

Committee of Council Special Agenda

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

Tuesday, January 22, 2019

Time: 2:00p.m.

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the January 15, 2019, Special Committee of Council Meeting Agenda be adopted as circulated with the following changes:

- *Addition of subsection(s) of Section 90 of the Community Charter:*

Item 5.4

(1)(g) litigation or potential litigation affecting the municipality;

(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

Recommendation:

That the minutes of the following Committee of Council Meetings be adopted:

- *January 8, 2019, Special Committee of Council Meeting.*

4. REPORTS

4.1 KPMG Audit Planning Report

Recommendation:

None.

4.2 Patricia Avenue Multi Use Path – Open House Summary

Recommendation:

That Council re-affirm that the Patricia Avenue multi-use path project be included in the 2019 Capital Works project.

4.3 Proposed Policy for Trees and a new Tree Bylaw

Recommendation:

That Committee of Council recommend that Council:

1. *Give 1st and 2nd reading to an Official Community Plan Amendment Bylaw to set a tree canopy target and update planning policies;*
2. *Confirm the consultation for the Official Community Plan amendment to include information posted on the City's website throughout the review, the Let's Talk Trees program in 2017, and the 2018 public consultation on proposed changes;*
3. *Give first three readings to a new Tree Bylaw; and,*
4. *Give first three readings to amending the Fees and Charges Bylaw, Delegation of Authority Bylaw, Bylaw Notice Enforcement Bylaw, and Ticket Information Bylaw.*

4.4 November/December Community Recreation Complex Planning Update (Verbal)

Recommendation:

None.

5. COUNCILLOR'S UPDATE

6. MAYOR'S UPDATE

7. CAO UPDATE

8. RESOLUTION TO CLOSE

8.1 Resolution to Close the January 22, 2019, Special Committee of Council Meeting to the Public

Recommendation:

That the Special Committee of Council Meeting of January 22, 2019, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 5.1

l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

Item 5.2

g) litigation or potential litigation affecting the municipality.

Item 5.3

b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

Present:

Chair – Mayor West
Councillor Darling
Councillor Dupont
Councillor McCurrach
Councillor Penner
Councillor Pollock

Absent:

Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 3:19 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the January 8, 2019, Regular Committee of Council Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council Meetings

Moved - Seconded:

That the minutes of the following Committee of Council Meetings be adopted:

- *November 13, 2018, Special Committee of Council Meeting*
- *November 20, 2018, Special Committee of Council Meeting*
- *December 4, 2018, Special Committee of Council Meeting*
- *December 11, 2018, Special Committee of Council Meeting.*

Carried

4. REPORTS

4.1 Zoning Bylaw Amendment for 1611 Manning Avenue

Moved - Seconded:

That Committee of Council recommend to Council that:

1. *The zoning of 1611 Manning Avenue be amended from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4); and*
2. *Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
 - a. *Completion of design and submission of fees and securities for off-site works and services.*

Carried

4.2 Letter of Concurrence for Monopole - 2842 Burns Road

Councillor McCurrach declared a conflict due to employment with a cellular company and left the room.

Moved - Seconded:

That Committee of Council advise the applicant:

1. *That Committee is not prepared to recommend that Council provide a letter of land use concurrence for a proposed 40-metre monopole at 2842 Burns Road at this time, and*
2. *That Committee would be prepared to recommend that Council provide a letter of land use concurrence, if the proposed site ceased to provide unauthorized commercial vehicle storage and the monopole and associated equipment is located within the farm home plate.*

Carried

Councillor McCurrach rejoined the meeting at 3:50 p.m.

4.3 Development Permit No. DP000334 for 2331 and 2341 Mary Hill Road

Moved - Seconded:

That Committee of Council approve Development Permit DP000334 to regulate an apartment development at 2331 and 2341 Mary Hill Road.

Carried

Councillor Pollock left at 4:07 p.m. and returned at 4:09 p.m.

4.4 2019 Draft Utility Rates

Moved - Seconded:

That Committee of Council direct staff to:

1. *Prepare the 2019 utility rate bylaws based on the draft budget as presented in the January 8, 2019, staff report, "2019 Draft Utility Rates", and*
2. *Prepare a policy governing the use of the rate stabilization reserves based on the guidelines outlined in the January 8, 2019, staff report, "2019 Draft Utility Rates".*

Carried

4.5 2019 Late Budget Request - Event Society Funding

Moved - Seconded:

That Committee direct staff to include the late budget request for Event Society Funding as a decision package for 2019 budget deliberations.

Carried

5. COUNCILLOR'S UPDATE

Council provided updates on City business.

6. MAYOR'S UPDATE

Mayor West provided an update on City business.

7. CAO UPDATE

The Acting CAO provided an update on City business.

Moved – Seconded:

That the exterior power be turned off immediately at the band shell in Leigh Square.

Carried

Moved – Seconded:

That all donation bins be removed immediately within Port Coquitlam.

Motion to Substitute:

Moved – Seconded:

That the following motion be substituted for the motion on the floor:

That staff contact all local businesses and organizations who currently have clothing donation bins on their property to inform them of Council's concern regarding the public safety of these bins and express the City's desire for these to be removed.

Motion to Substitute Carried

Substituted Motion Carried

8. NEW BUSINESS

8.1 No new business

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved - Seconded:

That the January 8, 2019, Regular Committee of Council Meeting be adjourned at 5:08 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

KPMG Audit Planning Report

RECOMMENDATION:

None

SUMMARY

KPMG, the City's auditors, have provided an audit planning report detailing the planned scope of work and timing for the audit of the City's 2018 Consolidated Financial Statements. This report is intended to assist the Committee in discharging its duties and responsibilities with respect to financial governance and oversight and is one of the acceptable methods for the auditors to meet their requirements to communicate with those charged with governance.

The auditors are scheduled to meet with the Committee on January 22, 2019 to discuss the Audit Planning Report and respond to any questions the Committee may have. The interim audit field work was conducted during the week of December 3 to December 5, 2018 and year end field work is scheduled for the weeks of March 19 to 22 and April 8 to 12, 2019. The auditors anticipate presenting their 2018 audit findings report to the Committee mid May 2019.

ATTACHMENTS

Attachment #1: KPMG Audit Planning Report

Attachment #2: KPMG Audit Engagement Letter

Lead author(s): Sharleen Karamanian



City of Port Coquitlam

Audit Planning Report for the
year ended December 31, 2018







KPMG LLP

January 11, 2019, for presentation
on January 22, 2019

kpmg.ca/audit



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The contacts
at KPMG in
connection
with this report
are:



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*We have made a change to the Lead Engagement Partner providing audit services to the City of Port Coquitlam. Brandon has been introduced to and has met with management as part of our audit planning process.

This Audit Planning Report should not be used for any other purpose or by anyone other than Council. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Planning Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Considerations in developing our Audit Plan



We are pleased to provide for your review the following information relating to the planned scope and timing for the audit of the consolidated financial statements of the City of Port Coquitlam (the “City”) for the year ended December 31, 2018.



Changes in operations

There are no significant changes in the operations that will impact the audit of the City’s consolidated financial statements.



Changes in accounting standards

The following new accounting standards have been approved by the Public Sector Accounting Board (“PSAB”) and are effective for the City’s 2018 fiscal year:

- Related party disclosures
- Inter-entity transactions
- Assets
- Contingent assets
- Contractual rights

Management has commenced work to adopt the new accounting standards.



Materiality

Materiality Benchmark

Prior year expenses

\$89,412,000

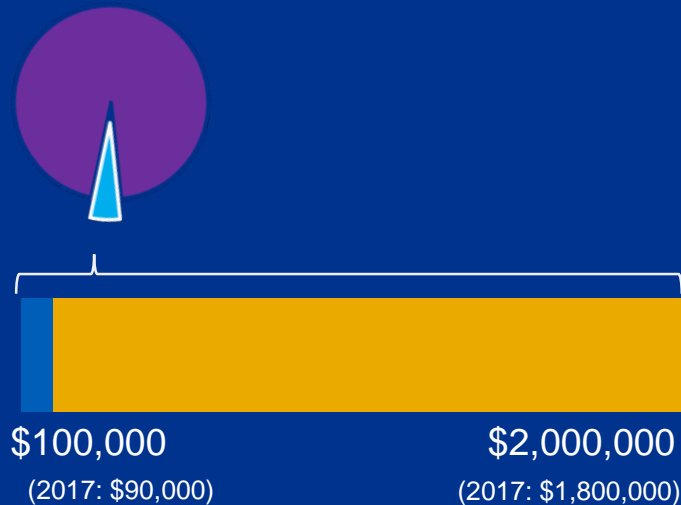
(2017 Benchmark: Expenses)

Materiality

\$2,000,000

2.2% of prior year expenses

(2017: \$1,800,000, 2.0% of expenses)



- Threshold at which misstatements are reported to Council
- Materiality for the financial statements as a whole

Materiality represents the level at which we think misstatements will reasonably influence users of the financial statements. It considers both quantitative and qualitative factors

To respond to aggregation risk, we design our procedures to detect misstatements at a lower level of materiality.

Professional standards require us to re-assess materiality at the completion of our audit based on period-end results or new information in order to confirm whether the amount determined for planning purposes remains appropriate.

We will report:



Corrected audit misstatements



Uncorrected audit misstatements



Areas of audit focus



Areas of focus

Development cost charges ("DCC")

Why are we focusing here?

DCC charged by the City are recorded as a liability and recognized as revenue when the expenditures are incurred.



Our audit approach

- Update our understanding of the process activities and controls for DCC.
- Select a sample of DCC charges, recalculate the total amount, agree each factor in the calculation to supporting documentation (e.g. approved rates) and agree the amount recorded to cash receipts or letters of credits.
- Select a sample of DCC expenditures and agree the amount recorded to supporting documentation.



Areas of audit focus



Areas of focus

Tangible capital assets ("TCA")

Why are we focusing here?

Each year, the City incurs capital expenditures which are recorded as TCA. Coordination is required between the Finance and Engineering departments to ensure that all projects and assets are accounted for appropriately.



Our audit approach

- Update our understanding of the process activities and controls for TCA.
- Select a sample of TCA additions, including developer contributed assets, and agree the amount recorded in the general ledger to supporting documentation. Ensure each item is recorded in the appropriate TCA category and is appropriate to capitalize.
- Select a sample of TCA disposals and recalculate the gain/loss recorded. Agree any proceeds from disposition to cash receipts.
- Perform analytical procedures on amortization expense to assess whether the change in the balance from the prior year is reasonable.
- Obtain an understanding of the Recreation Complex capital project as at year-end and ensure the TCA additions and the impact to the land sale receivable are accounted for appropriately. Review the financial statement note disclosure to ensure that it is accurate.



Areas of audit focus



Areas of focus

New accounting standards

Why are we focusing here?

New accounting standards under Public Sector Accounting Standards are effective for the City's 2018 financial statements: Related party disclosures, Inter-entity transactions, Assets, Contingent assets, and Contractual rights.



Our audit approach

- Review management's assessment of the impact of adopting the new accounting standards.
- If adjustments or disclosures are required as a result of adopting the new accounting standards, perform testing over the accuracy of the amounts recorded and/or disclosed.
- Assess the completeness of adjustments or disclosures that are required as a result of adopting the new accounting standards.



Audit risks



Professional requirements

Fraud risk from management override of controls

Why is it significant?

This is a presumed fraud risk. We have not identified any specific additional risks of management override relating to this audit.



Our audit approach

Professional standards require the inclusion of this risk in our audit. Our audit methodology incorporates the procedures required by professional standards to address this risk. These procedures include:

- Testing of journal entries and other adjustments.
- Performing a retrospective review of estimates.
- Evaluating the business rationale of significant unusual transactions.

Annual inquiries



Professional auditing standards require that we annually inquire concerning Council's oversight of management's process for identifying and responding to the risks of fraud with the City. Accordingly, we ask whether you:

- Are aware of, or have identified any instances of, actual, suspected, possible or alleged non-compliance of laws and regulations or fraud, including misconduct or unethical behavior related to financial reporting or misappropriation of assets? If so, have these instances been appropriately addressed to your satisfaction?
- Are aware of any significant fraud risks facing the City?
- Believe that Council exercises effective oversight of management's process for identifying and responding to the risk of fraud in the City and these internal controls that management has established to mitigate these fraud risks?
- Are aware of the City entering into any significant unusual transactions?

We will discuss your responses to these questions when the report is presented at the Council meeting.



Key deliverables and milestones





The 2018 Auditors' Reports



Background

In response to stakeholders demanding more than a binary pass/fail opinion from the auditors' report, the new and revised auditor reporting standards have introduced significant changes to the traditional auditors' report we provide.

In April 2017, the Auditing and Assurance Standards Board ("AASB") in Canada approved the new and revised auditor reporting standards as Canadian Auditing Standards (CASs).



Highlights of changes to your 2018 auditors' reports

- Re-ordering of the auditors' report including moving opinion to the first section.
- Separate section on "Material Uncertainty Related to Going Concern" if a material uncertainty is identified.
- Separate section on "Other Information" (e.g. annual report), if applicable.
- Expanded descriptions of management's responsibilities, including those related to assessing the City's ability to continue as a going concern.
- New description of responsibilities of those charged with governance (Council).
- Expanded descriptions of auditors' responsibilities.

Currently, the reporting of Key Audit Matters ("KAMs") in the auditors' report is only applicable when required by law or regulation or when the auditor is engaged to do so.



The 2018 Auditors' Reports (continued)

Expected form of the City's auditors' report on the financial statements

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the Corporation of the City of Port Coquitlam

Opinion

We have audited the consolidated financial statements of the Corporation of the City of Port Coquitlam (the "City"), which comprise:

- the consolidated statement of financial position as at December 31, 2018
- the consolidated statement of operations for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2018, and its consolidated results of operations, its changes in net consolidated financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



The 2018 Auditors' Reports (continued)

Expected form of the City's auditors' report on the financial statements (continued)

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.



The 2018 Auditors' Reports (continued)

Expected form of the City's auditors' report on the financial statements (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



The 2018 Auditors' Reports (continued)

Expected form of the City's auditors' report for the Home Owners' Grants

INDEPENDENT AUDITORS' REPORT

To the Corporation of the City of Port Coquitlam and Ministry of Municipal Affairs and Housing

Opinion

We have audited the financial information in the accompanying Form C2 – Home Owner Grant: Treasurer/Auditor Certificate comprised of total Home Owner Grants of \$_____, total reimbursement by the Province of British Columbia (the "Province") of \$_____, and total balance due from the Province of \$_____ of the Corporation of the City of Port Coquitlam (the "Entity") for the year ended December 31, 2018, and notes, comprising a summary of significant accounting policies (hereinafter referred to as the "Certificate").

In our opinion, the financial information in the accompanying Form C2 – Home Owner Grant: Treasurer/Auditor Certificate of the Entity for the year ended December 31, 2018 is prepared, in all material respects, in accordance with the financial reporting provisions of Section 12(1) of the Home Owner Grant Act.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Certificate**" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the Certificate in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



The 2018 Auditors' Reports (continued)

Expected form of the City's auditors' report for the Home Owners' Grants (continued)

Emphasis of Matter – Financial Reporting Framework

We draw attention to Note 1 to the Certificate, which describes the applicable financial reporting framework.

The Certificate is prepared to assist the Entity to meet the requirements of Section 12(1) of the Home Owner Grant Act.

As a result, the Certificate may not be suitable for another purpose.

Our opinion is not modified in respect of this matter.

Other Matter – Restriction on Use

Our report is intended solely for the Entity and the Ministry of Municipal Affairs and Housing and should not be used by other parties.

Responsibilities of Management and Those Charged with Governance for the Certificate

Management is responsible for the preparation of the Certificate in accordance with the financial reporting provisions of Section 12(1) of the Home Owner Grant Act, and for such internal control as management determines is necessary to enable the preparation of a Certificate that is free from material misstatement, whether due to fraud or error.

In preparing the Certificate, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charges with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Certificate

Our objectives are to obtain reasonable assurance about whether the Certificate as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.



