCING, DAMPER	
RECT. FIRE, DAMPER	
ROUND FIRE, DAMPER	

LINETYPES:

PLUMBING	ABOVE		BELOW	
	SANITARY	STORM	VENT	OTHER
SANITARY				
STORM				
VENT				
DOMESTIC COLD WATER				
DOMESTIC HOT WATER				
D.RECIRC. BELOW				
FOUNDATION DRAINAGE				
NATURAL GAS				
CONDENSATE DRAIN				
SUMP PIPING				
OTHER				

COMPRESSED AIR	
----------------	--

POWER

ELECTRICAL	
------------	--

DRAWING HATCH CODING

	OUT OF SCOPE
	RESERVED
	RESERVED
	RESERVED
	RESERVED
	RESERVED
	RESERVED

FIRE RESISTANCE CODING

(REFER TO ARCHITECTURAL DRAWINGS)

	45 min
	1 h
	1.5 h
	2 h
	3 h
	4 h

DO NOT BUILD TO THESE
FIRE-RESISTANCE RATINGS
TO BE USED AS A GUIDE ONLY

SS2 Site7 Comp98
Fort St. John, BC, V1J 4M7

T: +1.778.256.1412
E: info@SCLeng.com

A	ISSUED FOR CLIENT REVIEW	October 10, 2020
REV	DESCRIPTION	DATE
SEAL:	STATUS: <div>PRELIMINARY NOT FOR CONSTRUCTION</div>	
October 10, 2020		

CLIENT:				CLEARVIEW ARENA SOCIETY			
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PROJECT: CLEARVIEW ARENA SOCIETY ARENA HVAC							
PROJECT ADDRESS: 13772 223 RD, GOODLOW, BC V0C 1S0							
CLIENT PROJECT NO.:							
DRAWING TITLE: MECHANICAL & PLUMBING GENERAL DESIGN PARAMETERS & LEGEND							
SQL PROJECT NO.:				SQL DRAWING NO.:			
20010				M0.2			

20010 - M1.1 - GROUND FLOOR (October 10, 2020 15:20:26) [ARCH 14] based D (36.00 x 24.00 inches)

DRAWING NOTES	
1	RETURN AIR DUCTWORK - INTERNAL THERMAL INSULATION, EPOXY PAINTED EXTERIOR. PROVIDE SNOWICE COVERAGE NEAR BUILDING. ENSURE DUCTWORK IS ABOVE OVERHEAD DOOR OPENING. DUCT SIZE: 20x45.
2	SUPPLY AIR DUCTWORK - EXTERNALLY THERMAL INSULATION WITH VAPOUR WRAP. DUCT SIZE: 20x55, TRANSITION TO Ø36" BEFORE BUILDING EXTERIOR WALL.
3	INTERIOR SUPPLY TO BE INSTALLED AT HEIGHT > 15' A.F.F. DUCT SIZE (Ø36")
4	RETURN AIR TERMINAL MOUNTED ON EXTERIOR WALL. FACE VELOCITY: <500 FPM, AIRFLOW: 5000 CFM.
5	HUMIDISTAT SENSOR MOUNTED 8' A.F.F. INSTALL STEEL PROTECTIVE COVERING FROM VANDALISM, PLACE SIGN STATING <u>DO NOT COVER</u>
6	SHADED AREAS ARE OUT OF SCOPE
7	SPECTATOR STANDS: EXISTING RADIANT TUBE HEATERS.
8	RINK EXHAUST FANS AND MANUAL INTAKE LOUVERS TO BE REMOVED
9	SUPPLY AIR DISCHARGED HORIZONTALLY AT MINIMUM 15' A.F.F
10	EXISTING GAS METER
11	DEHUMIDIFIER EQUIPMENT GAS LINE SHALL BE TIED IN FROM HIGH PRESSURE GAS LINE BEFORE REGULATOR IN THE BOILER ROOM. ROUTE HIGH PRESSURE GAS TO UNIT OUTSIDE. ADD NEW GAS REGULATOR TO SATISFY EQUIPMENT GAS MANIFOLD OPERATING PRESSURE.
12	EXISTING COMMERCIAL KITCHEN. KITCHEN EXHAUST FAN OPERATES WITHOUT MAKE-UP AIR UNIT. ADVERSE NEGATIVE PRESSURE WITHIN BUILDING WAS OBSERVED. IT IS RECOMMENDED THAT THE COMMERCIAL KITCHEN BE DESIGNED BY A PROFESSIONAL ENGINEER TO ENSURE COMPLIANCE WITH NFPA 96.
13	DEHUMIDIFIER: AIR20, D-50, INDIRECT-FIRED SUPPLY AIR, DIRECT-FIRED REACTIVATION AIR, 600/347V 3PH
14	STRUCTURAL PLATFORM: 24" HIGH. STRUCTURAL PLATFORM AND FOUNDATION SHALL BE DESIGNED BY A PROFESSIONAL STRUCTURAL ENGINEER LICENSED IN THE PROVINCE OF BRITISH COLUMBIA.

