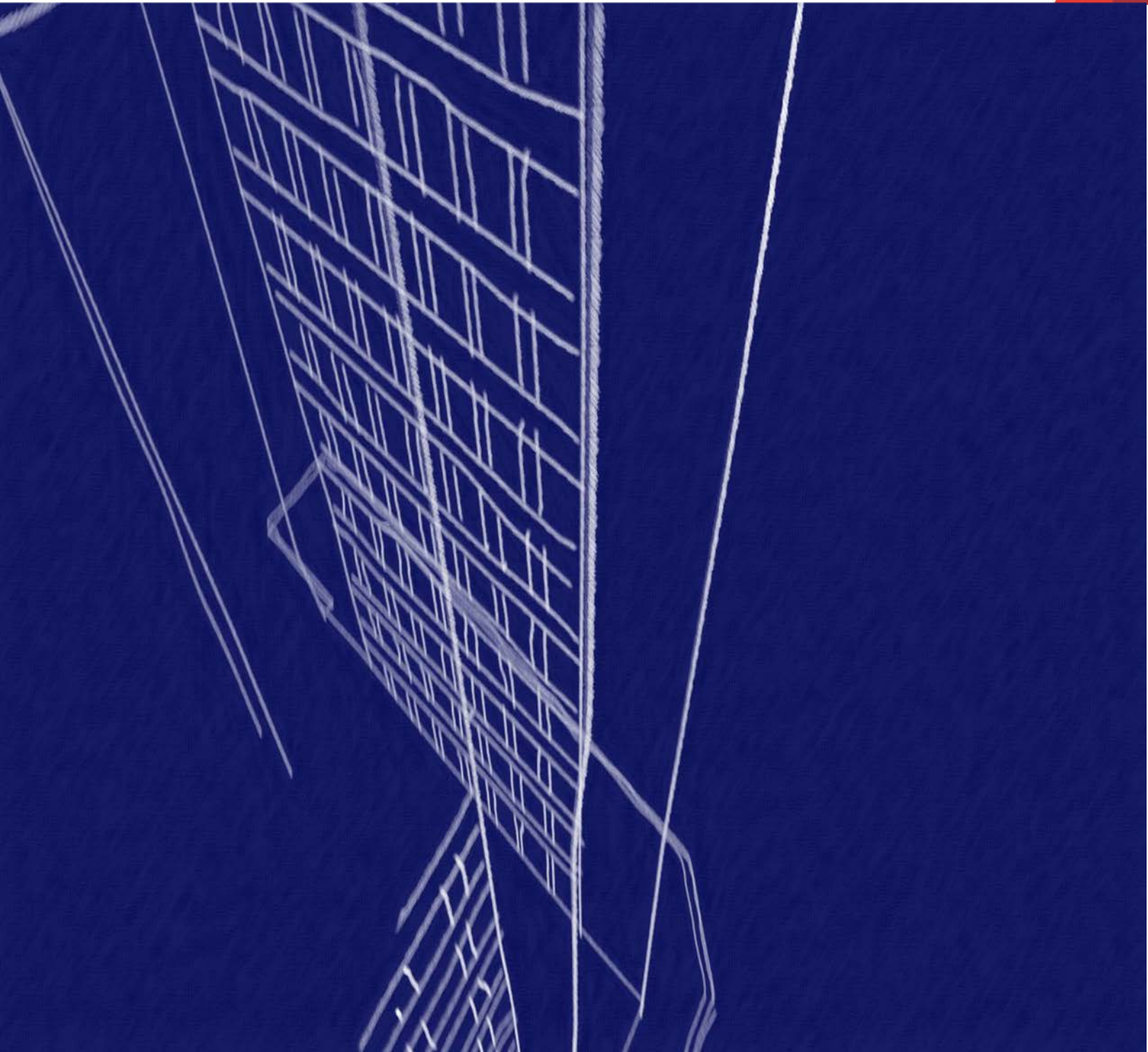


PARK PLACE

DESIGN CRITERIA MANUAL



- (i) The Tenant contractor(s) shall remove all garbage and debris from the Tenant premises in sealed containers on a daily basis to a designated location.
- (j) **The Tenant contractor(s) shall not penetrate or fix to the exterior wall, windows, or window frames.**
- (k) The Tenant contractor(s) shall protect all finishes to basic building elements and reimburse the Landlord the cost to make good any damages.
- (l) The Tenant contractor(s) shall stack drywall over main beams at column lines. Piles not to exceed 12" in height.
- (m) **Core drilling, hammer drilling, table saws, power actuated tools and other work of a noisy, dusty or vibrant nature must be carried out after normal business hours ie between 6:00 pm and 6:00 am weekdays, or any time on Saturday and Sunday. The tenant contractor(s) shall obtain the Landlord's approval in advance for any such work.**