The 2018 Auditors' Reports (continued)

Expected form of the City's auditors' report for the Home Owners' Grants (continued)

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the Certificate.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the Certificate, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the Certificate or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



The 2018 Auditors' Reports (continued)

Expected form of the City's report on compliance with the School Act

INDEPENDENT PRACTITIONER'S REASONABLE ASSURANCE REPORT ON COMPLIANCE

To the Ministry of Municipal Affairs and Housing

We have undertaken a reasonable assurance engagement of the accompanying statement of the Corporation of the City of Port Coquitlam's (the "Entity") compliance during the period of January 1, 2018 to December 31, 2018, with subsection 2 and 3 of section 124 of Part 8 of the School Act ("the specified requirements").

Management's Responsibility

Management is responsible for measuring and evaluating the Entity's compliance with the specified requirements and for preparing the Entity's statement of compliance. Management is also responsible for such internal control as management determines is necessary to enable the Entity's compliance with the specified requirements.

Our Responsibility

Our responsibility is to express a reasonable assurance opinion on management's statement based on the evidence we have obtained. We conducted our reasonable assurance engagement in accordance with Canadian Standard on Assurance Engagements 3530, *Attestation Engagements to Report on Compliance*. This standard requires that we plan and perform this engagement to obtain reasonable assurance about whether management's statement is fairly stated, in all material respects.

Reasonable assurance is a high level of assurance, but is not a guarantee that an engagement conducted in accordance with this standard will always detect a material instance of non-compliance with specified requirements when it exists. Instances of non-compliance can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users of our report. A reasonable assurance compliance reporting engagement involves performing procedures to obtain evidence about management's statement of the entity's compliance with specified requirements. The nature, timing and extent of procedures selected depends on our professional judgment, including an assessment of the risks of material misstatement of management's statement, whether due to fraud or error, and involves obtaining evidence about management's statement.



The 2018 Auditors' Reports (continued)

Expected form of the City's report on compliance with the School Act (continued)

We believe the evidence we obtained is sufficient and appropriate to provide a basis for our opinion. Information relevant to the Entity's compliance with the specified requirements is set out in management's statement of compliance.

Our Independence and Quality Control

We have complied with the relevant rules of professional conduct/code of ethics applicable to the practice of public accounting and related to assurance engagements, issued by various professional accounting bodies, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

The firm applies Canadian Standard on Quality Control 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance Engagements* and, accordingly, maintains a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Opinion

In our opinion, management's statement that the Entity complied with the specified requirements established in subsection 2 and 3 of section 124 of Part 8 of the School Act during the period January 1, 2018 to December 31, 2018, is fairly stated, in all material respects.

We do not provide a legal opinion on the Entity's compliance with the specified requirements.

Purpose of Statement

Management's statement of compliance has been prepared to report to the Ministry of Municipal Affairs and Housing on the Entity's compliance with the specified requirements. As a result, management's statement of compliance may not be suitable for another purpose.



Current developments

Public Sector Accounting Standards

Standard	Summary and implications
Asset Retirement Obligations	<ul style="list-style-type: none">– A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2021.– The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs would be recognized as an integral cost of owning and operating tangible capital assets. PSAB currently contains no specific guidance in this area.– The ARO standard would require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets ("TCA"). The amount of the initial liability would be added to the historical cost of the asset and amortized over its useful life.– As a result of the new standard, the public sector entity would have to:<ul style="list-style-type: none">• consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset;• carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements;• begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify AROs and obtain information to estimate the value of potential AROs to avoid unexpected issues.
Revenue	<ul style="list-style-type: none">– A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2022.– The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement.– The standard notes that in the case of revenues arising from an exchange, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.– The standard notes that unilateral revenues arise when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.



Current developments (continued)

Public Sector Accounting Standards (continued)

Standard	Summary and implications
Financial Instruments and Foreign Currency Translation	<ul style="list-style-type: none">– New accounting standards, PS3450 <i>Financial Instruments</i>, PS2601 <i>Foreign Currency Translation</i>, PS1201 <i>Financial Statement Presentation</i> and PS3041 <i>Portfolio Investments</i> have been approved by PSAB and are effective for years commencing on or after April 1, 2021.– Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments, including bonds, can be carried at cost or fair value depending on the government's choice and this choice must be made on initial recognition of the financial instrument and is irrevocable.– Hedge accounting is not permitted.– A new statement, the Statement of Remeasurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations.

Appendices



Appendix 1: Required communications



Appendix 2: Audit quality and risk management



Appendix 3: KPMG's audit approach and methodology



Appendix 4: Lean in Audit™





Appendix 1: Required communications



In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:



Engagement letter

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement contract attached.



Management representation letter

We will obtain from management certain representations at the completion of the annual audit. In accordance with professional standards, a copy of the representation letter will be provided to the Council.



Audit planning report

As attached.



Audit findings report

At the completion of our audit, we will provide a report to Council.



Independence

At the completion of our audit, we will confirm our independence to Council.



Appendix 2: Audit quality and risk management



KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards. Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarises the six key elements of our quality control systems. Visit our [Audit Quality Resources](#) page for more information including access to our audit quality report, *Audit quality: Our hands-on process*.

Other controls include:

- Before the firm issues its audit report, Engagement Quality Control Reviewer reviews the appropriateness of key elements of publicly listed client audits.
- Technical department and specialist resources provide real-time support to audit teams in the field.

We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.

We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality.

We do not offer services that would impair our independence.



All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.

The processes we employ to help retain and develop people include:

- Assignment based on skills and experience;
- Rotation of partners;
- Performance evaluation;
- Development and training; and Appropriate supervision and coaching.

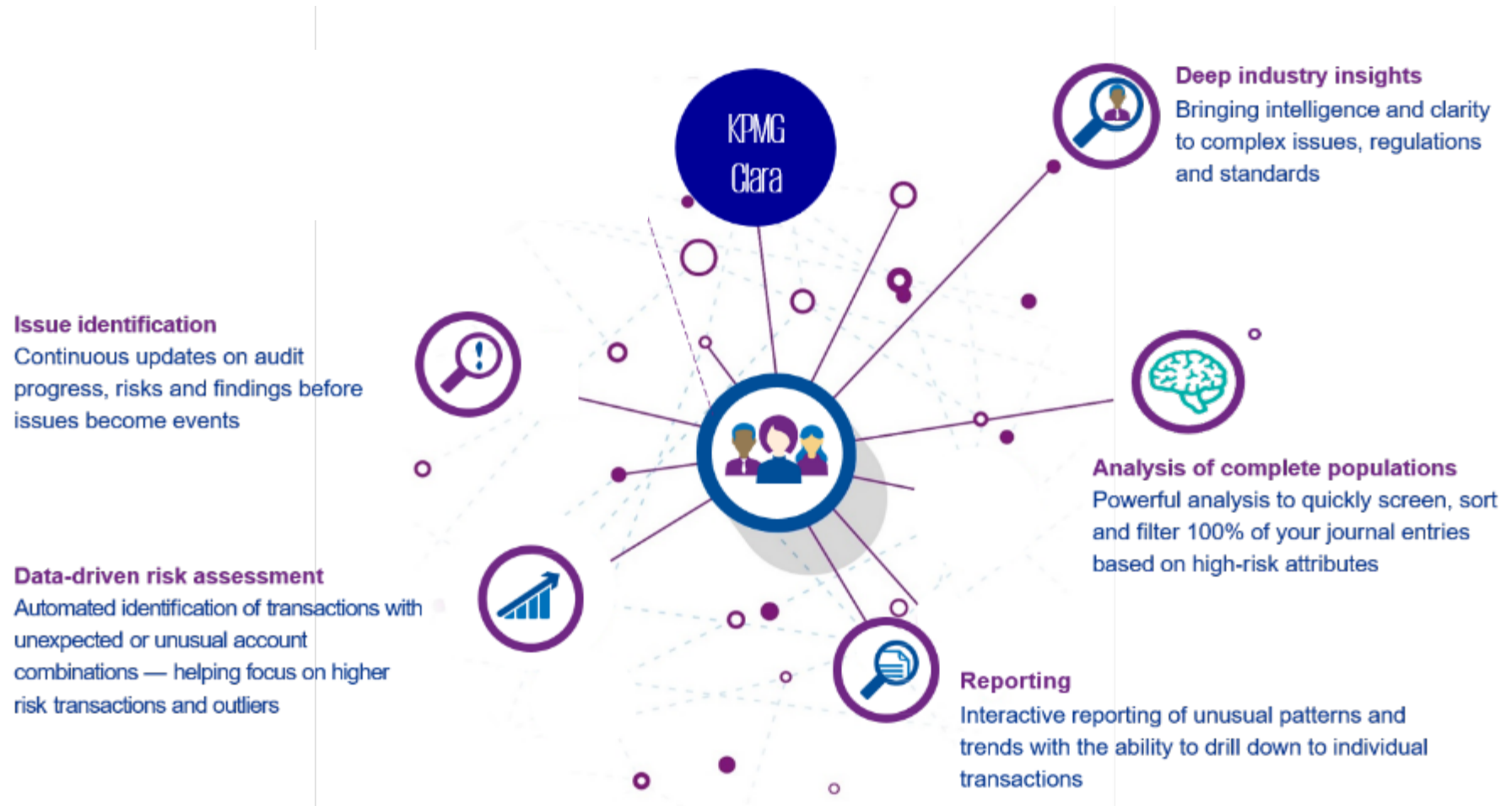
We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.

Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.



Appendix 3: KPMG's audit approach and methodology

In the future we will expand our use of technology in our audit through our new smart audit platform, KPMG Clara.

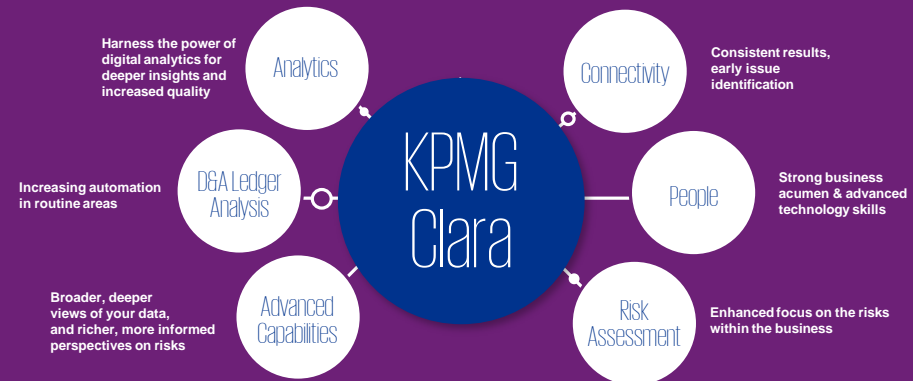




The audit of today, tomorrow & the future

As part of KPMG's technology leadership, our audit practice has developed technologies and alliances to continuously enhance our capabilities and deliver an exceptional audit experience.

Technology empowers us with deep analysis over your financial information, focusing our effort and interactions on the areas of greatest risk and minimizing disruption to your business.



Technology we will use in the future

Tool	Benefit to audit
KPMG Clara Advanced Capabilities	KPMG Clara Advanced Capabilities leverage our data and analytics capabilities, enabling us to analyze 100% of your general ledger data in the planning and account analysis stage and adjust our planned audit approach accordingly to target the areas of greatest risk. It allows us to use automation in performing our audit procedures over accounts such as purchases and payables and journal entries.
Visualization Tool	Our Visualization tool is a powerful and flexible end-to-end analytics platform which we leverage to display dynamic visualization of your data. This enables us to provide valuable insights to your business throughout our audit process.
Account Analysis Tool	Our account analysis tool provides meaningful general ledger data insights during the planning phase of the audit that can be used to assist the engagement team in obtaining a more thorough understanding of the business processes and underlying flow of transactions through utilization of Account Analysis, Visual Ledger and Journal Entry Analysis functional features. Our tool enables a more precise risk assessment and development of a tailored audit approach.
Journal Entry Analysis	Our journal entry tool assists in the performance of detailed journal entry testing based on engagement-specific risk identification and circumstances. Our tool provides auto-generated journal entry population statistics and focusses our audit effort on journal entries that are riskier in nature.
Data & Analytics Routines	We use data and analytics routines where appropriate to perform substantive testing.
Data Extraction & Analytics Tools	Our data extraction tools assist with risk assessment procedures and perform automated audit procedures in key cycles using data extracted directly from your ERP system.



The audit of today, tomorrow & the future

We continue to make significant investments in enhanced methodologies, new technologies and strategic alliances with leading technology companies that can have a transformative impact on auditing, and more broadly, financial reporting. KPMG is investing in the development of innovative audit technologies through both internal solutions and through alliances with technology firms such as Finger Food, Microsoft, IBM Watson and others. We are committed to investing in cognitive technology to develop external auditing tools and technologies. Cognitive technology will enable us to teach a machine how to perceive, reason, and learn like a human being. This will be transformative to our profession, and will directly benefit the City now and in the future.

We are developing intelligent automation to enable programmed reviews of unstructured data in source documents; freeing our professionals to focus their efforts on areas of greater risk. This may sound simple, but it's actually quite powerful, with complex underlying technologies.



Technology under development

Tools	Benefit to audit
Business process mining (BPM)	BPM harnesses sub-ledger analytics and provides us with a deeper understanding of your processes. Our BPM tool is currently being piloted globally and will be coming soon to Canada. The tool provides immediate visualization of how 100% of your transactions are being processed to complement your process narratives and flow charts. A deeper understanding of your processes enhances our understanding of your business. This will ensure our team is focused on auditing the right risks and leveraging your team's resources efficiently. It also helps us identify inefficiencies or manual workarounds in a process and highlights where the process is under stress.
Artificial Intelligence Financial statement disclosure analysis Tool	Our artificial intelligence capability will compare the entity's financial statement disclosures against existing, new, and modified accounting guidance and pronouncements, in addition to comparing them against peer organizations. We'll be able to share with you not only how your disclosures compare to the requirements but also to your peer group.
Sentiment Analysis	Sentiment analysis is about scanning newsfeeds, social media and public data to get a real-time view of your brand while flagging emerging risks in the process. This allows us to highlight trends, and can also help to identify hotspots by topic or geography. If we see a spike in 'noise,' we investigate and discuss with you, as well as make an assessment of the impact on our audit.
Optical Contract Reader & Analysis Tool	Our Optical Contract Reader & Analysis Tool provides us with capabilities to improve the effectiveness and efficiency of the contract review process. This works by automating the ingestion of contracts and related source documents and extracting and summarizing key terms for the audit engagement team's consideration, in turn providing increased coverage of the population and resulting in greater audit quality. The tool can also be used to read unstructured source documents in PDF format, extracting certain data such as invoice date, invoice number, account number, order number and total amount. This data is then compiled and compared to structured data from the general ledger. Time savings generated from this intelligent automation solution will allow our team to focus their efforts on areas of greater risk.
Robotic Process Automation (RPA)	This application of cognitive computing technology allows our team to configure computer software—or a "robot"—to capture and interpret existing applications for processing a transaction, manipulating data, triggering responses, and communicating with other digital systems. Through improving efficiencies on routine transactions, this enables us to re-direct our efforts to areas of greater risk or value and to increase our coverage over more of the population and increasing our audit quality.



Appendix 4: Lean in Audit™

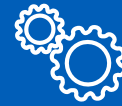


An innovative approach leading to enhanced value and quality

Our innovative audit approach, Lean in Audit, further improves audit value and productivity to help deliver real insight to you. Lean in Audit is process oriented, directly engaging organizational stakeholders and employing hands-on tools, such as walkthroughs and flowcharts of actual financial processes.

By embedding Lean techniques into our core audit delivery process, our teams are able to enhance their understanding of the business processes and control environment within your organization – allowing us to provide a more focused, high quality audit that also identifies actionable quality and productivity improvement opportunities.

Any insights gathered through the course of the audit will be available to both engagement teams and yourselves. For example, we may identify control gaps and potential process improvement areas, while companies have the opportunity to apply such insights to streamline processes, inform business decisions, improve compliance, lower costs, increase productivity, strengthen customer service and satisfaction and drive overall performance.



How it works

Lean in Audit employs three key Lean techniques:



1. Lean training

Provide basic Lean training and equip our teams with a new Lean mindset to improve quality, value and productivity.



2. Interactive workshops

Perform interactive workshops to conduct walkthroughs of selected financial processes providing end to end transparency and understanding of process and control quality and effectiveness.