DIFFUSER, GRILLE, REGISTER SCHEDULE							
TAG	AIR TYPE	CATEGORY	SIZE, in	PREFERRED EQUIPMENT	MOUNTING	ELEVATION	NOTES
S-1	SUPPLY	SPIRAL DUCT GRILLE	10 x 32	EH PRICE 32in. x 10in. / SDG GV	MOUNT DIRECTLY ON DUCT FOR HORIZONTAL DISCHARGE	>15'-0" A.F.F	1, 2, 3
S-2	SUPPLY	ROUND SUPPLY GRILLE 3" SPACING	20"	EH PRICE 20 / RSG-3 / B12	MOUNT DIRECTLY AT THE END OF DUCT	>15'-0" A.F.F	1, 3, 4
R-1	RETURN	ALUMINUM LOUVERED RETURN	48 x 20	EH PRICE 610Z / F	WALL SURFACE MOUNTED	<10'-0" A.F.F	1
NOTES: 1. ALL DUCTWORK OUTSIDE OF THE CONDITIONED AREA IT SERVES SHALL BE INSULATED, AS PER ASHRAE 90.1-2010. 2. SPIRAL DUCT GRILLES SHALL BE INSTALLED WITH A STEEL OPPOSED BLADE DAMPER TO SET DESIRED VOLUMETRIC AIRFLOW 3. 0" DEFLECTION - HORIZONTAL DISCHARGE OVER ICE 4. ROUND CONTROL VOLUME DAMPER REQUIRED							

ARENA DESCRIPTION & OPERATION PROFILE

No. of Skaters: 43
Seating Capacity: 60

Ice Surface Area: 16,325 sq ft

Design Rink Conditions:
Space Temp: 60°F (DB)
Relative Humidity: 44% RH
Dew Point: 38.1°F
Humidity Ratio: 33.8 gr/lb

Outdoor Design Condition:
Dry Bulb: 59.0 °F
Wet Bulb: 52.4 °F
Humidity Ratio: 53.4 gr/lb

Occupancy & Ventilation Load

Occupancy:
Skaters: 3,500 gri/pers | 21.5 lbs/hr
Spectators: 630 gri/pers | 5.4 lbs/hr

RINK PRESSURIZATION

POSITIVE PRESSURIZATION: 0.15"

MODULATE RETURN AIR ACCORDINGLY TO MAINTAIN PRESSURIZATION

Ventilation - Ashrae 62.1-2013
Spectators: 8.0 CFM/pers
Combined outdoor air for ventilation [T6.2.2.1]

Playing Area:
0.18 CFM/sqft
20 CFM/pers
(playing/ice area) [T6.2.2.1]

Minimum Outdoor Air
Spectator Occupancy: 480 CFM
Load: 8.9 lbs/hr

Playing Area: 3,779 CFM
Load: 69.7 lbs/hr

Load Summary:
Minimum Ventilation Airflow Rate: 4,259 CFM
Ventilation Latent Load: 79 lbs/hr

Internal Latent Load: 73 lbs/hr

Total Latent Load: 152 lbs/hr

A	ISSUED FOR CLIENT REVIEW	October 10, 2020		
REV	DESCRIPTION	DATE		
SEAL:	STATUS:			
October 10, 2020				
CLIENT:				

CLEARVIEW ARENA SOCIETY

13772 223 Rd
Goodlow, Peace River Regional District
BC V0C 1S0

+1(250) 781-3550

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DRAWN BY: BW	CHKD BY: BW	SCALE: N.T.S	DATE: October 2020
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CLEARVIEW ARENA SOCIETY
ARENA HVAC

PROJECT ADDRESS:
13772 223 RD, GOODLOW, BC V0C 1S0

CLIENT PROJECT NO.:

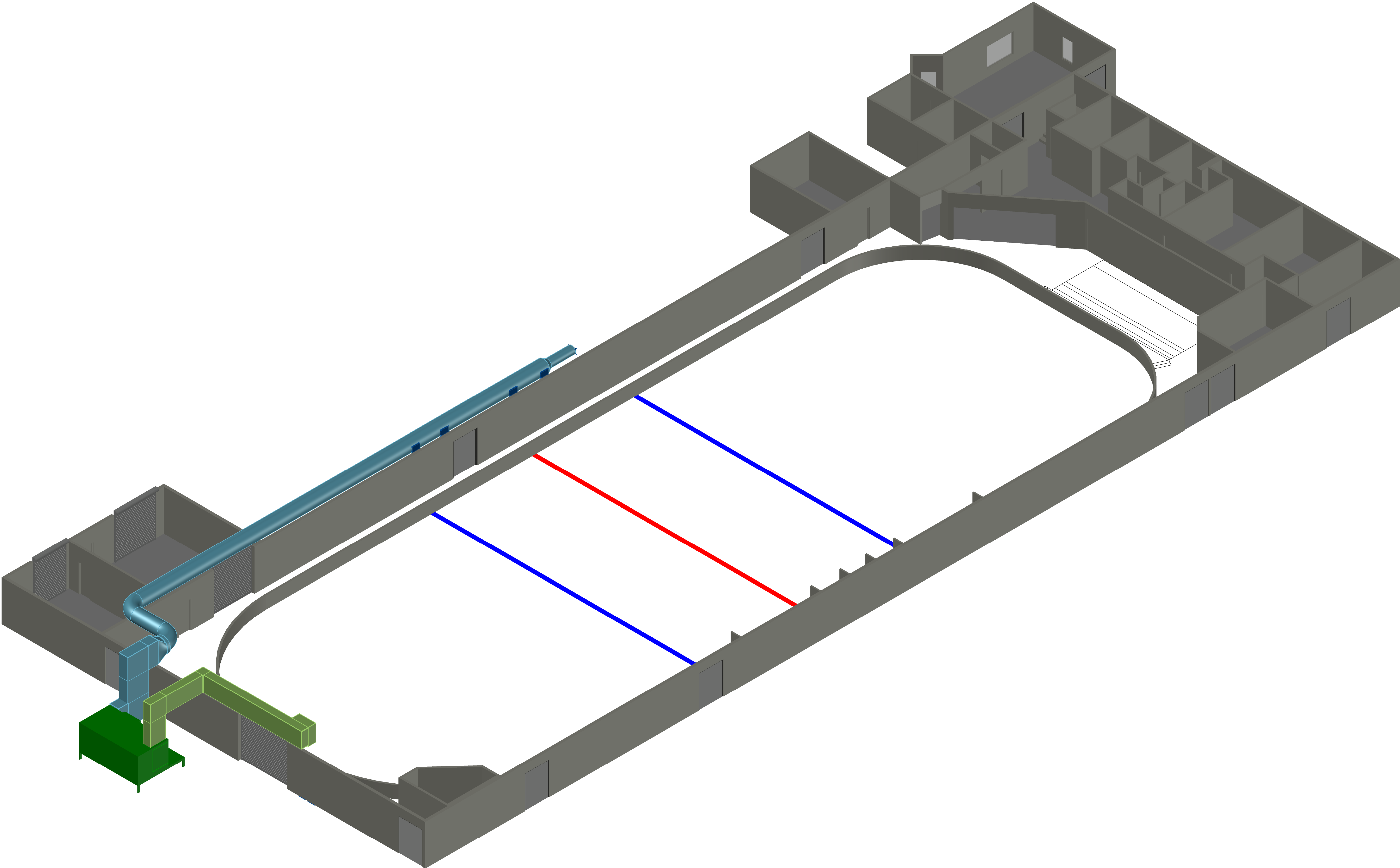
DRAWING TITLE:
MECHANICAL
PLAN
GROUND FLOOR

SOL PROJECT NO.:

20010

SOL DRAWING NO.:

M1.1



ISOMETRIC VIEW - FACING NORTH EAST
SCALE: N.T.S.

A	ISSUED FOR CLIENT REVIEW	October 10, 2020	
REV	DESCRIPTION	DATE	
SEAL:	STATUS: <div>PRELIMINARY NOT FOR CONSTRUCTION</div>		
October 10, 2020			

CLEARVIEW ARENA SOCIETY

13772 223 Rd
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BC V0C 1S0

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DRAWN BY:	CHKD BY:	SCALE:	DATE:
BW	BW	N.T.S	October 2020

PROJECT:

CLEARVIEW ARENA SOCIETY
ARENA HVAC

PROJECT ADDRESS:

13772 223 RD, GOODLOW, BC V0C 1S0

CLIENT PROJECT NO.:

DRAWING TITLE:

HVAC
ISOMETRIC
SUPPLEMENTARY VIEWS

SOL PROJECT NO.:	SOL DRAWING NO.:
20010	M2.1



DIRECTOR REPORT

To: Electoral Area Directors Committee

Report Number: DR-EADC-003

From: Brad Sperling, Director Area C

Date: February 18, 2021

Subject: Outcome of Provincial Discussions Regarding Charlie Lake

PURPOSE / ISSUE:

To review topics recently discussed with representatives from the BC Ministry of Forests, Lands and Natural Resources (FLNRO), PRRD staff and the Electoral Area C Director regarding Charlie Lake and decide on options to address lake weeds, shoreline erosion and domestic water licensing.

RECOMMENDATION / ACTION:

That the Electoral Area Directors Committee receive the report title "Outcome of Provincial Discussions Regarding Charlie Lake DR-EADC-003", which summarizes challenges with increasing lake weeds, and shoreline erosion in Charlie Lake, as well as the possibility of using source water from Charlie Lake for domestic use by residents of Area C, for discussion

BACKGROUND/RATIONALE:

On January 27, 2021, the Director of Electoral Area C and PRRD staff held a telephone discussion with FLNRO representatives to discuss three topics pertaining to Charlie Lake as summarized below:

1. Lake Weeds

There have been multiple complaints regarding the noticeable rise in weeds protruding 100-200 metres offshore in Charlie Lake. It was highlighted with FLNRO that the installation of both the Charlie Lake Sewer and a 50% lakeshore development limit was to prevent loading on the lake. However, the weed problem is getting worse. When asked how difficult it would be for the PRRD to go in and remove the weeds, FLNRO stated that a business case is required to consider permitting this activity. It was noted that City of Williams Lake recently received limited approval to utilize a lake weed harvester for a similar purpose¹. FLNRO noted that the Charlie Lake Conservation Society is reviewing historical satellite imagery which can show the rate of expansion of the weeds into the lake. FLNRO confirmed that this data could assist a business case to support an application for weed removal in the lake.

