



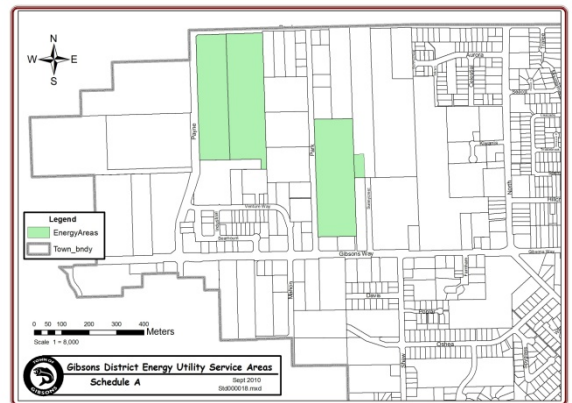
# PROCEDURE MANUAL

Date: 2013-11-15  
 Approved by: Director of Engineering  
 Distributed: 2013-11-15  
 Revised:

**DEPARTMENT:** Engineering  
**TITLE:** Gibsons Geo-exchange District Energy Utility Home-builder/Contractor Procedure  
**PURPOSE:** To provide contractors with the steps necessary for connection to the Town's District Energy Utility

## PREAMBLE:

The Town of Gibsons has constructed a Geo-exchange District Energy Utility (GDEU) in the Upper Gibsons neighbourhood. This system distributes fluid that has been warmed by the earth to homes and buildings within the system service area. Heat pumps within the homes extract heat from the distribution fluid and use it to heat the building. The first phase of the project includes the Parkland subdivision. **All homes within the service area are required to connect and use the system for space and domestic water heating.**



## Fees

Fees and charges apply to homes connecting to the system. These fees can be found in the Town of Gibsons Rates, Fees and Charges Bylaw

## Application and connection requirements

In order to apply for service and connect to the GDEU, builders/contractors are responsible for the following:

1. Submit an <a href="#">Application for Service</a> form, along with the Service Connection Fee.	Prior to purchase or installation of any equipment
2. Submit a building heat loss calculation as provided in the District Energy Utility Bylaw. If any changes are made to the building design that affects the heat loss, the heat loss calculation must be re-submitted.	Prior to purchase or installation of any equipment
3. Install the heat pump in accordance with the <a href="#">Installation Guidelines</a> .	
4. Notify the Town when system is ready for inspection, and submit Inspection Fee.	Prior to connection or flushing of the system.
5. Connect and flush the system in accordance with the <a href="#">Installation Guidelines</a> , under supervision of the Inspector (at Inspector's discretion)	

## **Purchase of Heat Pumps**

The Town has arranged for bulk pricing of heat pumps with a number of heat pump suppliers. This has been done to assist builders and contractors to obtain reasonable prices in what is a relatively small market. The Town does not in any way promote, certify, or warranty these brands over any others. Builders/contractors are free to install any heat pump that meets the requirements of the [Installation Guidelines](#). If you wish to take advantage of this pricing, contact the suppliers directly:

<b>Company</b>	<b>Brand</b>	<b>Phone</b>
Refrigerative Supply	FHP	604-944-0441
Geotility	WaterFurnace	604-273-5776
Greenray Geothermal	Climate Master	604-741-7555

## **Contacts**

- For more information, contact the Town of Gibsons:

Dave Newman, Director of Engineering

Ph: 604-886-2274

Email: [dnewman@gibsons.ca](mailto:dnewman@gibsons.ca)

- Prior to digging, contact BC One

Ph: 1-800-474-6886

- In case of emergency:

8:00 am to 4:30 pm, M-F: 604-886-2274

Nights, weekends: 1-866-257-2194