NOTE: The Landlord may require x-rays of the concrete slab prior to drilling. The charge for any x-rays will be a Tenant's additional charge.

- (n) All coring and drilling must be approved in writing by the structural consultant prior to work commencing. Fire proof all fire related penetrations to comply with all codes and the Vancouver bylaw.
- (o) Contractors shall provide walk-off mats on construction side of elevator lobbies, into common areas and stairwells.

S No work will be permitted on the buildings fire alarm, life safety or sprinkler systems without first coordinating it with the Building Management Office at 604-975- or the Building Operations Supervisor in writing at E O D N H M R K Q V R Q # T X D G U H D
Fire alarm system-related work is restricted to Tyco Integrated Fire & Safety.

T Welding, brazing and any heat or fume producing activities are not permitted unless coordinated with the Building Management Office. Fire watch procedures must be in place.

- (r) If additional security is required due to unloading facilities being open outside of normal building hours to accommodate contractor move-ins, such security shall be a Tenant's additional charge.
- (s) No electrical circuits, fans or pumps are to be turned off without the prior permission of the Building Management Office.
- (t) The Tenant contractor(s) shall not penetrate the suspended ceiling T-bar, mechanical diffusers, or light fixtures with screws, etc.
- (u) The application of any products producing toxic and/or noxious fumes, such as contact cement, paint, etc. must be limited to times prearranged with the Building Operations Office contact blake.johnson@quadreal.com. No application of these types of products is permitted during normal business hours, without exception.
- (v) Before construction starts, the tenant contractor shall provide temporary filters to cover the pleated filters on each floor fan (2). When construction is completed, the contractor shall provide new pleated filters for both floor fans.
- (w) When construction is completed, the contractor shall wash down the floor mechanical room floor to remove all construction dust. All mechanical equipment & panels must be dust free at completion of work.

Completion of Tenant's Construction

The Tenant is required to submit an executed Statutory Declaration form to the Landlord on completion of the Tenant's work stating that the work has been completed in accordance with the approved drawings and all contractors have been paid in full. A copy of a occupancy permit from the City of Vancouver must also be submitted.

Also required are letters from the Tenant's Designer/Professional Consultant stating that the installation has been completed in accordance with the contract drawings and specifications and authorities having jurisdiction.

The Tenant is required to carry out its construction work in strict accordance with the approved drawings. Variations must be approved and recorded on the "record" drawings. Copies of the "record" drawings, in AutoCAD format, must be provided to the Landlord at the conclusion of construction.

Any elements of the Base Building such as, but not limited to, ceiling components, doors, door frames, hardware, security hardware, etc., which the Tenant removes with the approval of the Landlord, shall remain the property of and must be turned over to the Landlord. At the end of

construction, the Tenant must confirm in writing to the landlord that all base building surplus equipment/material has been delivered to the Landlord in working order.

Landlord Charges:

- (a) Landlord Supervision/Project Management:
The tenant will be charged a fee based on the square footage and complexity of the project for landlord's supervision and administration of their project. Should the Tenant exercise the option to have the Landlord act as Project Manager then the Landlord Fee would become 5% of all the costs of construction.
- (b) Building Charges
This charge includes such items as site and/or security personnel for the Tenant construction purposes. The Tenant's charges for these items would be based at cost plus a 15% administration fee.
- (c) Drawing Review
As outlined previously in this manual, the Tenant is not obliged to utilize the Base Building Consultants. Should, however, the Tenant choose to use consultants other than the Base Building Consultants, the Landlord reserves the right to have the drawings reviewed by the Base Building Consultants. All costs associated with this review will be billed directly to the Tenant plus a 15% administration fee.