3. Insight reporting

Quick and pragmatic insight report including your team's immediate quick win actions and prioritized opportunities to realize benefit.



KPMG LLP, an Audit, Tax and Advisory firm (kpmg.ca) and a Canadian limited liability partnership established under the laws of Ontario, is the Canadian member firm of KPMG International Cooperative (“KPMG International”).

KPMG member firms around the world have 174,000 professionals, in 155 countries.

The independent member firms of the KPMG network are affiliated with KPMG International, a Swiss entity. Each KPMG firm is a legally distinct and separate entity, and describes itself as such.

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 Internet www.kpmg.ca

Ms. Karen Grommada
 Director of Finance
 City of Port Coquitlam
 2580 Shaughnessy
 Port Coquitlam, BC V3C 2A8

October 5, 2016

Dear Ms. Grommada,

The purpose of this letter is to outline the terms of the following audit engagements for the Corporation of the City of Port Coquitlam ("the City"), commencing for the period ending December 31, 2016:

- Audit of the consolidated financial statements
- Audit of the Home Owner Grant Treasurer/Auditor Certificate, and
- Audit of the City's compliance with subsections 2 and 3 of section 124 of Part 8 of the School Act

The attached Terms and Conditions and any exhibits, attachments and appendices hereto and subsequent amendments form an integral part of the terms of this engagement and are incorporated herein by reference (collectively the "Engagement Letter").

FINANCIAL REPORTING FRAMEWORK FOR THE FINANCIAL STATEMENTS

The annual financial statements will be prepared and presented in accordance with Canadian public sector accounting standards (hereinafter referred to as the "financial reporting framework").

The annual financial statements will include an adequate description of the financial reporting framework (hereinafter referred to as the "financial statements" or "annual financial statements").

MANAGEMENT'S RESPONSIBILITIES

Management responsibilities are described in [Appendix – Management's Responsibilities](#).

An audit does not relieve management or those charged with governance of their responsibilities.

AUDITOR'S RESPONSIBILITIES

Our responsibilities are described in [Appendix – Auditor's Responsibilities](#).

If management does not fulfill the responsibilities above, we cannot complete our audit.

AUDITOR'S DELIVERABLES

The expected form and content of our report(s) is provided in [Appendix – Expected Form of Report](#). However, there may be circumstances in which a report may differ from its expected form and content.

In addition, if we become aware of information that relates to the financial statements after we have issued our audit report, but which was not known to us at the date of our audit report, and which is of such a nature and from such a source that we would have investigated that information had it come to our attention during the course of our audit, we will, as soon as practicable: (1) communicate such an occurrence to those charged with governance; and (2) undertake an investigation to determine whether the information is reliable and whether the facts existed at the date of our audit report. Further, management agrees that in conducting that investigation, we will have the full cooperation of the City's personnel. If the subsequently discovered information is found to be of such a nature that: (a) our audit report would have been affected if the information had been known as of the date of our audit report; and (b) we believe that the audit report is currently being relied upon or is likely to be relied upon by someone who would attach importance to the information, appropriate steps will be taken by KPMG and expected by the City to prevent further reliance on our audit report. Such steps include, but may not be limited to, appropriate disclosures by the City of the newly discovered facts and the impact to the financial statements.

FEES

[Appendix – Fees for Professional Services](#) to this letter lists our fees for professional services to be performed under this Engagement Letter.

We are available to provide a wide range of services beyond those outlined above. Additional services are subject to separate terms and arrangements.

We are proud to provide you with the services outlined above and we appreciate your confidence in our work. We shall be pleased to discuss this letter with you at any time. If the arrangements and terms are acceptable, please sign the duplicate of this letter in the space provided and return it to us.



City of Port Coquitlam
October 5, 2016

Yours very truly,

KPMG LLP

C.J. James, CPA, CA

Partner, responsible for the engagement and its performance, and for the report that is issued on behalf of KPMG LLP, and who, where required, has the appropriate authority from a professional, legal or regulatory body
604-527-3635

Enclosure

cc: Council of the City of Port Coquitlam

The terms of the engagement set out are as agreed:

K. Grommada

Ms. Karen Grommada, Director of Finance

11/10/16

Date (dd/mm/yy)

Appendix – Management's Responsibilities

Management acknowledges and understands that they are responsible for:

- (a) the preparation and fair presentation of the financial statements in accordance with the financial reporting framework referred to above
- (b) ensuring that all transactions have been recorded and are reflected in the financial statements
- (c) such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. Management also acknowledges and understands that they are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud
- (d) providing us with access to all information of which management is aware that is relevant to the preparation of the financial statements such as financial records, documentation and other matters, including the names of all related parties and information regarding all relationships and transactions with related parties
- (e) providing us with additional information that we may request from management for the purpose of the audit
- (f) providing us with unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence
- (g) providing us with written representations required to be obtained under professional standards and written representations that we determine are necessary. Management also acknowledges and understands that, as required by professional standards, we may disclaim an audit opinion when management does not provide certain written representations required.
- (h) ensuring that internal auditors providing direct assistance to us, if any, will be instructed to follow our instructions and that management, and others within the City, will not intervene in the work the internal auditors perform for us.

Appendix – Auditor’s Responsibilities Regarding the Audit of the Financial Statements

Our function as auditors of the City is:

- to express an opinion on whether the City's annual financial statements, prepared by management with the oversight of those charged with governance, are, in all material respects, in accordance with the financial reporting framework referred to above
- to report on the annual financial statements

We will conduct the audit of the City's annual financial statements in accordance with Canadian generally accepted auditing standards and relevant ethical requirements, including those pertaining to independence (hereinafter referred to as applicable “professional standards”).

We will plan and perform the audit to obtain reasonable assurance about whether the annual financial statements as a whole are free from material misstatement, whether due to fraud or error. Accordingly, we will, among other things:

- identify and assess risks of material misstatement, whether due to fraud or error, based on an understanding of the City and its environment, including the City's internal control. In making those risk assessments, we consider internal control relevant to the City's preparation of the annual financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control
- obtain sufficient appropriate audit evidence about whether material misstatements exist, through designing and implementing appropriate responses to the assessed risks
- form an opinion on the City's annual financial statements based on conclusions drawn from the audit evidence obtained
- communicate matters required by professional standards, to the extent that such matters come to our attention, to the appropriate level of management, those charged with governance and/or the board of directors. The form (oral or in writing) and the timing will depend on the importance of the matter and the requirements under professional standards.

Appendix – Auditor’s Responsibilities Regarding the Audit of the Home Owner Grant: Treasurer/Auditor Certificate

We will also perform audit procedures with respect to the Home Owner Grant: Treasurer / Auditor Certificate (“the Certificate”) in accordance with Canadian generally accepted auditing standards with the objective of expressing an opinion on whether the financial information in the Certificate presents fairly, in all material respects, in accordance with Section 12 of the Home Owner Grant Act. However, we cannot provide assurance that an opinion without reservation will be rendered. Circumstances may arise in which it is necessary for us to modify our audit report or withdraw from the audit engagement. In such circumstances, our findings or reasons for withdrawal will be communicated to management and the Council.

The report will indicate that it is intended solely for the information and use of the City and the Ministry of Community, Sport, and Cultural Development and that it is not intended to be and should not be used by anyone other than these specified parties.

Appendix – Auditor’s Responsibilities Regarding the Compliance with Subsections 2 and 3 of Section 124 of Part 8 of the School Act

We will also perform audit procedures with respect to the City’s compliance with subsections 2 and 3 of section 124 of Part 8 of the School Act in accordance with Canadian generally accepted auditing standards with the objective of expressing an opinion on whether the City is in compliance with subsections 2 and 3 of section 124 of Part 8 of the School Act. However, we cannot provide assurance that an opinion without reservation will be rendered. Circumstances may arise in which it is necessary for us to modify our audit report or withdraw from the audit engagement. In such circumstances, our findings or reasons for withdrawal will be communicated to management and the Council.

The report will indicate that it is intended solely for the information and use of the City and the Ministry of Community, Sport and Cultural Development and that it is not intended to be and should not be used by anyone other than these specified parties.

Appendix – Expected Forms of Report

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council

We have audited the accompanying consolidated financial statements of the City of Port Coquitlam, which comprise the consolidated statement of financial position as at December 31, 2016 and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City of Port Coquitlam as at December 31, 2016, and its consolidated results of operations, its changes in net consolidated financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants

Date

Burnaby, Canada

INDEPENDENT AUDITORS' REPORT

To the City of Port Coquitlam and the Ministry of Community, Sport and Cultural Development

We have audited the accompanying financial information in the Form C2 - Home Owner Grant: Treasurer/Auditor Certificate comprised of total Home Owner Grants of \$xxx, total reimbursement by Province of \$xxx and balance due from Province of \$xxx for the City of Port Coquitlam, for the year ended December 31, 2016 and notes, comprising a summary of significant accounting policies (together "the Certificate"). The Certificate has been prepared by management in accordance with the financial reporting provisions of Section 12(1) of the Home Owner Grant Act.

Management's Responsibility for the Certificate

Management is responsible for the preparation of the Certificate in accordance with the financial reporting provisions of Section 12(1) of the Home Owner Grant Act, and for such internal control as management determines is necessary to enable the preparation of the Certificate that is free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the Certificate based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the Certificate is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Certificate. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the Certificate, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the City's preparation of the Certificate in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the Certificate.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial information in the Form C2 - Home Owner Grant: Treasurer/Auditor Certificate comprised of total Home Owner Grants of \$xxx, total reimbursement by Province of \$xxx and balance due from Province of \$xxx for the City of Port Coquitlam, for the year ended December 31, 2016, is prepared, in all material respects, in accordance with the financial reporting provisions of Section 12(1) of the Home Owner Grant Act.

Basis of Accounting and Restriction on Use

Without modifying our opinion, we draw attention to Note 1 to the Certificate, which describes the basis of accounting. The Certificate is prepared to meet the requirements of Section 12(1) of the Home Owner Grant Act. As a result, the Certificate may not be suitable for another purpose. Our report is intended solely for the City of Port Coquitlam and the Ministry of Community, Sport and Cultural Development and should not be used by parties other than the City of Port Coquitlam and the Ministry of Community, Sport and Cultural Development.

Chartered Professional Accountants

Date

Burnaby, Canada

AUDITORS' REPORT ON SUBSECTIONS 2 AND 3 OF SECTION 124 OF PART 8 OF THE SCHOOL ACT

To the Ministry of Community, Sport and Cultural Development

We have audited the City of Port Coquitlam's (the "City") compliance with subsections 2 and 3 of section 124 of Part 8 of the School Act for the year ended December 31, 2016. Compliance with subsections 2 and 3 of section 124 of Part 8 of the School Act is the responsibility of the City's management. Our responsibility is to express an opinion on this compliance based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the City complied with subsections 2 and 3 of section 124 of Part 8 of the School Act. Such an audit includes examining, on a test basis, evidence supporting compliance, evaluating the overall compliance with subsections 2 and 3 of section 124 of Part 8 of the School Act and, where applicable, assessing the accounting principles used and significant estimates made by management.

In our opinion, the City has complied, in all material respects, with subsections 2 and 3 of section 124 of Part 8 of the School Act for the year ended December 31, 2016.

Our report is intended solely for the City and the Ministry of Community, Sport and Cultural Development and should not be used by parties other than the City or the Ministry of Community, Sport and Cultural Development.

Chartered Professional Accountants

Date

Burnaby, Canada

Appendix – Fees for Professional Services

The City and KPMG agree to a fee based on actual hours incurred at mutually agreed-upon rates for the audit. The estimated fee, pursuant to our proposal dated August 25, 2016 are the following for the years ended 2016 through to 2020, exclusive of taxes:

2016	2017	2018	2019	2020
\$29,075	\$29,500	\$30,000	\$30,500	\$31,000

Our fees will be billed as the work progresses.



TERMS AND CONDITIONS FOR ASSURANCE ENGAGEMENTS

These Terms and Conditions are an integral part of the accompanying engagement letter or proposal from KPMG that identifies the engagement to which they relate (and collectively form the "Engagement Letter"). The term "Entity" used herein has the meaning set out in the accompanying engagement letter or proposal. The term "Management" used herein means the management of the Entity.

1. SEVERABILITY.

The provisions of these Terms and Conditions and the accompanying proposal or engagement letter shall only apply to the extent that they are not prohibited by a mandatory provision of applicable law, regulation or professional standards. If any of the provisions of these Terms and Conditions or the accompanying proposal or engagement letter are determined to be invalid, void or unenforceable, the remaining provisions of these Terms and Conditions or the accompanying proposal or engagement letter, as the case may be, shall not be affected, impaired or invalidated, and each such provision shall remain valid and in effect and be enforceable and binding on the parties to the fullest extent permitted by law.

2. GOVERNING LAW.

This Engagement Letter shall be subject to and governed by the laws of the province where KPMG's principal office performing this engagement is located (without regard to such province's rules on conflicts of law).

3. LLP STATUS.

KPMG LLP is a registered limited liability Partnership ("LLP") established under the laws of the Province of Ontario and, where applicable, has been registered extra-provincially under provincial legislation. KPMG is a partnership, but its partners have a degree of limited liability. A partner is not personally liable for any debts, obligations or liabilities of the LLP that arise from a negligent act or omission by another partner or by any other person under that other partner's direct supervision or control. The legislation relating to limited liability partnerships does not, however, reduce or limit the liability of the firm. The firm's insurance exceeds the mandatory professional indemnity insurance requirements established by the relevant professional bodies. Subject to the other provisions hereof, all partners of the LLP remain personally liable for their own actions and/or actions of those they directly supervise or control.

4. DOCUMENTS AND INFORMATION.

Management's cooperation in providing us with documents and related information and agreed-upon assistance on a timely basis is an important factor in being able to issue our report. Entity agrees that all management functions/responsibilities will be performed and all management decisions will be made by Entity, and not KPMG. KPMG shall be entitled to share all information provided by the Entity with all other member firms of KPMG International Cooperative ("KPMG International"). All work papers, files and other internal materials created or produced by KPMG during the engagement and all copyright and intellectual property rights in our work papers are the property of KPMG. Except as required by applicable law or regulation, the Entity shall keep confidential the existence and terms of this Engagement Letter, and such confidential information shall not be distributed, published or made available to any other person without KPMG's express written permission. Further, for purposes of the services described in this Engagement Letter only, the Entity hereby grants to KPMG a limited, revocable, non-exclusive, non-transferable, paid up and royalty-free license, without right of sublicense, to use all logos, trademarks and service marks of Entity solely for presentations or reports to the Entity or for internal KPMG presentations and intranet sites.

5. USE OF MEMBER FIRMS AND THIRD PARTY SERVICE PROVIDERS.

In some circumstances, information entered into KPMG's time and billing system regarding the Entity and the services performed by KPMG hereunder will be stored in the United States of America by KPMG or a third party processor, and such information may be subject to disclosure in accordance with laws applicable in the United States of America. KPMG acknowledges and represents to the Entity that only the name of the Entity, time incurred and description of time incurred will be entered into KPMG's time and billing system regarding the Entity. Under no circumstances will KPMG's time descriptions include any information that would be covered by privacy legislation in effect in British Columbia or made available to any person or entity without the consent of the Entity unless ordered pursuant to a competent court in British Columbia or

professional regulatory body KPMG is subject to. Notwithstanding anything contained in this agreement, KPMG will not process, store or disclose any personal information collected hereunder outside of Canada.

6. PERSONAL INFORMATION CONSENTS AND NOTICES.

Any collection, use or disclosure of personal information is subject to KPMG's Privacy Policy available at www.kpmg.ca. KPMG may be required to collect, use and disclose personal information about individuals during the course of this engagement.

The Entity represents and warrants that (i) it will obtain any consents reasonably required to allow KPMG to collect, use and disclose personal information in the course of the engagement, and (ii) it has provided notice of the potential processing of such personal information outside of Canada (as described in Section 5 above). KPMG's Privacy Officer noted in KPMG's Privacy Policy is able to answer any individual's questions about the collection of personal information required for KPMG to deliver services hereunder.