2. Shoreline Erosion Due to Boaters

There was discussion around challenges with boaters coming too close to shore, causing subsequent erosion of the shoreline. FLNRO stated that signage and a buoy system could be established, restricting boaters to <10 km/h within 30 metres of shore on all water bodies in BC², though this is typically not enforced.

¹ <https://www.mycariboonow.com/67315/city-of-williams-lakes-lake-weed-harvester-receives-limited-permit-for-use/>

² Transport Canada's Vessel Operation Restriction Regulations

3. Process for Using Charlie Lake Water for Domestic Use

When asked what the process is for getting access to source water from Charlie Lake, FLNRO confirmed that there is a “simple” application process through FrontCounterBC to apply for a permit to draw water. FLNRO stated that a rationale will have to be built in support of such an application.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

External Links

1. [Water Licenses & Approvals](#)
2. [Water Applicants' Agency Resource Guide](#)



REPORT

To: Electoral Area Directors Committee

Report Number: ADM-EADC-030

From: Tyra Henderson, Corporate Officer

Date: February 18, 2021

Subject: **Legislation and Voting Rules**

RECOMMENDATION:

That the Electoral Area Directors Committee receive the report from the Corporate Officer titled "Legislation and Voting Rules ADM-EADC-030", which provides information regarding the applicability of the *Local Government Act* to Regional District service establishment bylaws, for discussion.

BACKGROUND/RATIONALE:

The legislation governing Regional District decisions and services is the *Local Government Act* (LGA). Depending on the service and the situation, varying rules apply. This report has been prepared to explain the portions of the LGA that apply to establishing new services, and obtaining participating area approval. As per LGA Section 342 (1), service establishment bylaws must receive both the approval of the inspector, and participating area approval.

There are four methods of obtaining participating area approval that may be used.

PARTICIPATING AREA APPROVAL OPTIONS

Method #1 – Assent Voting (referendum) (LGA Section 344)

Assent of the electors (referendum) conducted in accordance with Section 344 of the LGA, ie; 'going out to ask the people to indicate their approval by majority vote is *always* an acceptable method of obtaining approval from the participating area.

Method #2 – Alternate Approval Process (counter petition) (LGA Section 345)

With this method, the local government posts a notice of intent to do something ie: establish a service to provide kittens to every household, UNLESS, by a specific date, the local government receives written objection, on an approved 'petition' form, that the public does not approve that the local government complete the proposed action without conducting a full assent voting process. In this situation, if more than 10% of eligible voters object, the local government may not proceed with the action until they obtain participating approval via assent voting. If less than 10% of the eligible voters submit their objection in writing, the approval of the participating area is deemed to have been given.

The alternate approval process (AAP) can be used under *any* of the following circumstances:

1. The requisition amount is \$0.50/\$1000 or less
2. The service is related to sewage, water, or solid waste

Therefore, if a service will cost more than \$0.50/1000 of assessment, AAP is not an option, unless the service is sewer, water, or solid waste.

Method #3 – Municipal Participating Area Consent (LGA Section 346)

This method involves a member municipality providing consent on behalf of the residents of the municipality. A written letter of consent from the Council of the municipality (certified resolution of the Council) is required (the municipal director to the Regional Board is unable to consent on behalf of their municipality). This method of obtaining participating area consent is permitted only if the participating area for the service is the entire municipality.

Method #4 – Electoral Participating Area Consent (LGA Section 347)

This method is similar to Method #3 above, applicable to an electoral area, not a municipality. The Electoral Area Director, elected to represent the rural residents in the electoral area, is able to provide written consent to a service establishment bylaw on behalf of residents. There are additional 'conditions' on when this type of approval is acceptable, not found in the municipal participating approval provisions. Electoral Area written consent is acceptable if *any* of the following apply:

- A sufficient petition has been received from residents, requesting the service
- The participating area is the entire electoral area AND the service can be established without borrowing AND the service is one that does not require a maximum requisition limit to be set. (LGA Section 339) Those services are:
 - Regulatory service
 - Coordination, research and analytical services relating to regional district development
 - Social planning services
 - Promotion of economic development
 - Programs in preparation for emergencies
 - Emergency communication systems
 - Regional parks and regional trails
 - Services related to heritage conservation
 - Participation in a regional library district
 - General administration, electoral area administration, feasibility, regional hospital as per LGA Section 338 (2) (a) to (d)

CHOICE OF APPROVAL METHOD AND RESPONSIBILITY FOR OBTAINING APPROVAL (LGA SECTION 343)

At the time a service establishing bylaw is introduced and given readings, the Board must also choose the method of obtaining participating approval (from the list of available and approved methods outlined above and in the legislation).

