

**APPENDIX "C"**  
**ADMINISTRATIVE PROVISIONS**

*This Appendix has been consolidated for Convenience only and includes  
all Amendments to the text up to: **January 21, 2021***

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## APPENDIX "C"

### ADMINISTRATIVE PROVISIONS

#### 1. DEFINITIONS

In this Appendix unless the context otherwise requires:

**"Engineer"** means a professional engineer licensed to practice in the Province of British Columbia.

**"Engineering Drawings, Standards, and Requirements"** means drawings and specifications prepared and given under the hand and seal of a professional engineer.

**"Local Authority"** means a provincial ministry or department, an irrigation district, an improvement district, a local government, a first nation government, a private entity or the Regional District.<sup>1</sup>

#### 2. CONSTRUCTION OF HIGHWAYS

The Ministry of Transportation and Highways shall permit the Developer to layout, construct and erect works and co-ordinate the installation of the private utility works in the highways to be dedicated by the subdivision plan, subject to the terms and conditions hereinafter provided in General Provisions and subject to all Provincial statutes and regulations governing construction and the use of highways.

#### 3. SUBDIVISION PLAN

The Developer shall be solely responsible for the preparation of subdivision plans and for the registration of the approved subdivision plans in the Land Title Office at Kamloops, B.C. In no case shall a single phase of development be approved unless the tentative subdivision plan for the entire development has been submitted to and approved by the Approving Officer.

The Developer shall forward to the applicable Local Authority a copy of the approved and registered subdivision plan once it has been registered at the Land Title Office in Kamloops, B.C.

The Developer shall forward to the applicable Local Authority a copy of the approved prospectus once it has been registered with the Superintendent of Brokers, Insurance and Real Estate.

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<sup>1</sup> Amendment Bylaw No. 2000.10, 2021 – adopted January 21, 2021.

#### **4. ENGINEERING DRAWINGS**

Prior to commencing any works the Developer shall produce engineering drawings satisfactory to the applicable Local Authority for the installation of the underground, surface and overhead works connected with the servicing of the subdivision including the works to be supplied and installed by the private utility companies. The applicable Local Authority will require the Developer to engage the services of a qualified consulting engineering firm or qualified engineer acceptable to the applicable Local Authority to prepare the engineering information which may be required by the applicable Local Authority relevant to the development of the subdivision. Engineering drawings prepared and signed by private utility companies in support of their works will be acceptable.

The engineering drawings shall be submitted to and shall receive the approval of the applicable Local Authority prior to commencement of construction. Such approval shall be construed only to mean that the drawings meet the general intent of the Bylaw and the Schedules attached hereto and shall not derogate from the right of the applicable Local Authority to require such changes, the necessity for which becomes apparent from time to time, in order that the requirements of the Bylaw shall be met.

The Developer shall submit to the applicable Local Authority the two paper prints suitable for submission to the Provincial Ministry of Health for a Health Certificate for waterworks or may submit a Health Certificate. The Developer shall obtain all other necessary Provincial Agency approvals prior to commencement of construction of any works. A copy of these Provincial Agency permits and a print of each approved drawing shall be filed with the applicable Local Authority.

Following approval of the detailed engineering drawings, these prints of the approved drawings and contract documents shall be deposited with the applicable Local Authority. Any additions or revisions shall receive the applicable Local Authority's approval prior to construction of the subject matter of the addition or revision.

#### **5. SCHEDULE**

If applicable, following the submission and approval of the subdivision plan, the Developer shall submit in writing a tentative time schedule for the complete subdivision showing the approximate commencement of each phase of the subdivision. Prior to commencing any work on a phase of subdivision development, the Developer shall submit a more detailed time schedule of the works to be constructed from land clearing to completion of street surface improvements.

#### **6. INSPECTION**

The Developer's consulting engineer, at the Developer's expense, shall provide full inspection services for all works installed by the Developer or his contractors and shall ensure that all works are constructed and installed in accordance with the standards and specifications contained in this Bylaw. The consulting engineer shall file all his inspection

reports with the applicable Local Authority, who may refuse to accept such report if there is reason to doubt the adequacy of such inspection. Should such report in the opinion of the applicable Local Authority be unsatisfactory, the applicable Local Authority may carry out full inspections at the cost of the Developer.

The applicable Local Authority shall appoint its own inspectors to inspect the Developer's works from time to time. The cost of which is covered by inspection fee charge to the Developer. Any inspection carried out by the applicable Local Authority shall, in no way, relieve the Developer of any obligations or responsibility whatsoever in connection with the installation of the works of the subdivision. If the applicable Local Authority discovers any defect or requires any correction, the matter shall be reported to the Developer's inspector for appropriate action. The applicable Local Authority shall not issue any direct order to the Developer's contractor except in the case of emergency. Requests from the applicable Local Authority to the Developer's inspector shall be acted on immediately.