7. OFFERS OF EMPLOYMENT.

In order to allow issues of independence to be addressed, Management agrees that prior to extending an offer of employment to any KPMG partner, employee or contractor, the matter is communicated to the engagement partner or associate partner.

8. OFFERING DOCUMENTS.

If the Entity wishes to include or incorporate by reference the financial statements and our report thereon in an offering document, we will consider consenting to the use of our report and the terms thereof at that time. Nothing in this Engagement Letter shall be construed as consent and KPMG expressly does not consent to the use of our audit report(s) in offering documents. If the Entity wishes to obtain KPMG's written consent to the use of our audit report(s) in an offering document, or wishes us to provide a comfort or advice letter, we will be required to perform procedures as required by professional standards; any agreement to perform such procedures will be documented in a separate engagement letter. Management agrees to provide us with adequate notice of the preparation of such documents.

9. FEE AND OTHER ARRANGEMENTS.

KPMG's estimated fee is based on the quality of the Entity's accounting records, the agreed-upon level of preparation and assistance from the Entity's personnel, and adherence to the agreed-upon timetable. KPMG's estimated fee also assumes that the Entity's financial statements are in accordance with the applicable financial reporting framework and that there are no significant new or changed accounting policies or issues, or financial reporting, internal control over financial reporting or other reporting issues. KPMG will inform the Entity on a timely basis if these factors are not in place. Additional time may be incurred for such matters as significant issues, significant unusual and/or complex transactions, informing management about new professional standards, and any related accounting advice. Where these matters arise and require research, consultation and work beyond that included in the estimated fee, the Entity and KPMG agree to revise the estimated fee. No significant additional work will proceed without Management's concurrence, and, if applicable, without the concurrence of those charged with governance. Upon completion of these services KPMG will review with the Entity any fees and expenses incurred in excess of KPMG's estimate, following which KPMG will render the final billing. Our professional fees are also subject to a technology and support charge to cover information technology infrastructure costs and administrative support of our client service personnel, which are not included in our client service personnel fee. The technology and support fee covers costs such as our client service personnel computer hardware and customized KPMG software, telecommunications equipment, printing of financial statements and reports, client service professional administrative support, IT programming professional services and other client support services. Other disbursements for items such as travel, accommodation and meals will be charged based on KPMG's actual disbursements.

KPMG's invoices are due and payable upon receipt. Amounts overdue are subject to interest. In order to avoid the possible implication that unpaid fees might be viewed as creating a threat to KPMG's independence, it is important that KPMG's bills be paid promptly when rendered. If a situation arises in which it may appear that KPMG's independence is threatened



because of significant unpaid bills, KPMG may be prohibited from signing the report and, if applicable, any consent.

Fees for any other services will be billed separately from the services described in this Engagement Letter and may be subject to written terms and conditions supplemental to those in this letter.

Canadian Public Accountability Board (CPAB) participation fees, when applicable, are charged to the Entity based on the annual fees levied by CPAB.

To the extent that KPMG partners and employees are on the Entity's premises, the Entity will take all reasonable precautions for the safety of KPMG partners and employees at the Entity's premises.

10. LEGAL PROCESSES.

a. The Entity on its own behalf hereby acknowledges and agrees to cause its subsidiaries and affiliates to hereby acknowledge that KPMG may from time to time receive requests or orders from the Canadian Public Accountability Board or from professional, securities or other regulatory, judicial or governmental authorities (both in Canada and abroad) to provide them with information and copies of documents in KPMG's files including (without limitation) working papers and other work-product relating to the affairs of the Entity, its subsidiaries and affiliates, which information and documents may contain confidential information of Entity. Except where prohibited by law, if a request or order is directly related to an inspection or investigation of KPMG's audit of the Entity, KPMG will advise the Entity of the request or order. The Entity hereby acknowledges that KPMG will provide these documents and information without further reference to, or authority from, the Entity, its subsidiaries and affiliates. The Entity must mark any document over which it asserts privilege as "privileged". When such an authority requests access to KPMG's working papers and other work-product relating to the Entity's affairs, KPMG will, on a reasonable efforts basis, refuse access to any document over which the Entity has expressly informed KPMG at the time of delivery that the Entity asserts privilege (by the Entity marking such document as "privileged" as contemplated in the foregoing sentence). Notwithstanding the foregoing, where disclosure of such privileged documents is required by law, KPMG will disclose such privileged documents. If and only if the authority requires such access to such privileged documents pursuant to the laws of a jurisdiction in which express consent of the Entity is required for such disclosure, then the Entity hereby provides its consent.

Where privileged Entity documents are disclosed by KPMG as contemplated above, KPMG is directed to advise the authority that the Entity is permitting disclosure only to the extent required by law and for the limited purpose of the authority's exercise of statutory authority. KPMG is directed to advise the authority that the Entity does not intend to waive privilege for any other purpose and that the Entity expects its documents to be held by the authority as privileged and confidential material. For greater certainty, the Entity and KPMG hereby agree that this acknowledgement (and, if required, consent) does not negate or constitute a waiver of privilege for any purpose and the Entity expressly relies upon the privilege protections afforded under statute and otherwise under law.

The Entity agrees to reimburse KPMG, upon request, at standard billing rates for KPMG's professional time and expenses, including reasonable legal fees, expenses and taxes, incurred in dealing with the matters described above.

b. The Entity agrees to notify KPMG promptly of any request received by Entity from any court or applicable regulatory authority with respect to the services hereunder, KPMG's confidential information, KPMG's advice or report or any related document. If KPMG is required by law, pursuant to government regulation, subpoena or other legal process to produce documents or personnel as witnesses arising out of the engagement and KPMG is not a party to such proceedings, Entity shall reimburse KPMG at standard billing rates for professional time and expenses, including, without limitation, reasonable legal fees, expenses and taxes incurred in responding to such compelled assistance.

c. If the Entity requests that KPMG produce documents or personnel as witnesses in any proceedings in any way related to the engagement or services provided by KPMG hereunder and KPMG is not a party to such proceedings, KPMG may agree to produce documents or personnel as witnesses on such terms and conditions as KPMG may, in its sole discretion, determine. Without limiting the generality of the foregoing, the Entity shall reimburse KPMG at standard billing rates for professional time

and expenses, including, without limitation, reasonable legal fees, expenses and taxes incurred in responding to such Entity requests.

11. KPMG INTERNATIONAL MEMBER FIRMS.

The Entity agrees that any claims that may arise out of this engagement will be brought solely against KPMG, the contracting party, and not against any other KPMG International member firms participating in this engagement or such third party service providers referred to in Section 5 above.

12. CONNECTING TO THE ENTITY'S IT NETWORK.

KPMG personnel are authorized to connect their computers to the Entity's IT Network, subject to any restrictions communicated to KPMG from time to time. Connection to the Entity's IT Network or the Internet via the Network, while at the Entity's premises, will be for the express purpose of conducting normal business activities, primarily relating to facilitating the completion of work referred to in this letter.

13. DELIVERABLES OR COMMUNICATIONS.

KPMG may issue other deliverables or communications as part of the services described in this Engagement Letter. Such other deliverables or communications may not be included in, summarized in, quoted from or otherwise used or referred to, in whole or in part, in any public documents or public oral statement.

KPMG expressly does not consent to the use of any communication, report, statement or conclusion prepared by us on the interim financial statements. Further any such communication, report, statement or conclusion on the interim financial statements may not be included in, summarized in, quoted from or otherwise used in any public document or public oral statement except when the interim review conclusion contains a modified conclusion as explained below.

If the interim review conclusion is modified relating to a departure from the applicable financial reporting framework, which is not as a result of an exemption permitted by securities legislation, you agree that our interim review report will accompany the interim financial statement.

14. LIMITATION ON WARRANTIES

THIS IS A SERVICES ENGAGEMENT. KPMG WARRANTS THAT IT WILL PERFORM SERVICES HEREUNDER IN GOOD FAITH WITH QUALIFIED PERSONNEL IN A COMPETENT AND WORKMANLIKE MANNER IN ACCORDANCE WITH APPLICABLE INDUSTRY STANDARDS. SUBJECT TO SECTION 1, KPMG DISCLAIMS ALL OTHER WARRANTIES, REPRESENTATIONS OR CONDITIONS, EITHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES, REPRESENTATIONS OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

15. LIMITATION ON LIABILITY AND INDEMNIFICATION

a. Subject to Section 1: (i) Entity agrees that KPMG shall not be liable to Entity for any actions, damages, claims, fines, penalties, complaints, demands, suits, proceedings, liabilities, costs, expenses, or losses (collectively, "Claims") in any way arising out of or relating to the services performed hereunder for an aggregate amount in excess of the fees paid by Entity to KPMG under the engagement; and (ii) on a multi-phase engagement, KPMG's liability shall be based on the amount actually paid to KPMG for the particular phase that gives rise to the liability.

b. Subject to Section 1, in the event of a Claim by any third party against KPMG that arises out of or relates to the services performed hereunder, Entity will indemnify and hold harmless KPMG from all such Claims, including, without limitation, reasonable legal fees, except to the extent finally determined to have resulted from the intentional, deliberate or fraudulent misconduct of KPMG.

c. Subject to Section 1: (i) in no event shall KPMG be liable for consequential, special, indirect, incidental, punitive or exemplary damages, liabilities, costs, expenses, or losses (including, without limitation, lost profits and opportunity costs); (ii) in any Claim arising out of the engagement, Entity agrees that KPMG's liability will be several and not joint and several; and (iii) Entity may only claim payment from KPMG of KPMG's proportionate share of the total liability based on degree of fault.

d. For purposes of this Section 15, the term KPMG shall include its subsidiaries, its associated and affiliated entities and their respective current and former partners, directors, officers, employees, agents and representatives. The provisions of this Section 15 shall apply regardless of

the form of Claim, whether in contract, statute, tort (including, without limitation, negligence) or otherwise.

16. ALTERNATIVE DISPUTE RESOLUTION.

The parties shall, and shall cause both their and their respective subsidiaries', affiliates' and associated entities' current and former officers, partners, directors, employees, agents and representatives, to first attempt to settle any dispute arising out of or relating to this Engagement Letter or the services provided hereunder (the "Dispute") through good faith negotiations in the spirit of mutual cooperation between representatives of each of the parties with authority to resolve the Dispute. In the event that the parties are unable to settle or resolve a Dispute through negotiation within 30 days of when one of the parties has notified the other party of the Dispute by delivering a notice of dispute, or such longer period as the parties may mutually agree upon, such Dispute shall, as promptly as is reasonably practicable, be subject to mediation pursuant to the National Mediation Rules of the ADR Institute of Canada, Inc. that are in force at the time the notice of dispute is delivered. Any Dispute remaining unresolved for more than 60 days following the parties first meeting with a mediator or such longer period as the parties may mutually agree upon shall, as promptly as is reasonably practicable, be resolved by arbitration pursuant to the Arbitration Rules of the ADR Institute of Canada, Inc. (the "Arbitration Rules") that are in force at the time the Dispute is subject to arbitration. For certainty, the parties hereby waive any right they may otherwise have to bring a court action in connection with a Dispute. The parties also waive any right they may otherwise have to bring or participate in a class, collective, or representative proceeding in connection with a Dispute, whether in court or before an arbitrator. The arbitrator's decision shall be final, conclusive and binding upon the parties, and the parties shall have no right to appeal or seek judicial review of the arbitrator's decision. For certainty, the parties hereby waive any right of appeal which may otherwise be available under applicable legislation or under the Arbitration Rules. The place of mediation and arbitration shall be the city in Canada in which the principal KPMG office that performed the engagement is located. The language of the mediation and arbitration shall be English.

17. LIMITATION PERIOD

Subject to Section 1, no proceeding arising under or relating to the engagement may be brought by either party more than one year after the cause of action has accrued or in any event not more than five years after completion of the engagement, except that a proceeding for non-payment may be brought by KPMG at any time following the date of the last payment due to KPMG hereunder. For purposes of this Section 17, the term "KPMG" shall include its subsidiaries and associated and affiliated entities and their respective current and former partners, directors, officers, employees, agents and representatives.

18. COMMENT LETTERS OR EQUIVALENT.

Management agrees to promptly provide us with a copy of any comment letter or request for information issued by a relevant securities regulatory authority on the Entity's continuous disclosure filings or equivalent. If any of the comments pertain to the Entity's financial statements and, when applicable, Management's assessment of the effectiveness of internal control over financial reporting, Management and those charged with governance agree to engage our assistance, subject to any pre-approval process, in the process of responding to such comments.

19. PUBLIC DOCUMENTS OR EQUIVALENT.

Except as otherwise specifically agreed in this Engagement Letter, nothing in this Engagement Letter shall be construed as consent and KPMG expressly does not consent to the use of our audit report(s) in any "document" or "public oral statement" (as those terms are defined in section 138.1 of the Securities Act (Ontario)), including but not limited to when:

- (i) the Entity files with securities regulatory authorities its annual financial statements and KPMG's audit report thereon;
- (ii) the Entity files with securities regulatory authorities its Management's Discussion and Analysis in connection with the material in (i) above;
- (iii) the Entity files with securities regulatory authorities any other continuous disclosure document containing, or incorporating by reference, the annual financial statements and KPMG's audit report thereon (e.g., Annual Reports on Form 40-F or 20-F or 10-K filed on SEDAR).

If the Entity wishes to obtain KPMG's written consent to the use of our audit report(s), we will be required to perform procedures as required by professional standards. Except as otherwise specifically agreed in this Engagement Letter, any agreement to perform procedures necessary to provide KPMG's written consent or any agreement to read any other document issued by the Entity will be a separate engagement.

20. POTENTIAL CONFLICTS OF INTEREST

a. KPMG is engaged by a wide variety of entities and individuals, some of whom may be creditors, investors, borrowers, shareholders, competitors, suppliers or customers of Entity, or other parties with conflicting legal and business interests to Entity, including, without limitation, in relation to the audit, tax or advisory services provided to Entity by KPMG. KPMG's engagements with such companies and individuals may result in a conflict with Entity's interests.

b. As a condition of KPMG's engagement by Entity, Entity agrees that: (i) without further notice or disclosure, KPMG may accept or continue engagements on unrelated matters to KPMG's engagement for Entity in which KPMG may act contrary to Entity's interests even if those unrelated matters are materially and directly adverse to Entity; and (ii) without further notice or disclosure, KPMG may provide advice or services to any other person or entity making a competing bid or proposal to that of Entity whether or not KPMG is providing advice or services to Entity in respect of Entity's competing bid or proposal.

c. In accordance with professional standards, and except as set out below, KPMG will not use any confidential information regarding Entity in connection with its engagements with other clients, and will establish confidentiality and other safeguards to manage conflicts, which may include, in KPMG's sole discretion, the use of separate engagement teams and data access controls. In no event shall KPMG be liable to Entity or shall Entity be entitled to a return of fees and disbursements incurred on behalf of Entity or any other compensation whatsoever as a result of KPMG accepting or continuing a conflicting engagement.

d. Entity further agrees that KPMG may, in its sole discretion, disclose the fact or general nature of its engagement for Entity to (i) KPMG International and other KPMG International member firms in order to check against potential conflicts of interest, and (ii) to the extent reasonably required in order to obtain the consent of another entity or individual in order to permit KPMG to act for such entity or individual, or for Entity, in connection with the engagement or any future engagement.

e. Where another party has engaged KPMG to deliver services before Entity has done so, and subsequently circumstances change such that there is a conflict, which in KPMG's sole opinion cannot be adequately managed through the use of confidentiality and other safeguards, KPMG shall be entitled to terminate the engagement for Entity, without liability, immediately upon notice.

f. Other KPMG International member firms are engaged by many entities and individuals, including, without limitation, entities and individuals that may enter into transactions or may have disputes with Entity or Entity's related or affiliated entities. Entity agrees that (i) it will not assert that other KPMG International member firms are precluded from being engaged by those other entities or individuals, and (ii) those engagements of other KPMG International member firms do not conflict with KPMG's engagement for Entity.

g. Subject to Section 1, Entity will indemnify and hold harmless KPMG, its subsidiaries and associated and affiliated entities, and their respective current and former partners, directors, officers, employees, agents and representatives from any claims, actions, damages, complaints, demands, suits, proceedings, liabilities, fines, penalties, costs, expenses or losses by any third party (including, without limitation, reasonable legal fees) that alleges that KPMG was in a conflict of interest by providing services hereunder. The provisions of this subsection 20(g) shall apply regardless of the form of Claim, whether in contract, statute, tort (including, without limitation, negligence) or otherwise.

h. KPMG encourages Entity to obtain legal advice with respect to Entity's rights in connection with potential future conflicts prior to entering into the engagement.