The Board may decide that approval is to be obtained for the entire service area, which triggers additional decisions that are to be made by the Board.

If the Board chooses AAP, the Regional District conducts the AAP process.

If the Board chooses assent voting, the Board may conduct assent voting in all participating areas, or may require that the member municipalities conduct the assent voting in their municipality.

The Board may decide that participating area approval is to be obtained separately in each participating area.

In this scenario, the municipality gets to choose the method they wish to use to obtain approval in the municipality (assent voting, AAP, or written consent). If the municipality is able to provide

written consent (the service area is the entire municipality) and chooses instead assent voting or AAP, the municipality must bear the costs of the election/voting process they choose.

In this scenario, for the electoral areas that are participating in a service, the Board chooses the method that will be used, (assent voting, AAP, or written consent) and the Regional District conducts any voting/election (AAP) process selected, and bears the costs.

FAILURE TO PROVIDE APPROVAL

(LGA SECTION 343(3) – MUNICIPAL AND LGA SECTION 347(3) and (4) – ELECTORAL

The legislation also provides guidance to follow in a situation when either a municipality, or an electoral participating area, refuses to either obtain elector approval via assent voting or AAP, or provide written consent.

Municipal Refusal to Provide Consent

If the Board chooses separate participating area approval be obtained, and a municipality who is a participant in the service, provides notice from their Council, within thirty (30 days of third reading of the service establishing bylaw) that they refuse to seek approval, either by assent voting, or AAP, or written consent, or fail to provide any notice of the method they have chosen, the Board has the ability to adopt a resolution (2/3 majority required) to instead seek participating area approval for the entire service area, and the Regional District would then conduct any assent voting/AAP in all areas, including municipal areas.

Electoral Area Refusal to Provide Consent

If an electoral area director refuses to provide written consent, in circumstances where an electoral area director is authorized to provide consent, as outlined in the **PARTICIPATING AREA APPROVAL OPTIONS** section above (Method #4), the Board has the ability to adopt a resolution (2/3 majority) required that relieves the Regional District of the requirement to obtain written consent from the Electoral Area Director, and provides consent on behalf of the electors in the electoral participating area.

The Electoral Area Director can appeal the Board resolution overruling their refusal to provide consent to the Minister, within 14 days. Upon review of an appeal, the Minister has three options: uphold and accept the consent provided by the Board on behalf of the residents of the electoral area, direct that approval instead be obtained by assent voting, or direct that approval be obtained via AAP.

The foregoing was written as pertaining to new service establishment bylaws. It should also be noted, that when an amendment to an existing service establishment bylaw is proposed, approval may be obtained in accordance with all of the same requirements as were applicable to the adoption of the original bylaw, or with written consent of at least 2/3 of the participants. (LGA Section 349(1)). Ministry approval is also required for amendments and repeals.

For clarity, a conversion bylaw, to convert an authority previously granted by Supplementary Letters Patent, to a service authorized by a service establishment bylaw, is dealt with as an amendment, and the option of written consent of 2/3 of the participants is also available.

For both 'regular' amendments and conversions, when the bylaw is sent to the Ministry, along with the consent of 2/3 of the participants, the Ministry may direct that assent voting or AAP be conducted.

Ministry staff are unable to advise when this additional step may be required by the Minister, as each bylaw is reviewed individually. If the Minister determines that the scope of the change warrants assent voting or AAP, in lieu of written consent from the participating area, there is no appeal for the Regional District. They can either opt not to proceed with adoption of the bylaw, or seek the approval of the participating area as directed by the Ministry.

All of the sections of the Local Government Act relied upon in the foregoing explanation have been attached for reference.

ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. *Local Government Act - Part 10 - Regional District Service Structure and Establishing Bylaws*
(Sections 339 – 349)
Division 3 – Establishing Bylaws for Services
Division 4 – Approval of Establishing Bylaws
Division 5 – Changes to Establishing Bylaws

This Act is current to February 3, 2021

See the [Tables of Legislative Changes](#) for this Act's legislative history, including any changes not in force.

LOCAL GOVERNMENT ACT

[RSBC 2015] CHAPTER 1

Deposited with Clerk of the Legislative Assembly on December 16, 2015

Part 10 — Regional Districts: Service Structure and Establishing Bylaws

Division 1 — General Service Powers

Division 2 — Referendums and Petitions for Services

Division 3 — Establishing Bylaws for Services

Establishing bylaws required for most services

338 (1) Subject to this section, in order to operate a service, the board must first adopt an establishing bylaw for the service in accordance with this Division.

(2) As exceptions, a bylaw under this section is not required to establish the following:

- (a) general administration, other than electoral area administration;
- (b) electoral area administration;
- (c) the undertaking of feasibility studies in relation to proposed services;
- (d) a service under section 4 (1) [*regional district declared regional hospital district*] of the [Hospital District Act](#);
- (e) the undertaking of a referendum under section 336 [*referendums regarding services*];
- (f) a local community commission under section 243;
- (g) a service that
 - (i) is a service for which authority is expressly provided by a provision of this Act that is not a former Part 24 provision, and
 - (ii) is not a regulatory service;

- (h)the giving of grants to an applicant for a business promotion scheme under section 215 [*business improvement areas*] of the *Community Charter* in relation to a mountain resort;
- (i)if the regional district board is authorized to appoint an approving officer under section 77.1 [*appointment of regional district and islands trust approving officers*] of the *Land Title Act*, services related to the approving officer.