Please note that additional charges and/or fines will be levied for any false fire alarms that may be set off by the tenant's contractor and/or sub-trades.

Work Regulations

Public Safety:

It is the Tenant's responsibility to ensure that the Tenant Contractors observe and comply with all applicable construction safety regulations including W.H.M.I.S. Any additional safety regulations which may be imposed by an authorized representative of the Landlord must also be complied with immediately and fully. Should failure to comply result in any construction delay, the Tenant will be held responsible for all resulting costs. The Tenant's Contractors shall provide and maintain adequate First Aid facilities during the construction period.

The Tenant shall ensure that the Contractor and his Subcontractors observe and enforce all construction safety measures as contained in the requirements of any federal/provincial legislature, regulations, municipal by-laws and requirements and the requirements of all other Authorities having jurisdiction which may pertain to construction of the work.

In the event of any conflict between any municipal by-laws, provincial or federal legislation, the provision that sets out the most onerous or stringent requirement shall apply.

The Tenant must ensure that it's Contractor and Subcontractors:

- a) Comply with, but not be limited to all ordinances, the requirements of all Acts and Regulations with respect to health and safety including Occupational Health and Safety Act, British Columbia(as amended) and Regulations for Construction Projects (as amended) made thereunder; and Workplace Hazardous Material Information System (WHMIS) Regulation, including the following:
- i. Before commencement of work and throughout Contract, maintain on site and readily accessible to all those who may be exposed to hazardous materials, a list of all hazardous materials proposed for use on Site or Workplace together with current Material Safety Data Sheets (MSDS).
 - ii. Ensure hazardous materials used and/or supplies on site are labelled in accordance with WHMIS requirements.
 - iii. Provide detailed written procedures of safe handling, storage and use of such hazardous materials including special precautions, safe clean up and disposal procedures. Conform to Environmental Protection Act for disposal requirements.

Ensure that those who handle and/or exposed to or are likely to handle or be exposed to, hazardous materials are fully instructed and trained in accordance with WHMIS requirements.

Minors:

Minors are not permitted on the construction site at any time.

Emergency Contact:

The Tenant Contractors are required to post on the Leased Premises three (3) names and telephone numbers for emergency contact. Copy to Head of Building Security.

Temporary Services:

The Tenant's Contractor is responsible for the distribution and installation of temporary power and telephone within the Leased Premises during the construction period. Exposed electrical cords are not permitted outside of the Leased Premises. The Tenant is responsible for the installation of a telephone during the construction period. The Tenant and its contractors will not have access to the Landlord's telephone. The Tenant's contractors are to supply the necessary temporary heating units. Hook up and disconnect to the building supply line will be done by the base building mechanical trade to the Tenant's account. A consumption rate for recorded use will also be applicable to the Tenant's account.

Work Areas:



All construction materials, tools, equipment and workbenches must be kept within the Leased Premises throughout construction. All public lobbies, washrooms and stairs shall be kept clean of construction materials. Should the contractors use the public washroom, such contractors will be responsible for cleaning and/or repair of damages. The contractor shall be responsible for the implementation and maintenance of Dust Control measures. Smoke detectors & other dust sensitive equipment (i.e. thermostats etc.) should be protected from dust thereby eliminating the possibility of a false fire alarm

Garbage Removal:

The Tenant is responsible for ensuring that the Tenant Contractors remove all garbage and debris in approved containers from the Leased Premises, corridors and common areas after regular business hours. Garbage containers will not be provided by the Landlord. Should it be necessary for the Landlord to remove a Tenant's garbage or debris due to inaction by the Tenant, the Tenant will be invoiced for the cost thereof. Temporary storage of garbage or debris outside the Leased Premises is not permitted. The Tenant's contractor will not be permitted to dispose of construction debris in the building compactor.

The Tenant/Contractor shall make arrangements to provide a separate garbage container and place it in a suitable location agreed to by the Landlord. Removal of Tenant's construction debris will be scheduled between the hours of 6pm to 6am. Bins will only be accepted on site during these hours. Booking of the service elevator for down loading must be co-ordinated through the Property Management Office with a minimum of forty-eight (48) hours' notice. The Tenant's contractor is responsible for the most efficient use of the service elevator at the Landlord's discretion. Any expense incurred due to misuse of the freight elevator, i.e. overloading or debris dropped in door track will be charged back to the Tenant. A building representative may be required, at the discretion of Management, after hours and the cost of it will be charged to the Tenant.