21. LOBBYING

Unless expressly stated in this Engagement Letter, KPMG will not undertake any lobbying activity, as that term is defined in all applicable federal, provincial and municipal lobbyist registration statutes and regulations, in



connection with the engagement. In the event that KPMG and Entity agree that KPMG will undertake lobbying activity in connection with the engagement, such agreement shall be set out in an amendment to this Engagement Letter.

22. SURVIVAL

All sections hereof other than Section 12 shall survive the expiration or termination of the engagement.

Patricia Avenue Multi Use Path – Open House Summary

RECOMMENDATION:

That Council re-affirm that the Patricia Ave multi-use path project be included as a 2019 Capital Works project.

PREVIOUS COUNCIL/COMMITTEE ACTION

Funding for the 2019 Active Transportation Improvements (\$300,000) was approved with the 2019-2020 capital program.

The Multi-Use Path (MUP) along Patricia Avenue between Shaughnessy Street and York Street was approved with the recommended projects in the 2019 Active Transportation report brought forward to the Finance and Budget Committee on July 17, 2018.

REPORT SUMMARY

On November 29, 2018, staff held an open house to discuss the 2019 Sidewalk and Pedestrian Safety Improvements and 2019 Active Transportation Improvement projects. These projects included:

1. Suffolk Avenue between Oxford Street and James Park School (sidewalk, crosswalk, curb bulge).
2. Salisbury Avenue between Sefton Street and Wellington Street (sidewalk).
3. Patricia Avenue between Shaughnessy Street and York Street (multi-use path and crosswalk improvements).

Open houses held by the Engineering & Public Works Department are typically a method of communication used to inform residents in the project vicinity about upcoming construction projects, answer any questions residents may have prior to the start of construction, and address construction related concerns.

In total, 97 residents in the project vicinity received mail out invitations to the public open house. 13 residents attended the November 29th open house and 17 property owners provided written responses (Attachment 2). 11 of the 17 opposed responses are from residents within the mail out zone (11%) and six responses are from residents outside of this zone.

This report responds to the concerns raised and provides justification as to why Council should re-affirm that the Patricia Ave multi-use path project be included as a 2019 Capital Works project.

Patricia Avenue Multi Use Path – Open House Summary

BACKGROUND

The Multi-Use Path (MUP) along Patricia Avenue between Shaughnessy Street and York Street was approved as part of the Active Transportation Improvements budget in the 2019 Capital Plan. The active transportation budget provides a source of funds for projects such as cycling and sidewalk facilities, signage/pavement markings, and network connection improvements. Active transportation refers to any form of human powered transportation and the infrastructure is intended to encourage users of all ages and abilities to get active in the community through walking, cycling, wheelchairs, scooters, strollers, in-line skating, skateboarding and more. Active transportation improvements also support the use of other sustainable transportation such as public transit.

Active Transportation projects in 2018 and 2019 focus on extending routes and bridging gaps in the network to provide improved connections to rapid transit. Patricia Avenue is a key east-west bike route in the City with connections to the existing cycling network, pedestrian bridge across Coquitlam River, Traboulay PoCo trail, TransCanada trail, and northeast Port Coquitlam. The Patricia Avenue MUP will run from the Hyde Creek Recreation Centre, in front of Ecole des Pionniers School, Wellington Park, Westwood Park, and Ecole Westwood School. The 2019 segment connects to other newly constructed MUPs on Patricia Avenue, Shaughnessy Street and Hastings Street and provides a connection through Woodland to Lincoln Avenue and the Lincoln skytrain. A map of Active Transportation Improvements is provided as Attachment 1.

Previous Council feedback on active transportation projects was taken into consideration with the 2019 project selection. MUPs have been proposed instead of bike lanes, or other on street facilities, in order to avoid impacts to parking. Additionally, MUPs support a variety of travel modes, ages and abilities as opposed to bike specific infrastructure.

On November 29, 2018, staff held an open house to discuss the 2019 Sidewalk and Pedestrian Safety Improvements and 2019 Active Transportation Improvement projects. These projects included:

1. Suffolk Avenue between Oxford Street and James Park School (sidewalk, crosswalk, curb bulge).
2. Salisbury Avenue between Sefton Street and Wellington Street (sidewalk).
3. Patricia Avenue between Shaughnessy Street and York Street (multi-use path and crosswalk improvements).

Open houses held by the Engineering & Public Works Department are typically a method of communication used to inform residents in the project vicinity about upcoming construction projects, answer any questions residents may have prior to the start of construction, and address construction related concerns.

Patricia Avenue Multi Use Path – Open House Summary

In total, 97 residents in the project vicinity received mail out invitations to the public open house. 13 residents attended the November 29th open house and 17 property owners provided written responses (Attachment 2). 11 of the 17 opposed responses are from residents within the mail out zone (11%) and six responses are from residents outside of this zone. Staff interpret the results to demonstrate that the significant majority of the neighbourhood is supportive or unopposed to the project while a small subset of directly affected residents is opposed. Figure 1, below shows the 2019 Patricia Avenue MUP alignment (red line), the 97 properties in the mail out area (shaded) and the 11 properties in the project area which are opposed (X's).



Figure 1. Patricia Avenue MUP alignment, properties included in the open house mail out, and opposed residents.

In addition to the feedback received from residents, a letter of support was provided to the City from HUB Cycling (Attachment 3).

Given the level of interest in the project, staff thought it would be prudent to return back to Council to present and discuss the resident feedback. This report summarizes the project rationale, lists the concerns brought forward, and offers a staff response where appropriate.

DISCUSSION

Staff reviewed the comments submitted after the November 29, 2018 open house (Attachment 2) and have summarized them into the following four categories:

1. Consultation & Project Objectives
2. Routing and Alignment

3. Design Specifications
4. Construction Impact

This report will highlight resident's concerns within each category and offer a staff response in summary.

1. Consultation & Project Objectives

Resident Concerns:

- More consultation was required
- Sidewalks should be provided and constructed at the same time as the MUP
- Sidewalks should be provided prior to considering a MUP
- MUP will not be utilized (will not meet project objectives)
- MUP is unnecessary, use the funds elsewhere.

Staff Response:

The Official Community Plan (OCP) and Master Transportation Plan (MTP) were developed with significant consultation, input and direction from the community and Council. They also align with regional (Metro Vancouver, TransLink) provincial, and federal plans and objectives. Projects are selected which align with those plans and help to meet the objectives of each. Strategic direction for the transportation system reflects the aspirations of the City and residents for sustainable transportation choices and a local walking, cycling, transit and road network within and between key community nodes.

OCP Goal - Transportation: To ensure that the transportation network is safe and efficient and accommodates different modes of travel for pedestrians, bicycles, transit, trucks and passenger cars

OCP Goal – Environment: To develop a network of active transportation links that connect to parks, schools, downtown and commercial areas.

MTP Vision: to facilitate sustainable transportation, encouraging a healthy environment and a range of transportation choices. It is important that the transportation system supports a range of mobility and movement options and facilitates connections to transit. Vibrant urban streets should support the local population to walk, cycle and transit within and between key areas.

Capital and Regional Funding Programs

The Active Transportation Improvements capital budget provides a source of funds for projects such as cycling and sidewalk facilities, signage/pavement markings, and network

connection improvements. Active transportation improvements also support the use of other sustainable transportation such as public transit. Following approval of the capital funds, active transportation projects are identified by staff and brought forward to Council for consideration.

Active transportation projects which meet certain criteria are eligible for TransLink funding through the Bicycle Infrastructure Capital Cost Sharing (BICCS) program. The 2018 and 2019 sections of the Patricia Avenue Multi-Use Path were approved for 50% cost share funding. If the 2019 Patricia MUP project is not constructed, the \$150,000 of dedicated TransLink funds will be re-allocated to other municipalities which have projects ready to go.

The cost to construct a 1.5m sidewalk versus a 3m MUP is comparable because of the cost of materials; concrete for a sidewalk is more expensive than the asphalt required for a MUP. However, the City would need to solely fund the construction of a sidewalk as it does not meet the criteria for TransLink grant funding. A sidewalk could also displace a large number of cyclists who currently use Patricia Avenue because parking, sidewalks and travel lanes in the existing road right-of-way would leave insufficient room on the road for cycling. A sidewalk also precludes the potential for future bike lanes or on street cycling, as that could only be accommodated in the road right-of-way at the expense of unacceptable parking impacts.

Consultation

As part of the design process, residents with properties directly affected by the work are consulted to understand where opportunities for enhancement or minor adjustments can be made to minimize impacts. However, route planning has already been considered to meet municipal, regional, provincial and federal objectives as part of the project planning processes noted above. More involved consultation on individual capital project planning is not practical with respect to timing and resources within the current business planning process. Additionally, specific input from a small number of affected properties may not align with higher level objectives and the needs and desires of the community at large.

2. Routing & Alignment

Resident Concerns:

- Loss of street parking
- Loss of City Boulevard for parking
- Concerns about path conflicts at driveways
- Don't want in front of house
- Additional bike traffic will negatively affect Patricia Ave safety
- If the path were on the south side there would be one less crossing required
- MUP is obtrusive to homes
- MUP will be inconvenient

Patricia Avenue Multi Use Path – Open House Summary

- MUPS are not appropriate for residential streets, construct on arterial or collector roads
- Patricia Avenue is a low volume road, it is safe for kids to play on
- MUP will negatively impact curb appeal of homes
- Crosswalks should remain at current locations
- Adjacent properties will be de-valued
- May draw increased dog walkers into the neighbourhood
- Cyclists may take rest breaks in front of homes
- Garbage generated along the MUP
- Increased crime
- Snow removal concerns in the winter
- High speed of traffic in the area (mainly school drop off and pickup)
- The geometry of the curb extension at Patricia and Shaughnessy

Staff Response:

Staff have summarized the response to routing & alignment concerns into the following categories:

- Why implement a multi-use path along this corridor?
- Why redesign crossing locations?
- Why is the multi-use path design along Patricia and not a nearby arterial or collector road?
- This will affect my driveway / parking
- Direct impacts to homes along the corridor

Why implement a multi-use path along this corridor?

Council has allocated funding for Active Transportation (AT) projects since 2017. A map of potential routes was developed using reports and plans such as the 2013 Master Transportation Plan, 2005 Pedestrian & Bike Strategy, Hub Gap Map, TransLink cycling map, and Tri-City bike map. Routes which could provide improved connections to the Evergreen Line were then identified, with a specific focus on extending routes and bridging gaps in the cycling network from Port Coquitlam to the Lincoln or Coquitlam Central stations. Field visits were subsequently conducted to determine improvement options along each route.

Previous Council feedback on active transportation projects was taken into consideration with the 2019 project selection. MUP's have been proposed instead of bike lanes, or other on street facilities, in order to avoid impacts to parking. Additionally, MUPs support a variety of travel modes, ages and abilities as opposed to bike specific infrastructure. TransLink is a major partner and regional programs support grade separated or barrier separated cycling

facilities for safety and accessibility. The region and the City share goals to provide safe walking and cycling facilities for residents of all ages and abilities. Walking or cycling on the roadway (even in designated bike lanes), is not comfortable for many residents such as seniors, children and those with disabilities.

The 2019 program proposes to extend the multi-use path west on Patricia Avenue from Shaughnessy Street to York Street. Patricia Avenue is a key east-west bike route in the City with connections to the existing cycling network, Coquitlam River, Traboulay PoCo trail, TransCanada trail, and northeast Port Coquitlam. The Patricia Avenue MUP will run from the Hyde Creek Recreation Centre, in front of Ecole des Pionniers school, Wellington Park, Westwood Park, and Ecole Westwood school. It also connects to other newly constructed MUPs on Shaughnessy and Hastings and provides a connection through Woodland to Lincoln Avenue and the Lincoln skytrain.

The Patricia Avenue alignment makes use of the only existing crossing of the Coquitlam River via the pedestrian bridge. Besides the 2019 proposed section, there are only two segments left to complete (the segment fronting Wellington Park (proposed for 2020) and the west end from Shaughnessy to Woodland).

City staff met with transportation planning staff from the City of Coquitlam to review the proposed routes and discuss connections between the two municipalities. City staff also met with the HUB and Tri-City HUB cycling groups, ICBC, and resident cyclists who were all supportive of the proposed route.

In regards to the alignment selected, the MUP runs on the north side from Shaughnessy to Oxford and on the south side from Oxford to York (see Figure 1). This alignment was selected to minimize boulevard impacts (e.g. resident landscaping in the boulevard, mature trees) and avoid obstructions such as streetlights, hydro poles and utilities.

Why redesign crossing locations?

The existing crosswalk locations align with the most travelled route as it is today (bikes and pedestrians travelling on the south lane of the road). The proposed crosswalks align with the future pathway alignment to allow for the safest, continuous route.

Past experience suggests that when crossings are well marked, and conveniently aligned with supporting infrastructure (multi-use paths or sidewalks), the majority of users will choose to utilize the safe crossing. This is especially true with seniors, parents with children and persons with disabilities.

Why is the multi-use path design along Patricia and not a nearby arterial or collector road?

Lincoln is an existing arterial road which is also planned for expansion with the future connection to Coquitlam – this is desirable for commuters and those wishing to make good travel time. However, arterial roads also have heavier traffic, higher vehicle speeds, pollution, and noise which mean they are generally less inviting to recreational users.

There would be more boulevard obstructions and impacts to residents from constructing the MUP on Lincoln Avenue. There is no pedestrian crossing of the Coquitlam River on Lincoln and less connectivity to trails, schools, parks and other MUPs in the neighbourhood compared to Patricia.

This will affect my driveway / parking

The MUP is proposed in the boulevard space of the road right-of-way. There are no impacts to on-street parking.

As with other projects, residents are not opposed to the infrastructure or project objectives. But they are concerned about losing the public road right of way in front of their home for personal use. Residents on Patricia suggested locating the MUP on Lincoln, even when it was noted that doing so would impact more residents there and offer less community benefit. That is, 'build the path, but do it in front of someone else's house so that I can still use the public boulevard space in front of my own home for (personal parking, recreational vehicle storage, landscaping, privacy, etc.).

As with any construction, staff and Council must consider that building infrastructure which benefits the community at large may impact a small group of local residents. Opposition should be considered in perspective – a negative impact to a few should not overturn a benefit to many. There are no significant or negative private property impacts from the construction of MUPs in the public road right of way (e.g. property acquisition, parking loss, noise, loss of view, increased vehicle traffic or speed, safety risks, reduced access, unsightly aesthetics, etc.)

Direct Impacts to homes along the corridor

Proximity to cycling and walking infrastructure, as well as connections to trails, parks and transit (e.g. Lincoln station) are all selling features promoted by realtors. This infrastructure brings the street up to current design standards and expectations of potential purchasers for finished roads with safe walking and cycling facilities. Staff are not aware of increased crime rates, loitering or other negative behaviours attributed to multi-use paths.