Required content for establishing bylaws

339 (1)An establishing bylaw for a service must do the following:

- (a)describe the service;
- (b)define the boundaries of the service area;
- (c)identify all municipalities and electoral areas that include participating areas for the service;
- (d)indicate the method of cost recovery for the service, in accordance with section 378 [*options for cost recovery*];
- (e)set the maximum amount that may be requisitioned for the service by
 - (i)specifying a maximum amount,
 - (ii)specifying a property value tax rate that, when applied to the net taxable value of land and improvements in the service area, will yield the maximum amount, or
 - (iii)specifying both a maximum amount and a property value tax rate as referred to in subparagraphs (i) and (ii), in which case the maximum amount is whichever is greater at the applicable time.

(2)As exceptions, the requirement of subsection (1) (e) does not apply to an establishing bylaw for the following:

- (a)a regulatory service;
- (b)coordination, research and analytical services relating to the development of the regional district;
- (c)social planning services;
- (d)the promotion of economic development;
- (e)programs in preparation for emergencies;
- (f)emergency communication systems;
- (g)regional parks and regional trails;
- (h)services related to heritage conservation;

- (i) participation in a regional library district under Part 3 [*Regional Library Districts*] of the *Library Act*;
- (j) a service referred to in section 338 (2) (a) to (d) [*general administration, electoral area administration, feasibility studies and regional hospital district services*].

(3) If an establishing bylaw covers more than one service, it must separately indicate the matters under subsection (1) for each service.

(4) If the board adopts an establishing bylaw for a service referred to in section 338 (2) (a) [*general administration*], the establishing bylaw must identify all municipalities and all electoral areas in the regional district as participating areas for the service, and the service area is the entire regional district.

Special options for establishing bylaws

340 (1) An establishing bylaw for a service may do one or more of the following:

- (a) set out the method of apportionment of costs among the participating areas, if this is to be different from the method established by section 380 (2) (a) [*general apportionment rule*];
- (b) in relation to resolutions and bylaws respecting the administration and operation of the service, establish the method for determining the number of votes to which a director is entitled if this is to be different from that otherwise established by section 209 (1) (b) [*number of votes per director in respect of administration and operation of services*];
- (c) if the administration and operation of the service is to be delegated to a body established by the board, provide for appointments to the body and establish voting rules for the body in relation to the service;
- (d) provide a time period for the purposes of section 357 (1) (a) [*minimum participation time before service review can be initiated*] that is less than the period established by that provision;
- (e) provide an alternative review process that is different than the service review process established by Division 6 [*Dispute Resolution in Relation to Services*];
- (f) establish terms and conditions for withdrawal from the service;
- (g) include any other provisions respecting the establishment and operation of the service that the board considers appropriate.

(2) As a restriction on subsection (1) (b), each director for a participating area must be entitled to at least one vote.

(3) If a proposed establishing bylaw includes provisions referred to in subsection (1) (f), each participant must consent to the provisions before the bylaw is submitted for participating area approval under section 342.

Special rules in relation to continuation of older services

341 (1) In this section:

"continued service" means a service provided by a regional district immediately before the transition date;

"previous continuation authority" means the authority to provide services under section 775 (3) to (8) of the *Local Government Act*, R.S.B.C. 1996, c. 323, as that section read immediately before the transition date;

"transition date" means August 30, 2000, being the date on which section 774.2 of the *Local Government Act*, R.S.B.C. 1996, c. 323, came into force.

(2) Subject to this section, a regional district continues to have the power to provide a continued service as follows:

(a) if, immediately before the transition date,

(i) the service is one that was authorized under the previous continuation authority, and

(ii) no bylaw that was deemed under the previous continuation authority to be an establishing bylaw has been adopted in relation to the service,

the service may be continued in accordance with the previous continuation authority and, for these purposes, that authority is deemed not to have been repealed;

(b) if the service

(i) is one referred to in section 339 (2) (b) or (c) [*development services and social planning services*], or

(ii) is another service for which an establishing bylaw was not required before the transition date,

the service may be continued without an establishing bylaw.

(3) If a board exercises a power to provide a continued service under subsection (2), it may

(a) adopt a bylaw in accordance with subsection (5) to convert the service to one exercised under the authority of an establishing bylaw, and

(b)by the same bylaw, amend the power to the extent that it could if the power were in fact exercised under the authority of an establishing bylaw.

(4)A board must adopt a bylaw under subsection (3) in relation to a continued service if changes are made to any of the following:

- (a)the service area;
- (b)the municipalities, electoral areas or treaty first nations participating in the service;
- (c)the method of cost recovery;
- (d)the apportionment of costs in relation to the service.