The cost of the extra garbage container and all tipping and disposal fees shall be the sole responsibility of the Tenant/Contractor.

The contractor is to ensure that the floor is not loaded in such a way that it may overload the structural capacity of the floor. i.e. Drywall to be stacked no higher than .5 meters and must be stacked over structural beams.

Salvage:

All permanent improvements are the property of the Landlord and, as such, the Landlord holds exclusive salvage claims throughout the building.

Working Hours:

Work including hoisting of materials shall be carried out in the Leased Premises from 6pm to 6am, with exceptions. Any work which is required to be carried out at times other than those stated above, will require approval from the Landlord prior to the work being performed. All work not contained within the demising walls and exposed to the public must be enclosed by



full height, one side plywood boarding painted to match the Landlord's standard colour. No work is to proceed in areas exposed to the public during rush hours, these hours being the generally accepted hours of 6am to 6pm.

Temporary Fire Protection:

Operable fire extinguishers of the proper classification and in sufficient numbers to combat a potential fire in the work area, must be kept in the Leased Premises throughout the construction period. Base building extinguishers are not to be removed from cabinets.

Security:

The Tenant and its contractor are fully responsible for the physical security of the Leased Premises and the contents thereof throughout the construction period. If required, temporary door(s), frame(s) and hardware are to be installed at the Tenant/Contractors cost. A copy of the key must be left with the Landlord in case of emergency within the suite. Storage of materials in the areas other than the Leased Premises will not be permitted.

Access to Occupied Tenant Spaces:

Contractors requiring access to occupied premises during construction will do so by appointment, to be arranged through the Landlord and at the reasonable convenience of the affected Tenant. Should access to other occupied premises be required after hours, a security guard may be required. The Landlord will arrange for the guard as required and all costs for this service will be billed directly to the Tenant.

Access and Deliveries:

All material deliveries MUST be scheduled with the Property Management office and/or building security 48 hours in advance and be approved by the Landlord. Bookings of the service elevator are on a "first come first served basis". Personnel access and material deliveries to the Leased Premises are to be only by routes designated by the Landlord. Large deliveries must be made before 6am or after 6pm, or anytime on weekends and/or Statutory Holidays. Please note that under Section CSA B44 94 Elevator Code, the weight of any single piece of freight or of any single hand truck and its load cannot be more than 25% of the rated load of the service elevator. The handling of items, which may exceed this 25% rated capacity or due to their dimension require special treatment, must be reviewed and arranged with the Landlord. Any costs incurred as a result will be at the Tenant's expense. The Landlord or any of its agents will not be responsible for receiving or signing for any materials. No deliveries of any kind will be allowed through the Lobby without written approval from the Landlord in advance.

Access Panels:

The Tenant must provide access panels in walls, ceilings and floor construction as directed by the Landlord to permit necessary access to equipment and/or services. All sizes and locations of access panels are to be approved by the Landlord prior to installation.

Testing and Tie-ins:

The Tenant must obtain the Landlord's permission in writing prior to the installation of any tie-ins to the mechanical, controls, and fire protection or life safety systems and before testing any such tie-ins. Where any tie-ins are made to existing services i.e., domestic water, sanitary, etc. provisions for future accessibility and isolation must be made, and are the responsibility of the Tenant or their contractor. At the sole expense of the Tenant, the Landlord's fire safety consultant shall be retained to verify any and all fire system alternations. The Tenant will be held fully responsible for any damages that may result from such tie-ins.

Fire Alarms:

All revisions to the base building sprinkler system must be approved by the Landlord or authorized personnel. The sprinkler control valve will be closed and the sprinkler line drained down until completion of all Tenant revisions on each floor. All sprinkler systems components must be able to be made operable at the end of each day. The Landlord must be contacted forty-eight (48) hours in advance of any proposed sprinkler work, and before commencing work on the site. All precautions must be taken to ensure false fire alarms do not take place. Charges will be levied against the Tenant's account.

Sprinkler work requiring isolation of occupied areas must be completed during normal maintenance staff hours 7am to 5pm,(With exceptions). The contractor must provide a fire watch person for occupied areas in accordance with the building fire plan.