## **7. MATERIALS**

The Developer shall submit to the applicable Local Authority prior to commencing construction on any phase of the subdivision, a complete list of the type of materials to be incorporated in the subdivision works along with a time schedule of construction. The materials list shall set out the type of materials to be incorporated in the works, the name of the manufacturer, a description of the material, its composition, the class or grade, CSA the ASTM or AWWA specification number and trade name of the materials. All materials used in the works must conform to the applicable Local Authority's standards as set out in this Bylaw. Any materials not meeting the applicable Local Authority's standards shall not be incorporated in the works.

## **8. CERTIFICATE OF ACCEPTANCE**

- (a) Upon completion of any phase of subdivision, the Developer shall supply to the applicable Local Authority a notification of completion of the works under the hand and seal of the consulting engineer of the Developer as well as "as-constructed" drawings of the works and completed Service Record Cards. If the work is acceptable to the applicable Local Authority, a Certificate of Completion shall be issued. Such Certificate may be issued separately for the works being the surface works including installation of street paving, curb and gutter, sidewalks, final boulevard grading and cleanup, water distribution system, sanitary sewer collection system and appurtenant structures, service connections, storm drains, street lights and controls and all private utility facilities necessary to service a phase of the subdivision for use. Subject to the guarantee, as hereinafter provided, the applicable Local Authority shall, on issuance of the Certificate of Completion, be responsible for the maintenance and operation of the works covered thereby.
- (b) On receipt of the Developer's notification of completion, the "as-constructed" drawings and the Service Record Cards, the applicable Local Authority shall inspect the

works and upon being satisfied that the works are completed according to the approved plans and specifications he may issue his Certificate of Completion to the developer. No phase of subdivision works shall be accepted until they are ready to operate and this shall include connection to applicable Local Authority services or appropriate outfalls or other services provided by the applicable Local Authority.

- (c) If, upon application for Certificate of Completion, the applicable Local Authority refuses to accept the works the Developer shall repair the works installed and correct deficiencies in the works not resulting from normal wear and tear and not resulting from the action of the applicable Local Authority.

## **9. FINAL INSPECTION**

Within 12 months of the issuance of the Certificate of Completion, the applicable Local Authority will reinspect the works accepted and shall give notice to the Developer of any deficiencies and damage, not resulting from normal wear and tear of operation, the Developer shall forthwith correct the deficiencies and repair the damage. If the damage or deficiencies are not repaired or corrected forthwith upon written notice of the same, then the necessary repair and corrections may be done by the applicable Local Authority at the expense of the Developer.

## **10. ONE YEAR GUARANTEE**

As provided above, the Developer shall repair the works installed and correct deficiencies in the works not resulting from normal wear and tear, for a period of one year from the date of the Certificate of Completion. The applicable Local Authority may, at it's option, carry out the repair and correct deficiencies without notice to the Developer if, in the opinion of the applicable Local Authority, the work must be done immediately because of a hazard of any kind to the public or to ensure the proper operation of the works considered defective or damaged. The applicable Local Authority shall bill the Developer for such emergency works undertaken and the Developer shall pay the cost thereof to the applicable Local Authority. Upon satisfactory completion of the one year guarantee, as noted above, the applicable Local Authority will issue a Certificate of Acceptance.

## **11. CONVEYANCE OF RIGHTS-OF-WAY AND EASEMENTS**

- (a) Upon acceptance of the work by the applicable Local Authority, the developer shall execute such documents as shall be produced by the applicable Local Authority, conveying to the applicable Local Authority all right, title and interest of the Developer in the works.
- (b) The Developer shall grant to the applicable Local Authority all rights-of-way as shall be required by the applicable Local Authority for the purpose of servicing the works installed where the works are installed on property other than highways. The Developer shall execute such right-of-way agreements as the applicable Local

Authority may produce to the Developer for this purpose prior to the Certificate of Completion being issued by the applicable Local Authority.

## **12. LEGAL SURVEYS**

The Developer shall be responsible for all the legal surveys in connection with the subdivision and shall prepare all the documents necessary for registration of the subdivision. The Developer shall, at his sole expense, maintain sufficient legal survey control to the satisfaction of the applicable Local Authority throughout the construction program and shall, upon completion of the construction of highways and boulevard, cause each legal lot corner to be posted by a qualified land surveyor at the Developer's sole cost.

## **13. BARRICADES AND DETOURS**

- (a) The Developer shall provide all such barricades, lighting and signs as shall be required to protect the public while the works are being installed. In order to maintain traffic movement with the least possible inconvenience, the Developer shall construct, where necessary in the opinion of the Ministry of Transportation and Highways, such detours, temporary bridges and barriers as may be required to allow the public to drive safely around the works being installed.
- (b) Prior to commencing excavation on or in the vicinity of highways, the Developer shall contact the owners of all the utilities that may be affected by this work and request from them instructions for the emergency action to be taken in the event of damage to a utility or service connection.

## **14. WAIVER**

Where, because of the size, location or service requirements of any subdivision, the services of a professional engineer is not required, in the opinion of the Approving Officer, the provisions set out above dealing with the engineering drawings, construction and inspection of works are not applicable and may be waived by Approving Officer.