3. Design Specifications

Resident Concerns:

- MUP design is too wide
- MUP design is too narrow for large groups of cyclists, not realistic for 2-way traffic
- Drainage concerns

Staff Response:

The Patricia Multi-Use Path has been designed within the guidance of the Transportation Association of Canada's (TAC) Geometric Design Guide for Canadian Roads (June 2017). This design guide "shifts the focus of bicycle integrated design from a viewpoint of "bicycles as vehicles" to "people riding bicycles". This shift considers broader human and community design needs, to construct facilities that encourage bicycle riding more often and more safely." These designs build upon the concept of "complete streets" to ensure that the road design is suitable for all ages and abilities and modes of travel. Aside from cyclists, multi-use paths are designed to support and encourage other modes of active transportation such as wheelchairs, strollers, skateboards, in-line skates and scooters

TAC recognizes a recent study completed by a planner from Portland, Oregon (Rick Geller) which helps classify typical cyclists into four categories:

- Strong and fearless (approximately **1%** of the population)
 - This category is characterized by cyclists that will typically ride anywhere regardless of roadway conditions or weather. These cyclists prefer direct routes and will typically choose roadway connections (even if shared with vehicles) over separate less direct bikeways, such as multi-use paths
- Enthusied and confident (approximately **5-10%** of the population)
 - This category encompasses cyclists who are fairly comfortable riding on all types of bikeways, but usually choose low traffic streets or multi-use paths where available. These cyclists may deviate from a more direct route in favour of a facility type that is more appealing to them. This group includes all kinds of cyclists, such as commuters, recreationalists, and competitive racers.
- Interested but concerned (approximately **60%** of the population)
 - This category comprises the bulk of the cycling population and represents cyclists who typically only ride a bicycle on low traffic streets or multi-use paths under favourable weather conditions. These cyclists perceive significant barriers to their increased use of cycling and are typically reluctant to ride on shared roadways where motor vehicles may pass without slowing. These

people may become “enthused and confident” with improved facilities, encouragement, education and experience.

- No way, no how (approximately **30%** of the population)
 - This category represents individuals who are not cyclists by choice or lack ability, and may perceive severe safety issues with riding in traffic. Some people in this group may eventually become more regular cyclists with time and education. A significant portion of these people will not ride a bicycle under any circumstance.

According to the findings above, MUPs offer the ability to serve up to 70% of the population. The Patricia Multi-Use Path has been designed within the guidance of the Transportation Association of Canada’s (TAC) Geometric Design Guide for Canadian Roads (June 2017). The proposed design meets the lowest recommended width of 3.0m, which will provide a comfortable width for one cyclist in each direction (2 x 1.5m). This dimension also accommodates the operating envelope of one inline skate in each direction (2 x 1.5m), and accommodates a scenario based on the operating envelope of a single cyclist (1.2m) plus comfortable space for two pedestrians walking abreast (1.8m). The recommended upper limit is 6.0m which is typically reserved for high volumes of both cyclists and pedestrians.

In regards to drainage concerns, this is something our engineering consultant can review on a case by case basis to resolve.

4. Construction Impacts

Resident Concerns:

- Noise, dust, inconsiderate workers
- Length of construction

Staff Response:

Construction will inevitably impact the residents along the corridor; however, these impacts are relatively minimal considering the anticipated design life of the infrastructure. Additionally, the City employs professional contractors and expects premier service. Should a neighbourhood experience needless and avoidable impacts, Capital Works staff would manage this immediately.

NEXT STEPS

In conclusion, staff have identified three potential paths forward:

1. Continue with construction of the 2019 Patricia Avenue MUP as planned (staff recommendation)
2. Direct staff to consult the broader community for feedback on the Patricia Avenue multi-use path.
3. Direct staff to defer consideration of the Patricia multi-use path until revision of the Master Transportation Plan in 2020.

FINANCIAL IMPLICATIONS

Cost of the design work to date is \$13,000. This cost will be incurred regardless if the project is constructed.

Active transportation projects which meet certain criteria are eligible for Translink funding through the Bicycle Infrastructure Capital Cost Sharing (BICCS) program. If this project is not constructed, the 50% cost share TransLink funds for the project (\$150,000) will be re-allocated to other municipalities.

ENVIRONMENTAL IMPLICATIONS


Promoting alternative forms of transportation through construction of multi-use pathways is one of the City's key strategies to reduce greenhouse gas emissions.

PUBLIC CONSULTATION

An open house was held on November 29, 2018. In total, 13 residents attended and 17 responses were generated in opposition of the Patricia Street multi-use path (Attachment 2). Eleven (11) of these responses were from residents within the 97 household mail out zone and 6 responses were from residents outside this zone. The City also received a letter of support from Hub Cycling (Attachment 3).

Patricia Avenue Multi Use Path – Open House Summary

OPTIONS

#	Description
1 	That Council re-affirm that the Patricia Ave multi-use path project be included as a 2019 Capital Works project.
2	Direct staff to consult the broader community for feedback on the Patricia Avenue multi-use path.
3	Direct staff to defer consideration of the Patricia multi-use path until revision of the Master Transportation Plan in 2020.

ATTACHMENTS

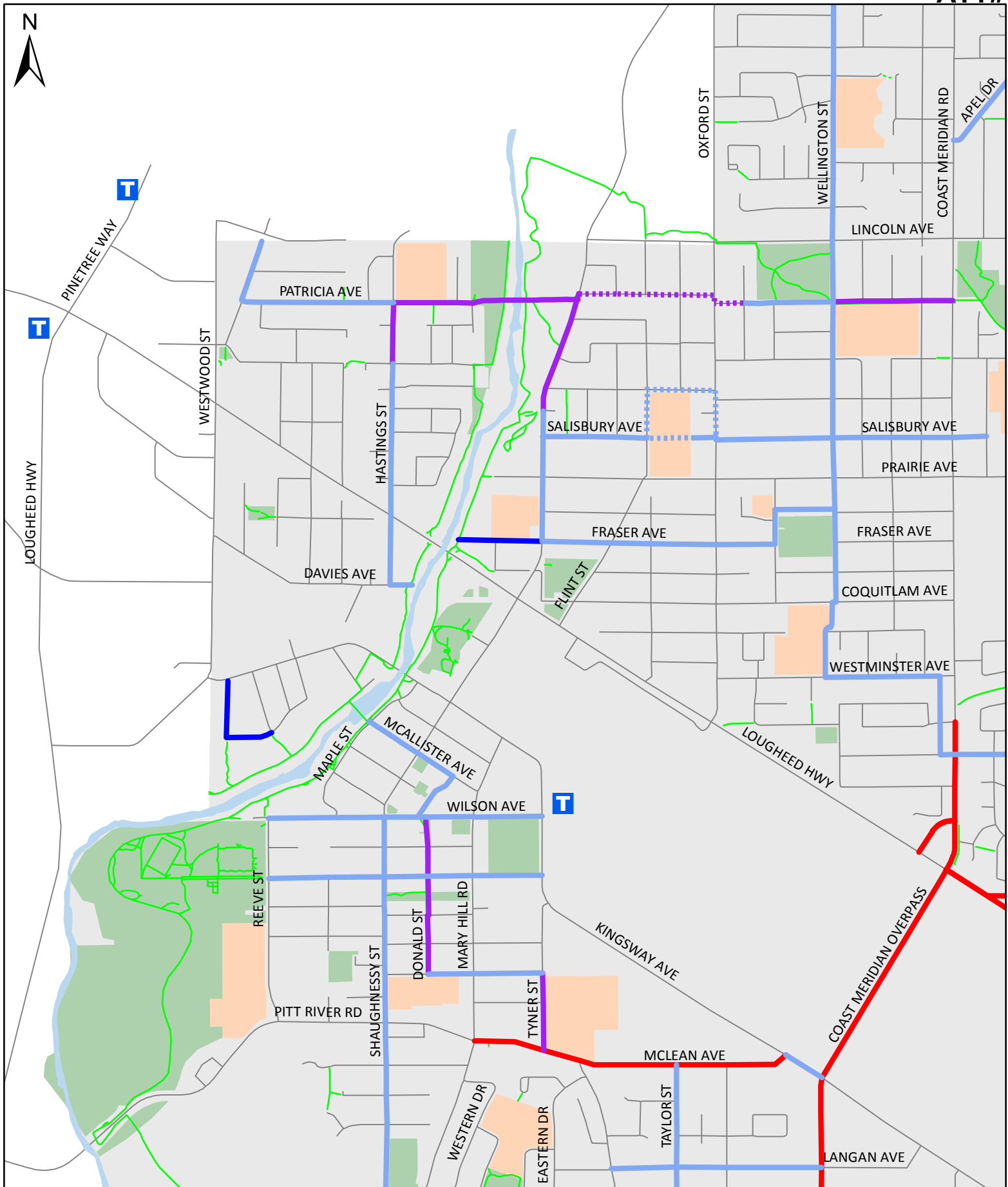
Attachment 1: Map of Active Transportation Improvements

Attachment 2: Feedback Forms

Attachment 3: HUB letter of support

Lead author(s): Forrest Smith

Contributing author(s): Melony Burton, Jason Daviduk



PROPOSED 2019 ACTIVE TRANSPORTATION IMPROVEMENTS

CITY OF PORT COQUITLAM



COMMENT SHEET

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1. Mail Form to: City of Port Coquitlam
Engineering & Public Works
200 - 2580 Shaughnessy Street
Port Coquitlam, BC V3C 3G4
2. Fax Form to: 604-927-5407
3. E-mail Form to: engineering@portcoquitlam.ca

Location	Proposed Work	✓
Suffolk Avenue: Oxford Street - James Park School	<ul style="list-style-type: none"> • New sidewalk, curb and gutter on south side • New curb bulges at southeast and southwest corners of Oxford and Suffolk • New crosswalk on Oxford Street 	
Salisbury Avenue: Sefton Street to Wellington Street	<ul style="list-style-type: none"> • New sidewalk, curb and gutter on north side • Nominal road widening between Vincent and Wellington to ultimate cross section 	
Patricia Avenue: Shaughnessy Street to York Street	<ul style="list-style-type: none"> • New Multi Use Path (MUP) on north side • Crosswalk Improvements at Patricia and Oxford 	

Comments:

Please make the MUP only 8' for my block, thank you if you can.

Handwritten signature

Please provide your contact details.



Forrest Smith

From: [REDACTED]
Sent: Thursday, December 13, 2018 10:11 AM
To: PF_Eng
Subject: Comments - Patricia Ave from Shaughnessy to York - Multi Use Path Extension

Hello,

After attending the open house and speaking with many neighbours about the proposed Patricia Ave from Shaughnessy to York - Multi Use Path Extension, I still haven't heard from a member of the community that is supportive of that project.

For many reasons it is a bad idea, including:

- larger groups of runners and cyclists will not be able to move abreast of each other;
- as proposed, it's not realistically a two-way path;
- the path will put users closer to intersections and driveways; that is more dangerous;
- users will need to cross Patricia Ave at Oxford. If the path was on the south side of Patricia Ave, then users will have to cross one less road;
- No-one wants the path on either side. If it will be created regardless, then it makes much more sense to put it on the south side. Reasons include having to address ONLY St. Anne Street and two laneways if the path was on the south side. If the path was on the north side, then it needs to cross Edinburgh Street, Flint Street, St. Anne Street, three laneways, and a fire hydrant. Having the path go across many more streets and laneways is MUCH more dangerous for recreational users.
- relocation of the fire hydrant and associated utility on the north side will be required at additional cost;
- placing the path along the south side will allow for crossings at Shaunessey and Oxford to remain where they are.
- There are flooding issues in the laneway between Edinburgh Street and Flint Street. I'm concerned this path will make the flooding worse;
- sidewalks will be put along both north and south sides of the street eventually. Save the money now and build the sidewalks + bike lanes all at once.
- Poco is allowing very large houses with three units each to be built in the neighbourhood. Most of the lots with these houses don't have enough parking for the residents. This will make the parking situation much worse and more hazardous for recreational users along the street;
- Construction along Edinburgh Street took much longer than it should have for that simple project. In addition, construction crews were very noisy from 7AM onwards, they dumped a load of gravel almost in the middle of Patricia Ave and went home for the day, dumped asphalt debris in the laneway to the east, and were generally rude and messy.

- From the open house, it sounds like the resident at [REDACTED] has pulled some favours with the City to get the path planned along the north side of the Avenue. I don't care if his driveway will be impacted. They don't use it and it shouldn't have been built in the first place. The foundation for the garage must be just above or into the groundwater table. Are they pumping by sump into the City storm sewer network? In most places that is not allowed. If that is the case they they are burdening the utility without paying their fair share.

Thanks for your time and considerations. I urge you to reconsider. This neighbourhood isn't going to accept the construction with the plan as it currently is envisioned.

[REDACTED]

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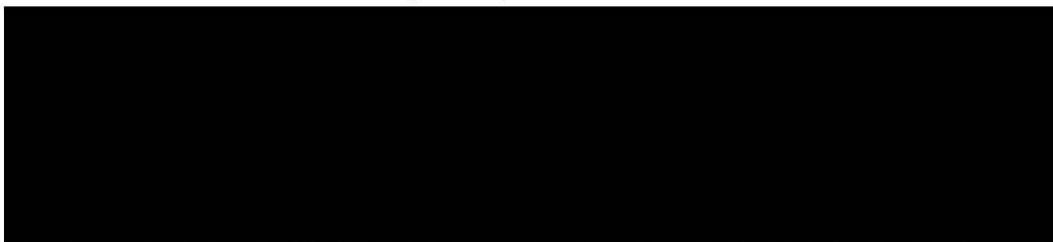
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Patricia Avenue: Shaughnessy Street to York Street	<ul style="list-style-type: none"> • New Multi Use Path (MUP) on north side • Crosswalk Improvements at Patricia and Oxford 	

Comments:

I do not think a bike path is appropriate for a residential street. I feel something this size should be built on a larger thoroughfare. I believe this will detract from the quiet family neighborhood feel and closeness. I think that sidewalks would be beneficial for the safety of the children and families in this neighborhood.

Please provide your contact details.



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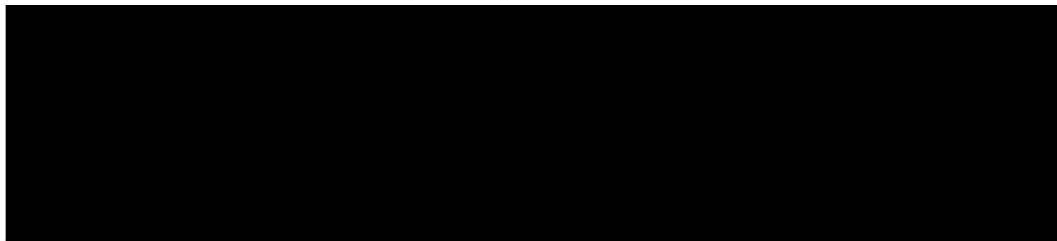
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Patricia Avenue: Shaughnessy Street to York Street	<ul style="list-style-type: none"> • New Multi Use Path (MUP) on north side • Crosswalk improvements at Patricia and Oxford 	

Comments:

→ MUP will take up too much space on our small road! Either put a smaller sidewalk or CLEAN UP Oxford Street! Spend ~~our~~ our money to make major arteries look better! NOT ruining our street / neighbourhood!


Please provide your contact details.



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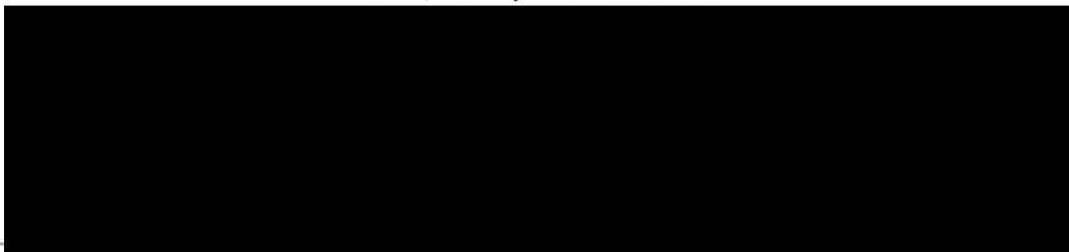
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Comments:

- ① NOT A BUSY CAR ST. Do NOT Believe Path will Be used By Bikes or Joggers
- ② A 9 FT PATH IN FRONT OF homes - Very close to the house is OBTRUSIVE to the family's
- ③ Will change the Dynamics of A Homey neighborhood
- ④ Lived here 32 yrs & never seen A problem. We have 15 kids that play hockey, ride Bikes, Play tag etc. Never Been A Problem

Please provide your contact details.