After completion of all Tenants work the system must be water pressure tested at 150 p.s.i. for two hours. The Landlord's base building engineering consultant must witness the test and send the test certificate to the Landlord. The sprinkler system will be reactivated once all tests have been approved. The Tenant is responsible to ensure that the relocation or addition of heads conforms to all applicable N.F.P.A. standards, I.A.O. requirements and to all authority requirements.

- a) A temporary smoke detection system must be installed in the event that the sprinkler system and building smoke detection system becomes inoperable at the end of each day.
- b) A full set of approved hydraulic calculations and drawings must be forwarded to the Landlord from the sprinkler contractor prior to any work commencement.



Arrangements must be made with the Landlord prior to performing any work on the fire alarm system. Only building personnel are allowed to isolate the fire alarm panel when modifying, installing, and/or relocating any alarm devices (i.e. pull stations, communication speakers, fire alarm bells, etc.). The Fire Alarm System must be in an operable condition at the end of each day.

Plumbing:

Where plumbing is removed from Tenant premises, all water supply, drain lines and vent connections must be removed from the ceiling spaces back to the core riser and properly capped. Installation of water meter(s) will be required on all incoming lines to the Tenant's premises servicing any kitchens, private washrooms and HVAC equipment.

Powder Actuated Devices:

Powder actuated fasteners may not be used to support ceiling suspension systems or equipment suspended from the underside of slabs.

Drilling or Cutting:

The Tenant Contractors are not permitted to drill, cut or chase openings of any description in any part of the Base Building Structure. If such work is deemed to be necessary and acceptable by the Landlord and the Landlords structural engineer, it will be carried out after regular working hours by the Tenant/Contractor to their account. X-Ray of core slabs or walls, is mandatory, and will be at the Tenant's / Contractor's cost.

All hole locations shall be submitted on the drawings, accompanied by the x-rays for review and approval by the Landlord prior to drilling. All x-raying and subsequent core drilling must occur between 6pm and 6am.

Fastenings:

The Tenant's contractors are NOT permitted to fasten to curtain walls, window frames, mullions, heating radiation covers, or walls, which may contain vapour barriers or special fire rated structures. Clips in lieu of screws MUST be used to fasten interior or demising walls to the ceiling T-bars. No wall partitions will be permitted to butt up to the windows. All walls must end at an existing window mullion.

Welding & Any Open Flame Work:

Open flames for welding, cutting or other purposes are not permitted without the prior consent of the Landlord. Proposed work of this nature must be approved by Base Building Operations in writing with at least 48 hours notice before the work is to be done. An operational fire extinguisher must be available in the immediate vicinity of the work, in addition to those already present. The Tenant contractor shall co-ordinate shut off or covering of the smoke detectors with Building Operations. Should the Tenant contractor neglect to notify Operations regarding the above-noted work and a fire alarm is activated, resulting in a false alarm the Tenant contractor will be charged with all associated costs plus an administration fee of 15% per occurrence.

Damages:

The Tenant Contractors shall protect all finishes to the Base Building elements and reimburse the Landlord the cost to make good any damages. Polyethylene vinyl will be applied to protect all Base Building Carpet surfaces. Pressboard will be used in all common areas for move-ins and moving of materials.

Storage:

The Tenant Contractors will stack drywall in piles not exceeding 305mm in height over the main beams at column lines. Do not overload the structure.

Noise:

Work such as coring and drilling **MUST** be carried out during non-business hours with the Landlord's approval in advance. The Landlord reserves the right to request any work that creates noise that could disrupt the surrounding tenant's right for quiet enjoyment of their own premises, to cease the activity and reschedule to an after hours time frame. Under no circumstances will the Landlord be held accountable for any cost increases incurred by the tenant/contractor for alternate scheduling of the associated work.

Odours:

Any work that has the possibility of generating an odour which will offend other occupied area shall be moved to either after hour or weekend schedules (i.e. any painting operations utilizing paints, concrete sealing, glue applications for tile or carpet, etc.).

Access to Premises:

The Landlord shall have free access to the Leased Premises at all times for the Purpose of completing, correcting or inspection of any work.