(5)A bylaw under subsection (3) must

- (a)meet the requirements of section 339 [*required content*] for an establishing bylaw, and
- (b)be adopted in accordance with section 349 [*amendment or repeal of establishing bylaw*] as if it were a bylaw amending an establishing bylaw.

(6)A bylaw under subsection (3) is deemed to be an establishing bylaw for the service in respect of which it is adopted.

Division 4 — Approval of Establishing Bylaws

Approval of establishing bylaws

342 (1)An establishing bylaw has no effect unless, before its adoption, it receives

- (a)the approval of the inspector, and
- (b)participating area approval in accordance with this section.

(2)Participating area approval under this section may be obtained as follows:

- (a)in any case, by assent of the electors in accordance with section 344 [*approval by voting*];
- (b)if permitted under section 345 (1) [*approval by alternative approval process*], approval given in accordance with that section;
- (c)if permitted under section 346 [*consent on behalf of municipal participating area*] for a proposed municipal participating area, consent given in accordance with that section;
- (d)if permitted under section 347 (1) [*consent on behalf of electoral area*] for a proposed electoral participating area, consent given in accordance with that section.

(3)Unless authorized under subsection (4), participating area approval must be obtained separately for each participating area in the proposed service area.

(4) If approval is to be obtained under subsection (2) (a) or (b), the board may, by resolution adopted by at least 2/3 of the votes cast, provide that the participating area approval is to be obtained for the entire proposed service area.

(5) As an exception, subsections (1) to (4) do not apply to an establishing bylaw for a service referred to in section 338 (2) (a), (b) or (d) [*services for which establishing bylaw not required — general administration, electoral area administration and regional hospital district services*] and, instead, section 349 [*amendment or repeal of establishing bylaws*] applies to the bylaw as if it were a bylaw amending an establishing bylaw.

Responsibility for obtaining approval

343 (1) If participating area approval is to be obtained for the entire service area,

- (a) the board may choose the method,
- (b) in the case of approval by alternative approval process, the board is responsible for obtaining the approval, and
- (c) in the case of approval by assent of the electors, at the option of the board,
 - (i) the board is responsible for conducting the voting throughout the proposed service area, or
 - (ii) the board and councils are responsible for conducting the voting in the same manner as under subsection (2), with the results of the voting in these areas added together.

(2) If participating area approval is to be obtained separately for each participating area,

- (a) subject to subsection (3), for a municipal participating area, the council may choose the method and is responsible for obtaining the approval, and
- (b) for an electoral participating area, the board may choose the method and is responsible for obtaining the approval.

(3) If, within 30 days after third reading of the establishing bylaw, a council

- (a) has notified the regional district that it is refusing to seek participating area approval, or
- (b) fails to give any notice to the regional district with respect to how participating area approval is to be obtained,

the board may adopt a resolution under section 342 (4) to have participating area approval obtained for the entire service area.

(4) Despite section 57 (1) [*costs of elections*], if a council is authorized to give consent on behalf of the electors in accordance with section 346 [*consent on behalf of municipal participating area*] but does not

exercise this authority, the municipality is responsible for the costs of obtaining the participating area approval.

Approval by assent of the electors

344 (1) Participating area approval through assent of the electors under Part 4 [*Assent Voting*] is obtained if,

- (a) in the case of approval under section 342 (3) [*each participating area separately*], for each proposed participating area, a majority of the votes counted as valid is in favour of the bylaw, or
- (b) in the case of approval under section 342 (4) [*entire service area*], a majority of votes counted as valid is in favour of the bylaw.

(2) In the case of approval under section 342 (4), for the purposes of determining who is entitled to vote under section 172, the voting area is deemed to be all the proposed participating areas.

Approval by alternative approval process

345 (1) Participating area approval may be obtained by alternative approval process if any of the following apply:

- (a) the maximum amount that may be requisitioned for the service is the amount equivalent to 50¢ for each \$1 000 of net taxable value of land and improvements included in the service area;
- (b) the bylaw relates to a service for
 - (i) the collection, conveyance, treatment or disposal of sewage,
 - (ii) the supply, treatment, conveyance, storage or distribution of water, or
 - (iii) the collection, removal or disposal of solid waste or recyclable material.

(2) In addition to the information required by section 86 (2) [*notice of process*] of the [Community Charter](#), the notice of an alternative approval process under this section must include

- (a) a copy of the bylaw, or
- (b) a synopsis of the bylaw that
 - (i) describes in general terms the intent of the bylaw,
 - (ii) describes the proposed service area, and
 - (iii) indicates the date, time and place for public inspection of copies of the bylaw.

Consent on behalf of municipal participating area

346 If a proposed participating area is all of a municipality, the council may give participating area approval by

- (a) consenting on behalf of the electors to adoption of the proposed bylaw, and
- (b) notifying the board of its consent.

Consent on behalf of electoral participating area

347 (1) For a proposed electoral participating area, the board may authorize participating area approval to be given under this section

- (a) if the board receives a sufficient petition under section 337 [*petitions for electoral area services*], or
- (b) in the case of an establishing bylaw for a service referred to in section 339 (2) [*no requisition limit required*], if
 - (i) the participating area includes all of the electoral area, and
 - (ii) the service can be established without borrowing.