- ⑤ This path will cut down on parking in their Driveways & forcing more STREET parking & will cause some fighting for space on street!
- ⑥ I can see a path this wide in front of Parks, Schools or Busy STREETS. Spend the money on better lighting or crosswalks that are more visible (Painting, signs)
- ⑦ You have caused mental ANGUISH with all the people along this unnecessary intrusion for our neighborhood.
I DO NOT think any of you would like this in front of your HOUSE!!
- ⑧ with the money - use it to fix the Path in Wellington Park that is wisely used, widen the path from Shaughnessy to the foot bridge. use it for the Bus stop on the North side of Lincoln & Oxford that is in the Park that is unsafe, just a Pole with no lights or a place to STAND! Use it from Oxford to Coast M that is very busy & no side walk!
- ⑨ we need the Council to listen to their people & maybe do their own walk through before signing off on a project

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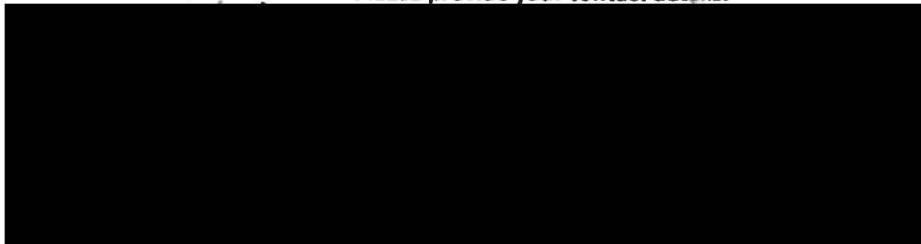
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Comments:

a 10 ft pathway in front of homes on a quiet residential street is too far over the top. Move it to the tree line on Lincoln ave where it belongs, a park lot, thank you.

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Patricia Avenue: Shaughnessy Street to York Street	<ul style="list-style-type: none"> • New Multi Use Path (MUP) on north side • Crosswalk improvements at Patricia and Oxford 	✓

Comments:

- Unnecessary use of money
- North side sidewalk would not line up with current southside crosswalk at Oxford and Shaughnessy
- Takes away from the curb appeal of homes

Please provide your contact details.



**2019 Transportation Improvements
Public Information Session
November 29, 2018**

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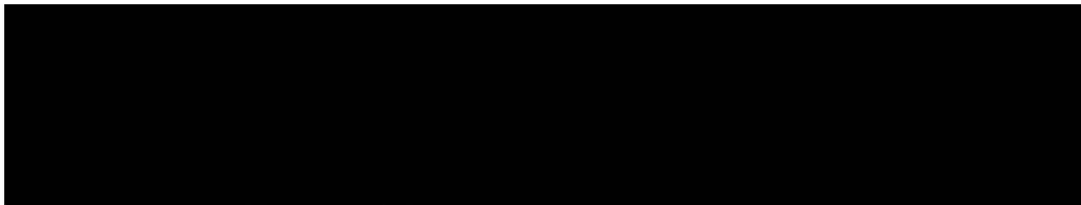
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Comments:

- M.U.P. too large for this residential street
- Money better spent on areas with safety concerns (ie)
 - Some lighting at crosswalk on Prairie at Vincent
- A sidewalk on Prairie between Freemant and Burns

Please provide your contact details.



1901
Patricia

COMMENT SHEET

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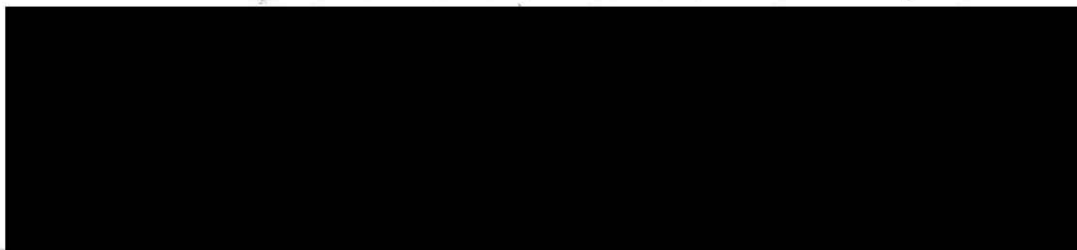
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Patricia Avenue: Shaughnessy Street to York Street	<ul style="list-style-type: none"> • New Multi Use Path (MUP) on north side • Crosswalk improvements at Patricia and Oxford 	✓

Comments:

A 3 meter wide multi-use path is not necessary on Patricia, however if the city is planning to go ahead with this project despite objection + concerns from the residence, it makes much more sense to be on the southside side of the street to align with the brand new crosswalk just created at Shaughnessy & Patricia and no more than 2 meters wide

Please provide your contact details.



OVER
→

to allow homeowners a little extra parking in their driveway so they don't have to park on the street.

* We feel the \$500,000 would be much better spent on Oxford St between Prairie & Lincoln. and appose the proposal.

2019 Transportation Improvements
Public Information Session
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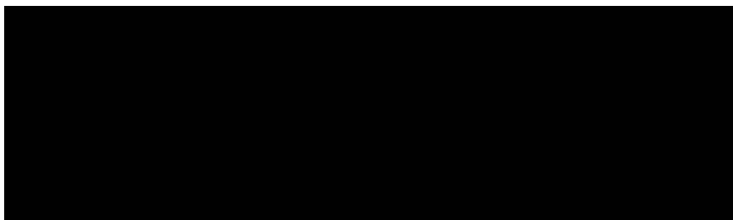
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Location	Proposed Work	✓
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Patricia Avenue: Shaughnessy Street to York Street	<ul style="list-style-type: none"> • New Multi Use Path (MUP) on north side • Crosswalk improvements at Patricia and Oxford 	✓

Comments:

- Patricia Ave Shaughnessy to York St.
- MUP unnecessary along this stretch
 - Patricia Ave as it is is quiet and has a low vehicle traffic volume. Cyclists will almost certainly not use new path in manner desired by project
 - Money could be better allocated to add safety improvements on Lincoln Ave from Oxford to Coast Meridian. Especially Wellington to Coast Meridian

Please provide your contact details.



1901
Patricia

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* Patricia Avenue: Shaughnessy Street to York Street	<ul style="list-style-type: none"> • New Multi Use Path (MUP) on north side • Crosswalk improvements at Patricia and Oxford 	

Comments:

We have lived in our house for over 30 years and know the area well. We strongly object to the proposed MUP on Patricia Ave. and feel this project to be particularly ill considered -

Please provide your contact details.

1901
Patricia

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Comments:

I disagree with the multi-use path along Patricia Ave. it's a nice quiet road & think the extra traffic (bikes) will make it less safe. Also feel the road is too narrow to allow a safe amount of room for path, two lanes of traffic & existing land owner's street parking. Street parking as it is, is full so to take 1/2 the street parking away will make it very unfair.

Please provide your contact details.

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Comments:

I am strongly opposed to the installation of a multi use path along Patricia ave. for the following reasons:

- the road is too narrow to do this safely
- It will be a major inconvenience to the residents of this street!
- Ridiculous waste of tax-payers money
- would eliminate street parking the residents rely on.

The city should instead focus on improving current infrastructure,

Please provide your contact details.

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Comments:

I feel this path is far too wide / large to be located in a tight-knit neighborhood. Some thing of this size should be situated in non-residential OR at least where there is room to "Fit" this type of thorough fare.

Forrest Smith

From:
Sent:
To:
Subject:

Friday, December 14, 2018 2:04 PM
PF_Eng
Fwd: Poco

Sent from my iPhone

Begin forwarded message:

From: [REDACTED]
Date: December 14, 2018 at 2:00:52 PM PST
To: [REDACTED]
Subject: Poco

PORT COQUITLAM
ENGINEERING & PUBLIC WORKS

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Public Information Session
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200 - 2340 Shaughnessy Street
Port Coquitlam, BC V3C 3A6
604-827-5407
eng/transport@portcoquitlam.ca

2. Fax Form to:
3. Email Form to:

Location	Proposed Work
Stuffed Avenue: Oxford Street - James Park School	<ul style="list-style-type: none">New sidewalks, curb and gutter on south sideNew curb buffers at southeast and southwest corners of Oxford and Sutton
Salisbury Avenue: Sefton Street to Wellington Street	<ul style="list-style-type: none">New crosswalk on Oxford StreetNew sidewalk, curb and gutter on north sideRemoval of road widening between Vincent and Wellington to ultimate cross section
Patricia Avenue: Shaughnessy Street to York Street	<ul style="list-style-type: none">New Multi-Use Path (MUP) on north sideCrosswalk improvements at Patricia and Oxford

Comments:
not fan of this at all. we don't need more water running into our property. If you continue this project ask of you.

I would like a curb along NORTH SIDE of Sefton, but no sidewalk. There is POCO trail across the street on south side. Buses for school should not be allowed on POCO TRAIL!

Name: [REDACTED]
Address: [REDACTED]
Phone: [REDACTED]
E-Mail: [REDACTED]

Please provide your contact details.

www.portcoquitlam.ca/capital/projects

Really?

Sent from my iPhone

“Port Coquitlam City Council is appointed to ensure the priorities of local citizens guide its policies and decisions on civic matters.”

We received a letter, dated November 7, 2018, to inform us that there will be construction of a sidewalk, barrier curb and gutter and a multiuse path (MUP) on our street. Communication with the neighbourhood should have occurred prior to the implementation of this decision. There are a number of safety issues with this project that need to be addressed immediately. We honestly believe that these changes were designed on paper only, no onsite visits from staff would have approved this plan.

OXFORD / PATRICIA CROSSWALK Relocation:

Firstly, marked crosswalks at uncontrolled intersections must be carefully selected and designed to ensure that they enhance, and not reduce pedestrian safety. They should be convenient, accessible and in the direct pedestrian route.

The existing crosswalk was originally installed in the wrong location and already had to be relocated. I sent a letter to the appropriate committee at City Hall with regard to the installation of the existing crosswalk at Oxford and Patricia. It was originally installed in the middle of the west bound leg of Patricia, nobody used it, they all crossed where it is now. We counted pedestrians, runners, cyclists, vehicles, watched and documented their patterns.

The only committee member that contacted us was Mayor Greg Moore. He rode his bike out to review the crosswalk location, and agreed with us one hundred per cent and it was immediately relocated to its present location. This location is the safest and preferred pedestrian crossing location. I also brought this to the attention of Jason in the Engineering / Planning Department about a month ago, they were not aware of this.

Now the City wants to relocate it to the north side of Patricia. Pedestrians, cyclists and runners using Patricia always take the shortest route to cross Oxford. They are NOT going to go to the opposite side of the street to cross Oxford. They use, and will continue to use the Stop sign as their crossing because it is convenient and has better visibility. Also, motorists do not expect mid block crossings.

(You are going to have the same problem with the relocation of the crosswalk at Dorset and Oxford. Pedestrians, especially the school kids, are not going to turn right, cross Oxford, and go back north on Oxford. You are going to have those kids running across Oxford before the crosswalk. Drivers will be looking for pedestrians at the street corner, not in front of the house on Oxford. There is so much confusion at this location right now, especially the way it has been left. You have traffic stopping at both crosswalks. It is a nightmare on these rainy, winter nights.)

MULTI USE PATHWAY:

Everyone documents that multi use pathways encourage more cycling and walking for recreation and commuting and that special care should be taken in the planning and design. In fact, these pathways should ultimately be designed to fit with our local needs and with the local, natural and built environments. There should have been input from the local affected taxpayers as to the benefits, and to minimize any potential problems.

- We feel our property will be devalued by the appearance.
- Our driveways will be affected, and even though the City does not provide on street parking, we will have no parking after 40 years.
- Since the dog park was built on Shaughnessy, we have to keep reminding dog walkers that our boulevards are not a dog park.
- Since Patricia was called a bike route, we now have cyclists spitting and horking on our boulevards.
- Cyclists stop to rest in our front yards.
- We have a lot more garbage to pick up off the street.
- Night time visitors in our driveways trying to open our car doors have increased to the point we now all have cameras.
- My daughter lives on Lincoln and ever since the MUP was installed, they have regular driveway visitors, day and night, their car has been keyed and broken into. Never happened before when people used the other side of the road.
- We will also have to shovel our whole boulevard if it snows.

For all of the years we have lived here, the few kids that do walk down the street, have always walked on the other side of the street. They cross Oxford at the stop sign and stay on that side of the street. The kids that use Oxford, walk down to the crosswalk at Dorset, and don't use Patricia.

PATRICIA at ST. ANNE:

Your cyclists and/or pedestrians are taking their lives in their hands at this corner. Parents fly southbound on St. Anne in the morning to drop off their kids at Kway, then fly back northbound to Lincoln. They take the same route in the afternoon to pick up their kids, not caring if they hit or kill our kids walking to school on St. Anne. My other daughter who lives on St. Anne has brought this to the attention of the school, RCMP and some council members.

I have also called the school on many occasions as I am walking my grandchildren, asking them to remind their parents how to drive. I also called the City and was told they provided sidewalks (for one block?) and would not consider humps, speed bumps or a 4-Way Stop.

BULGE AT SHAUGHNESSY:

We are not sure who designed this bulge but, we have been driving this way to work for 40 years, and this is a nightmare. It was already an accident waiting to happen, but now you have to creep out further into oncoming traffic to see what is coming. When there is traffic parked on the east side of Shaughnessy, on both sides of Patricia, you cannot see any traffic until you are in the oncoming lane. When I brought this to the attention of staff at City Hall, they could not understand what I meant when I said Shaughnessy is not built 90 degrees to Patricia Avenue.

The bulge is so big now that a large truck will just fit between the edge of the bulge and the yellow line.

Again, everyone crossing Shaughnessy, whether on foot or on bike, will continue on the south side of the street. They will not cross Shaughnessy, then cross Patricia, then use the MUP.

OXFORD and SHAUGHNESSY have been neglected for so many years, that maybe some of this money should be used for lighting, line painting and repaving. I invite you to drive on Shaughnessy on a dark rainy night, especially from Prairie to Lincoln.

A lot of road work is not done until development, but some of these road cuts are OLD and it will be years until this is all rebuilt. Maybe we could get some of these lanes paved too.

Thank you,





604.558.2002
 info@bikehub.ca
 bikehub.ca



December 19, 2018

To: City of Port Coquitlam %:
 Mayor Brad West westb@portcoquitlam.ca
 Council citycouncil@portcoquitlam.ca
 Engineering engineering@portcoquitlam.ca

Dear City of Port Coquitlam,

Tri-Cities HUB is happy to support the enhancement to the Patricia Avenue bike route [proposed here](#). The planned two-way, off-street path will make this quiet, flat residential street more accessible to active children and families. It will connect Tri-Cities residents to nearby destinations including Ecole des Pionniers, Ecole Kwayhquitlum, the Trans-Canada and Traboulay Poco Trails, and the Patricia footbridge over the Coquitlam River.

HUB recognizes Port Coquitlam's efforts to improve its active transportation connections, consistent with the City's guiding policies: its Official Community Plan, Master Transportation Plan, and Environmental Strategic Plan. The Patricia Avenue bike route is an excellent investment in a healthy community that will help improve user safety for residents of all ages and abilities. We enthusiastically support this infrastructure development, and appreciate the opportunity to engage with the City on exciting, community-driven projects like this one.