Parking:

Parking for trades people is permitted, space permitting, in the parkade at the contractors expense. Drop off and pick up of materials is from the loading dock. There is a 30 minute limit to drop off and pick up during normal business hours. With exceptions.

No vehicles may be parked, placed or worked from on the sidewalks, driveways, or any other property inside the street lines surrounding the property.

Where security card access is required for access to parking or other areas of the building it will be the Tenant Contractor's responsibility to obtain the Security Cards. There will be a refundable deposit for the security cards.

Work Conflict:

Tenant Contractors work shall be performed in a manner that will not interfere or conflict with any activities of the Landlord, other Tenants or the operation of the Complex.

Clean-Up:

Prior to moving in, the Tenant and Contractor are responsible for cleaning the following:

- a) carpets and all other floor coverings which may have become soiled during the construction;
- b) light fixtures and lenses (including fixtures previously installed);
- c) inside face of windows and curtain wall mullions; perimeter radiation units (inside & out);
- d) public corridors adjacent to the Leased Premises, and service areas used during construction, including base building electrical and mechanical rooms;
- e) window coverings, i.e. blinds, control devices, ductwork;
- f) elevator(s) and loading area(s);
- g) installation of new filters in equipment within the premises and/or the compartment unit serving the floor.

NOTE: The Tenant/Contractor may choose to retain the Base Building cleaning contractor for this work, but all costs are a direct Tenant expense.



Move In:

It is the responsibility of the Tenant to advise the Landlord in writing, at least two weeks prior to the anticipated move in date, of the following:

- a) Name of the moving company, including a primary and secondary contact name and telephone number;
- b) Date and time of the move in;
- c) Elevator requirements;
- d) Any other special services or requirements.

Section 2: Description of Finishes

FINISHES

Floors

Finished concrete floor slabs suitable to receive carpet. Carpet will be provided in multi-tenant corridors and elevator lobbies. Carpet for multi-tenant corridors and elevator lobbies will be a building standard maintained by the Landlord.

Walls:

Core walls, exterior walls, columns and Tenant demising partitions are taped and sanded drywall. The Landlord shall provide building standard demising partitions to delineate the Tenant's leased premises which shall be composed of 2 ½" steel studs, 2 ½" batt insulation fill, with 1" layer of drywall on each side. Deviations will be allowed in finishes on the tenant side of the demising partitions subject to the Landlords approval and at the Tenants expense. From T-bar grid to slab above, 1" of drywall is required on each side with rough finished joints. On the multi tenant floors, the public corridors, if any, will be wallpapered. Minimum width of any public or Tenant suite corridor will be 1.1 meters unless the building code dictates otherwise due to the high occupancy loads. Clear width must take into account door obstruction. All interior partition walls must terminate at an existing building window mullion. No walls will be permitted to end in the middle of a window (fake mullions will not be permitted). All mullions are to remain the base building colour. No exceptions.

Exterior walls shall be drywall with painted finish. Tenants shall not fix to or puncture the exterior drywall membrane for the installations of partitions, furniture, electrical outlets, etc. **No exceptions.**

Ceilings: (Tenant Space and Corridors)

The ceilings in the tenant spaces will be Armstrong 773B Cortega Minaboard acoustical panels, size 20" x 60" on a standard white T-Bar at standard heights as follows:

2nd to 33rd floors – 8'9",

34th to 35th floors – 10'0".

The ceilings in the common hallways will be Armstrong Cortega Fireguard MR8669 20" x 60". The Tenant and contractor will be responsible for all ceiling tiles previously installed. NO ceiling grid may be cut without the written authorization of the Landlord.

Elevator Lobbies

Elevator lobbies on multi-tenant floors will be wallpapered with base building standard wallpaper.



The elevator doors on the ground floor will be a stainless steel finish. On multi-tenant floors, the elevator doors will be colored to the building standard.

The floor finish on multi-tenant floors will be carpet to building standard.

Suite Entry Doors

Doors (on multiple tenant floors only)

The Landlord shall provide one demising building standard (solid core wood) door 3'.0" x full height and wood frames (s) and a second standard door if required by Code for exiting. All doors will be equipped with building standard stainless steel Schlage "Ball", "D" Series latch set in dull chrome finish. All doors will be keyed to the building standard key-code and master-key system. When "Ball" style cannot be delivered on schedule, the Schlage "Orbit" style is an acceptable temporary replacement until the "Ball" hardware is in stock. Doors are hung on 2 pairs of 4½" x 4½" stainless steel butts, complete with floor stops.