## **15. INDEMNITY AND INSURANCE**

The Developer shall save harmless and effectually indemnify the applicable Local Authority against:

- (a) All actions and proceedings, costs, damages, expenses, claims, and demands whatsoever and whomsoever brought by reason of the execution of the said works and all such claims recoverable from the applicable Local Authority or the property of the applicable Local Authority, or any property which the applicable Local Authority by duty or custom is obliged, directly or indirectly, in any way or to any degree, to construct, repair or maintain, shall be paid by the Developer, and if paid by the

applicable Local Authority shall, together with any costs and expense incurred in connection therewith, be charged to the Developer.

- (b) All expenses and costs which may be incurred by reason of the execution of the said works resulting in damage to any property owned in whole or in part by the applicable Local Authority for which the applicable Local Authority by custom or duty is obliged, directly or indirectly, in any way or to any degree, to construct, repair or maintain, shall be paid by the Developer, and if paid by the applicable Local Authority shall, together with any costs and expense incurred in connection therewith, be charged to the developer.
- (c) All expenses and costs which may be incurred by reason of liens for non-payment of labour or materials, Workers' Compensation assessments, unemployment insurance, federal or provincial tax, check-off and for encroachments owing to mistakes in survey, and all such claims recoverable from the applicable Local Authority or the property of the applicable Local Authority, or any property which the applicable Local Authority by duty or custom is obliged, directly or indirectly, in any way or to any degree, to construct, repair or maintain, shall be paid by the Developer, and if recovered from the applicable Local Authority shall, together with any costs and expenses incurred in connection therewith, be charged to the Developer. Provided this paragraph shall not be construed as to extinguish any rights which the applicable Local Authority would have were it not for the inclusion of this paragraph.
- (d) The Developer shall, at his sole expense throughout the currency of the work, carry comprehensive liability insurance in the amount of at least **Two Million (\$2,000,000) Dollars** with insurance companies licensed to carry on business in the Province of British Columbia in partial discharge of its obligation under Clauses 15(a), 15(b), and 15(c) of this Section and in every such policy of insurance the applicable Local Authority shall be named as an additional insured the proceeds payable as the interest of the applicable Local Authority and Developer may appear. The Developer shall forthwith, and prior to commencement of the work, furnish the applicable Local Authority with a certified copy of every policy of insurance herein required.

## **16. FAULTY MATERIAL OR WORKMANSHIP GUARANTEE**

The Developer shall indemnify and save harmless the applicable Local Authority against all expenses and costs which may be incurred by the applicable Local Authority as a result of faulty workmanship and defective material in any of the works installed by the Developer, provided that such fault or defect is called to the attention of the Developer in writing prior to one year from the date of the approving Officer's Certificate of Acceptance.

As provided in Clause 7, "Materials", the applicable Local Authority shall approve all materials going into the works prior to their installation but such approval shall in no way relieve the Developer of liability for replacing or repairing the material if it proves to be defective or is damaged in installation.

## 17. OVERSIZE WORKS

It is recognized that large diameter trunk service mains may be required to pass through a subdivision in order to service properties beyond the subdivision boundaries. In addition, extra street widths may be required to accommodate future anticipated traffic flow thorough the subdivision or around the perimeter roads. The following are therefore set as standard sizes and depths for service mains and road widths, the cost of which are to be the responsibility of the Developer and the difference in cost between actual sizes, depths or widths required may be paid by the applicable Local Authority in compliance with the Municipal Act to the Developer or by the Developer to the applicable Local Authority depending upon the installing agency at the current rates determined on the basis of such costs to the applicable Local Authority in the year of installation.

(a) Sanitary Sewer

The standard size shall be up to and including 250 mm diameter. Standard depth shall be up to and including 4.5 metres from centreline of the finished road surface to pipe invert. No compensation shall be paid to the Developer if the depth of a sanitary sewer required to service his own subdivision exceeds 3.5 metres or exceeds 250 mm diameter.

(b) Water Mains

The standard size shall be up to and including 200 mm diameter, standard depth shall be up to 3.5 metres of cover. Waterworks fittings and valves shall be standard up to and including 200 mm diameter. All fire hydrants, valves and leads are to be supplied at the sole cost of the Developer. No compensation shall be paid to the Developer if the size of the water main required to service his own subdivision exceeds 200 mm diameter or the depth of cover exceeds 3.5 metres.

(c) Storm Sewers

To be determined by and in conjunction with the Ministry of Transportation and Highways.

(d) Road Allowance/Street Width

To be determined by and in conjunction with Ministry of Transportation and Highways.

(e) Special Structures

Special structures or works such as pumping stations or outfalls may be submitted for consideration for cost sharing if the said structures or works are to be used to service lands outside the subdivision. The cost sharing formulae shall be negotiated and agreed between the Developer and the applicable Local Authority prior to any works in the subdivision being commenced.