(2) Participating area approval under this section may be given by the electoral area director consenting in writing to adoption of the bylaw.

(3) If a director refuses to give consent under subsection (2), the board may, by a resolution adopted by at least 2/3 of the votes cast, dispense with the consent of the electoral area director and give participating area approval by consenting to adoption of the bylaw on behalf of the electors in the proposed participating area.

(4) If a board consents under subsection (3), the director for the participating area may, within 14 days after the resolution, appeal to the minister for a review, and the minister may, after that review, order

- (a) that the consent of the board under subsection (3) stands,
- (b) that participating area approval must be obtained under section 344 [*approval by assent of the electors*], or
- (c) that participating area approval must be obtained under section 345 [*approval by alternative approval process*].

Other procedural rules

348 (1) If a board proposes to borrow money for the start of a service, the establishing bylaw and the loan authorization bylaw must, for the purposes of obtaining participating area approval, be dealt with as if they were one bylaw.

(2) The regional district corporate officer must file with the inspector a copy of each establishing bylaw after it has been adopted.

Division 5 — Changes to Establishing Bylaws

Amendment or repeal of establishing bylaws

349 (1) Subject to an order under subsection (4) or (5), an establishing bylaw may be amended or repealed, at the option of the board,

(a) in accordance with the requirements applicable to the adoption of the bylaw that it amends or repeals, or

(b) with the consent of at least 2/3 of the participants.

(2) Sections 346 [*consent on behalf of municipal participating area*] and 347 (2) to (4) [*consent on behalf of electoral participating area*] apply to consent under subsection (1) (b) of this section.

(3) A bylaw amending or repealing an establishing bylaw has no effect unless it is approved by the inspector.

(4) The minister may order that a bylaw amending or repealing an establishing bylaw may be adopted only in accordance with the requirements applicable to the adoption of the bylaw that it repeals or amends.

(5) In addition to the requirement under subsection (1) or (4), as applicable, the minister may order that, before the bylaw is adopted, it must receive the approval of the electors

(a) in one or more specified participating areas, or in specified parts of one or more participating areas, or

(b) in the entire service area,

obtained in accordance with section 344 [*approval by assent of the electors*] or 345 [*approval by alternative approval process*], as specified by the minister.

(6) Section 137 (2) [*minister may waive requirement for elector assent or approval*] of the [Community Charter](#) does not apply to a bylaw amending or repealing an establishing bylaw.

(7) The regional district corporate officer must file with the inspector a bylaw amending or repealing an establishing bylaw after it has been adopted.



Electoral Area Directors Committee

Diary Items

Item		Status	Notes	Diarized
1.	Cell Towers within the Region		Investigate partnership opportunities	May 27, 2019
2.	Electoral Area D Referendum		Water (service areas) in 2022	October 16, 2018
3.	Don Nearhood Museum		As the Peace Canyon building is closed, a new location for the display is needed	November 13, 2018
4.	Oil and Gas Working Groups			January 18, 2019
	A. Template B. Synergy Groups			October 17, 2019 April 16, 2020
5.	Natural Gas		Expansion of services to rural areas	May 27, 2019
6.	Section 381 (Cost sharing for services under Part 14 [Planning and Land Use Management] of the Local Government Act.			August 15, 2019
7.	Volunteer Recognition			November 21, 2019
8.	Overhead Lighting at the Baldonnel Overpass			November 19, 2020
9.				



Electoral Area Director's Committee Terms of Reference

1. Membership

- 1.1 The Electoral Area Directors' Committee membership shall be elected representatives from Electoral Area 'B', Electoral Area 'C', Electoral Area 'D', and Electoral Area 'E'.

2. Terms of Reference

- 2.1 The Electoral Area Directors' Committee will meet to address issues of a rural nature.
- 2.2 Meetings will be open to the public.
- 2.3 The Electoral Area Directors' Committee will be chaired by an Electoral Area Director elected by the committee participants.
- 2.4 The Electoral Area Directors' Committee will hold meetings the third Thursday of each month or at the call of the Chair.
- 2.5 Electoral Area Directors' Committee meetings will be funded through the Legislative – Electoral Area budget under "Electoral Area Business". Only Electoral Area Directors will be compensated for attending meetings.
- 2.6 Agenda items for the Electoral Area Directors' Committee meetings will include items that are:
- a. referred to the meeting by resolution of the Regional Board; or,
 - b. of a purely rural nature.
- 2.7 Items for the regular agenda must be provided to Administration by noon the Friday prior to the scheduled meeting.
- 2.8 All recommendations of the Committee shall be determined by majority vote of the Electoral Area Directors.
- 2.9 Staff will prepare minutes and forward recommendations to the Regional Board for consideration.
- 2.10 Committee recommendations will be ratified by the Regional Board prior to staff action being undertaken, unless previously authorized by a referring Board resolution.

Date Committee Established	February 27, 2003	Board Resolution #	RD/03/02/02 (27)
Date TOR Approved by Board	January 22, 2004	Board Resolution #	RD/04/01/20 (22)
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	