As an alternative to the standard single door application, the Landlord may approve the installation of a combination wood door and glazed sidelight in wood frames. The door is Appalachian Red Oak, flat sliced and boom matched in grain and structure. The cost of this door would be a Tenant's cost.

Hardware

Hardware will be locksets on the stairway doors and exterior doors to premises and locksets and passage sets within the suites/or acceptable lever handle with finish to match base building.

All door locks installed by the Tenant, on both entrance and interior doors must be keyed to the building Master Keying System. The system, while allowing complete versatility and freedom for the Tenant regarding the locking arrangements for their offices, provides access to each office at all times for both normal cleaning and especially emergency situations. It is the contractor's responsibility to ensure the correct keyway is installed to accommodate the Master Key System.

Suite entrance/exit/access door hardware will be **Schlage** with a brushed stainless steel finish. Closers will be mounted on the tenant side of doors and will have a brushed stainless finish.

All locking hardware must be compatible with existing base building Schlage type.

Outside locksmiths or lock manufacturers are NOT permitted to change the bitting or keying of the locks. Base building door closers are **LCN Type 4030 series**.



Keys and Cylinders

The Landlord will provide building standard cylinders and two keys for each demising doors supplied by the Landlord. All additional locks supplied by the Tenant shall be key-coded to the **Building's Master Key System** and can be purchased from the Buildings Locksmith Al Scott Lock and Safe (604) 581-5000.

Window Coverings

Building standard window coverings and necessary hardware will be provided by the Landlord and must not be removed. (exterior glazing only)

Exterior Glazing

Solarban 575-20 (copper) reflective double glazed thermal units in aluminum frames.

Signage

- (a) A building standard identification sign for Tenant's entrance door shall be provided by the Landlord at Tenant's expense.
- (b) Tenant identification shall be provided on the main floor lobby directory shall be provided by the Landlord at Tenant's expense.
- (c) Standard base building elevator lobby directional signs shall be provided by the Landlord at the Tenant's expense.
- (d) All other Tenant signage must be approved by the Landlord before installation.

Structural Systems

No coring of slab is permitted without written approval of the structural consultant. X-raying of the slab for penetrations is mandatory and must be performed after hours and coordinated with the building operation's staff. All costs related to structural penetrations, including consultant's review and security arrangements will be the sole cost of the tenant.

General floor framing systems are included in the drawings supplied by the Landlord. Unusual loading situations, such as filing rooms, safes, computer installations, etc. must be brought to the attention of the Landlord. The Landlord will not be responsible for any partitioning layout revisions necessitated by unusual loading conditions.

Design loads are as follows:

Live Load:	65lbs. per square foot
Partitions:	20 lbs. per square foot

BUILDING CONTROL SYSTEM

ESC Automation	604-574-7790	Tom Westendorf	tomw@escautomation.com
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BALANCING CONTRACTOR

KD Engineering	604-872-8651	Richard Salary	richardsalary@kdengineering.com
Western Mechanical Services	604-322-1434	Emily Mudry	emudry@westernmechanical.ca

MECHANICAL – HVAC

MDE Mechanical/Electrical	604-291-1995	Mel Di Nunno	mel@mde-electrical.com
Mott Electric	604-683-5752	Howard Smith	hsmith@mottelectric.com
Davidson Bros.	604-522-4798	Wayne Davidson	wdavidson@davidsonbros.ca
Pacific Mechanical Systems	604-251-3766	Kirk Johnson	kirk@pacificmechanical.ca

PLUMBING

MDE Mechanical/Electrical	604-291-1995	Mel Di Nunno	mel@mde-electrical.com
MCR Mechanical	604-939-8258	Mario Iorio	mcrprojects@telus.net
Davidson Bros.	604-522-4798	Wayne Davidson	wdavidson@davidsonbros.ca
Pacific Mechanical Systems	604-251-3766	Kirk Johnson	kirk@pacificmechanical.ca

LOCKSMITH

Al Scott Lock & Safe	604-581-5000	Vivian	alscottvivian@shaw.ca
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