Yours sincerely,

Andrew Hartline
 Tri-Cities HUB Local Committee
tri-cities@bikehub.ca

RECOMMENDATIONS:

That Committee of Council recommend that Council:

1. Give 1st and 2nd reading to an Official Community Plan Amendment Bylaw to set a tree canopy target and update planning policies;
2. Confirm the consultation for the Official Community Plan amendment to include information posted on the City's website throughout the review, the Let's Talk Trees program in 2017, and the 2018 public consultation on proposed changes;
3. Give first three readings to a new Tree Bylaw; and,
4. Give first three readings to amending the Fees and Charges Bylaw, Delegation of Authority Bylaw, Bylaw Notice Enforcement Bylaw, and Ticket Information Bylaw.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the July 18, 2018 Sustainability and Environment Committee meeting, the following resolution was approved:

- 1) *That the Sustainability and Environment Committee direct staff to make the following amendments for review by the Committee:*
 - a) *Replace Tree Bylaw, 2005, No. 3474 with a new tree bylaw;*
 - b) *Amend the Official Community Plan policy pertaining to trees;*
 - c) *Amend the Fees and Charges Bylaw to include a new schedule to set permit fees;*
 - d) *Amend the Delegation Bylaw to implement tree permit appeals; and,*
 - e) *Amend the Ticket and Notice Enforcement Bylaws to enforce tree regulations.*
- 2) *That the report to Committee with the proposed amendments include:*
 - a) *a canopy coverage target; and,*
 - b) *a proposed implementation program that will take reflect the approach that the City's first priority is education, then awareness and incentives and then penalties and enforcement.*

This was preceded by the following resolutions:

April 25, 2018 – Sustainability and Environment Committee: *That the Sustainability and Environment Committee host an open house and meeting to invite public comment on the proposed tree management policies and regulation.*

December 19, 2017 – Finance and Intergovernmental Committee: *That FIG authorize staff to prepare a strategy for a tree canopy target, draft an amended Tree Bylaw, and bring forward work program adjustments for its further consideration.*

June 15, 2017 – Finance and Intergovernmental Committee: *That staff be authorized to consult with the public on ideas to change the City's policies and bylaws related to planting and protection of trees within the City.*

Proposed Policy for Trees and a new Tree Bylaw

REPORT SUMMARY

This report completes a comprehensive review of the direction to be taken by the City to better protect and enhance its urban forest. It also addresses concerns raised by the Sustainability and Environment Committee in its review of the proposed direction last July and proposes that a tree canopy target be set. Building on data and analysis presented to Committee in 2017, an extensive public consultation program, “*Let’s Talk Trees*”, conducted over that summer and fall, and the public’s review of the proposed regulations in 2018, the report recommends:

- (1) That a tree canopy target of 25% be set by Council as policy in the Official Community Plan;
- (2) That a new tree bylaw be adopted to replace the existing regulation; and,
- (3) That amendments to a number of associated bylaws be adopted to implement the new regulation.

This direction, complemented with educational materials and implementation actions to be proposed in upcoming work programs, are expected to improve the City’s regulation of tree cutting, increase the number of trees being planted and support best practices in tree management.

BACKGROUND

In 2017, the City embarked on a review of its tree regulations to respond to concerns being raised by the public with respect to retention of the tree canopy, cutting of valued trees, and the City’s management of its urban forest. The review was intended to:

- evaluate potential changes to regulations and policies that could better meet community objectives;
- address gaps in the scope of current regulations as identified by staff;
- respond to concerns raised by a community group, PoCo Heritage Trees, with respect to the City’s recognition and protection of heritage and other significant trees;
- define tree cutting approval processes associated with the cutting trees on public lands; and,
- set administrative fees and charges in line with cost-recovery practices.

In summary, the following directions were provided during the review process.

- 1) June 9, 2017 – the Finance and Intergovernmental Committee considered tree-related policies currently included in the Official Community Plan, Heritage Strategic Plan and Environmental Strategic Plan as well as regulations of the current Tree Bylaw. The report also informed Committee that the City’s existing tree canopy is 23.8%. Staff were authorized to proceed with a public consultation process that would review these policies and regulations and identify community expectations.
- 2) December 19, 2017 – After the summer’s “*Let’s Talk Trees*” consultation program was concluded and the data from the public input analyzed, the staff report to the Finance and Intergovernmental Committee indicated that the community would generally support more rigorous measures to protect trees and require additional tree planting. Committee determined it would look to support changes that would not only better retain existing trees, but also require more tree planting to increase the total number of trees. It supported bringing forward

Proposed Policy for Trees and a new Tree Bylaw

regulatory changes that would eliminate the opportunity for owners to cut one tree per year without a permit fee; require tree replanting; impose greater control over cutting significant trees; require two replacement trees to compensate for cutting a significant tree; and, if on-site tree planting was not feasible at a site, to allow cash-in-lieu for off-site planting. Committee provided further direction that it wished to proceed with developing changes to current regulations and policies and, based on the potential outcome of these changes, subsequently define a tree canopy target.

- 3) On April 25, 2018 the Sustainability and Environment Committee endorsed proceeding with public review of the proposed changes to current tree protection and replacement requirements.
- 4) On July 18, 2018, after considering the public's response to the proposed amendments, the Sustainability and Environment Committee asked staff to respond to a number of questions as well as to bring forward a proposal for a tree canopy target before moving forward with proposed bylaw amendments.

The Committee reports referenced above are posted on line at www.portcoquitlam.ca/talktrees or available upon request from the Planning Division.

DISCUSSION

A. Response to Questions asked at the Sustainability and Environment Committee meeting

- (1) *Should a tree permit be required for emergency removal of a hazardous tree? Should a fee be charged for removal of a hazardous tree?*

Committee's concern was that continuing to allow for emergency tree removals and waiving fees for hazardous trees could result in over-cutting. To assess this concern, staff reviewed past tree cutting applications and outcomes. In approximately 70% of the applications for tree cutting, the applicant/property owner indicated their concern that the tree posed a hazard. Parks staff conduct site inspections to evaluate the health of the tree prior to permit issuance of the permit and generally find only 10% of tree cutting applications are for trees that constitute a hazard. However, the process to determine whether a tree is hazardous, at no charge to the applicant, creates an opportunity for staff to exchange information about the tree with the owner and to promote the right tree being planted in the right place in keeping with the specific circumstances of the site. It is not recommended that any changes be made in this regard as current regulations and associated processes promote public safety and timely tree replacement.

- (2) *How many trees are being cut at the time of new development?*

The Committee expressed concern that developers may unnecessarily cut trees prior to submitting a development application and that too many trees are being cut to accommodate new developments. A sample of 196 tree cutting permits approved within the last two years was assessed to determine the distribution of property types and relation to redevelopment of

Proposed Policy for Trees and a new Tree Bylaw

sites where trees were cut. 67% of these applications related to sites where there was no redevelopment being proposed and 33% to sites associated with development. As shown in the table below, more trees are cut on sites being developed with an average of 5.8 trees per site compared to 1.6 trees per sites that are not being redeveloped. It was not possible to identify the number of trees required to be replanted to replace these cut trees.

	Sites not being redeveloped			Sites being redeveloped			All
	Single Family	Multi-family	ICI *	Single Family	Multi-family	ICI*	
# Tree Permits	153	15	5	17	3	3	196
Total Trees Cut	184	57	21	52	52	28	394
Ave # trees cut per site	1.2	3.8	4.2	3.1	17.3	9.3	2.0

* Industrial, Commercial and Institutional sites

(3) *Should stricter regulations apply to developers than to residents? Higher fee charges?*

It is not suggested that the City treat developers differently than others with respect to tree cutting regulations. Potential developers of sites subject to redevelopment are informed of the City's landscaping and tree retention policies early in the application review process - whether for a small lot subdivision, a consolidation of lots for a new apartment building, or a major project. Owners are encouraged to work with staff to determine how the loss of trees can be minimized, including variance to regulations if it means a tree can be saved. This process, combined with development permit regulations which ensure on-site replacement of trees, is proving to be effective for most sites. The possible exception is the loss of trees on larger single family lots, which are not subject to development permit regulations. However, the proposal to require replanting for cut trees will, to a large extent, address this situation.

A fee structure could be proposed that would set higher costs to cut a tree on a site being developed than for a site that is not under development or to set different fees to cut a tree depending on the zoning of the property (for example, the City of Burnaby takes both approaches). The approach recommended by this report is to set one fee that will apply to any tree that is cut or who is cutting it (a home owner, a business, or a developer). This cost recovery approach recognizes the cost to process a tree cutting permit is the same no matter where the tree is located. Further, most owners who are developing a property will end up paying more than an owner who is not redeveloping because they are typically cutting more trees to accommodate new construction and servicing.

(4) *Could staff further explain the proposal to vary tree replacement requirements for sites with a cluster of trees?*

The proposal that the City not require tree replacement if a tree to be removed is within 5 metres of a mature tree is a unique proposal. The City's proposal is intended to enhance the health of a property's tree canopy by allowing for 'thinning' to reduce crowding and allow the

retained tree greater growing space, resulting in a more developed root system, larger crown, and better overall health.

Some other communities have variable regulations based on their own circumstances. For example, the City of Coquitlam requires replacement trees be based on the number of trees per lot, varying by lot size; the District of North Vancouver and Village of Anmore require replanting if a lot has a canopy cover below 20%; and, Burnaby, Maple Ridge, and White Rock determine replacement requirements based on the diameter of the tree to be removed.

- (5) *Is the proposed tree replacement cost appropriate? Could the cash-in-lieu option result in owners defaulting to paying cash rather than replacing trees?*

In considering the proposal to set the cash-in-lieu payment at \$500 per tree, Committee was concerned this amount would be too low and result in owners choosing to pay cash rather than replacing trees on their sites.

The proposed amount is intended to be sufficient for the City to recover its costs. The actual cost of replacing a tree varies, but it generally costs less for a resident to replace a tree: the purchase of a tree sapling ranges from \$50 to \$150 and most home owners do not incur additional costs for adequate care such as summer watering whereas costs incurred by the City must include not only the price of the tree sapling and a water bag, but labour costs for planting and periodic watering.

The cash-in-lieu option will most often be utilized by owners of properties with insufficient space to accommodate replacement trees. The option will enable the City to increase the number of trees planted on public lands and, in the long run, could result in more trees attaining full maturity compared to replanting trees over underground parking structures or where there is insufficient area for the tree to develop a large crown.

- (6) *Does the City sufficiently protect trees near watercourses?*

Areas adjacent to rivers, creeks and other watercourses are designated in the Official Community Plan as development permit areas for watercourse protection and the removal, alteration, disruption or destruction of vegetation is prohibited within these areas unless Committee has issued a development permit or there is an immediate hazard. If any trees must be cut, such work must be in accordance with the recommendations of an environmental consultant and typically requires replacement with native tree species. Although the City does not find that it has significant issues with unauthorized tree cutting, educational and other measures to promote community awareness will be pursued to promote tree protection. In addition, the draft tree bylaw has been amended to reference the development permit area designation to ensure applicants for tree cutting permits are aware of the restriction.

- (7) *Should cottonwood and aspen trees be defined as significant trees?*

The proposal to expand the significant tree definition to include all trees ≥ 60 cm does not extend to cottonwood and aspen trees. Although these tree species can reach diameters beyond 60 cm, when this large they can also be hazardous due to internal rot and falling

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branches and requiring owners to obtain a tree risk report for their removal is considered to be unnecessarily burdensome. If a large cottonwood or aspen tree is located within a watercourse protection area (which is typical), it is also subject to the watercourse protection area designation ensuring protection if deemed appropriate through the watercourse protection development permit process.

(8) How can the City better identify and protect trees with heritage qualities?

In the past, the City has attempted to identify trees with heritage merit through its creation of heritage inventories, but there is a concern that these community-based initiatives did not result in a comprehensive list of trees with heritage merit or measures for their protection. The scope of work for this report did not extend to specific identification of trees considered to have heritage merit. If Council wishes to develop a definitive list, then the Parks and Planning Divisions would need to include this work as part of a future work program. It is worth noting that the new definition for a significant tree will help protect more older trees. Staff can support the Heritage Society or a tree group in nominating trees with heritage significance as an addition to the existing Heritage Inventory.

(9) Could the City promote tree retention and replanting by offering incentives?

This question reflects input from residents who had asked if the City could offer incentives such as property tax rebates to offset high tree maintenance costs.

Portland, Oregon provides a partial credit on its stormwater charges for half the cost of a new tree (up to \$50). Portland also has a green infrastructure stormwater rebate program in certain districts which may incorporate existing trees, although the value is limited (approximately \$4 per tree per year).

Offering tax reductions or other tree-related incentives is not within the scope of this report. While the effectiveness of a tax credit or other incentive is unknown, a program, if offered, could have high administrative costs as well as impact revenues. However, options such as to assisting residents with treed properties by providing additional green bins and providing free watering bags to improve sapling survival can be explored. Other actions which could provide an incentive at a lower administrative cost include offering discounted trees via a City tree sale, offering rebate vouchers for the purchase of trees, or developing a community tree farm. These options could be considered if brought forward as future budget decision packages.

(10) How can Council ensure that cash-in-lieu funds collected for tree cutting are restricted to future tree planting (i.e., a "Tree Bank")?

The City's budgeting process currently provides that permit funds are used for tree planting purposes in both parks and streetscapes and this process will be continued. Additionally, it is proposed that the City direct unspent funds from tree permits and cash-in-lieu payments to a reserve account, effectively implementing the desired "tree bank" concept. This approach is in keeping with best practices and provides a certain level of flexibility if, for example, funding was

Proposed Policy for Trees and a new Tree Bylaw

needed to enhance infrastructure that supports trees or the City wishes to provide a subsidy for purchase of trees as a tree planting incentive.

(11) Is the proposal to require posting a tree permit in keeping with the requirements of other communities? What about the cost of the fine for not posting the permit? Cost of other fines?

Posting a tree permit is recommended to notify the public of approved cutting and permit conditions, as well as advantageous to staff. When the City's urban foresters are out in the community they can quickly determine if an observed tree removal is lawful without having to call the office or take a trip back to the office to look up the location. The majority of other Metro Vancouver municipalities require tree permits to be visibly posted during tree cutting. In the future, online posting of tree permits will be explored as an option as the City continues to update its systems and procedures.

Fines for contravening posting requirements range from \$75 to \$500, with an average fine of \$246. The City's proposal is to charge a fine of \$100 (this amount was adjusted from an original proposal of \$200 in response to input from Committee). Other fines associated with trees and tree cutting are listed in Attachment 3.

(12) How can the City require more trees with large canopies to be planted instead of columnar trees?

The planting of columnar-shaped trees is typically common along commercial streets and in industrial zones, as this type of tree is less likely to impact business visibility or truck movements. Other advantages include the ability to be planted in a smaller space, create a focal point in a landscaped setting for design purposes, and add variety in the species of trees being planted. While they also provide habitat value, improvements to air and water quality, and help in managing storm flows, this type of tree contributes less to canopy cover and intercepts less rainfall than wider-crowned varieties.

The City's development permit area designations for multi-family, commercial and industrial areas in the Official Community Plan require the submission of a landscape plan, review of that plan by staff for compliance with applicable guidelines for development, and approval by the Committee of Council. This process provides for specific consideration of the appropriate type of tree to be planted in new developments. By setting a tree canopy target in the Official Community Plan, Council would be setting a clear objective to enhance the canopy. Accordingly, this report further recommends updating the landscape design guidelines of the Plan to promote the planting of trees that will meet this objective, where appropriate.

(13) Would a tree cutting permit be required for properties within the Agricultural Land Reserve?

This question was asked subsequent to the meeting of the Sustainability and Environment Committee and was reviewed with input from the municipal solicitor.

The City's regulations would likely be applicable to those parts of properties in the Agricultural Land Reserve which are not used for farm purposes, i.e. within the farm home plate as defined by the Zoning Bylaw. Regulating tree removal and requiring replacement trees is unlikely to be

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considered inconsistent with the *Agricultural Land Commission Act* where this part of the property is not used for farm purposes.

B. Recommendation for a Canopy Cover Target

The City's canopy cover is approximately 23.8%, with the calculations used to obtain this figure described in Attachment 4. The proposed regulatory changes are projected to result in an estimated net canopy cover increase of 0.03% per year. This would bring the canopy cover level to 24.1% by 2030 and at this rate, to 25% by 2060.

Achieving a higher canopy level, such as 30%, in the foreseeable future would require more trees being planted. Options to further enhance the tree canopy cover and achieve a 30% canopy cover by 2060 by planting more trees include:

- Increasing the budget for municipal tree planting to plant an additional 480 trees annually at cost of \$240,000 per year (30% cover by 2060)
- Requiring owners to provide a 2:1 for replacement for all tree removals, which could result in an estimated additional 480 trees being planted per year
- Offering a program for discounted tree sales to property owners which could result in the planting of 600 trees annually on private properties at a cost of \$48,000 per year (assumes an 80% survival rate)

If Council determined it wished to implement each of the above measures, then it is estimated that 1440 additional trees would be planted annually at a cost to the City of \$288,000 per year. This could result in a 30% canopy cover being reached as early as 2037.

There are some concerns with the feasibility of each of the measures noted above: the requirement for a 2:1 replacement may not be supported by the community, as it further increases the cost for property owners to cut their trees; it may also be challenging to obtain sufficient space to plant that many trees on municipal lands as open spaces are also needed in park lands and boulevards are likely to require improvements such as curbs; and, the effectiveness of a discounted tree program is highly uncertain.

An alternative to setting an achievable canopy target would be to set an "aspirational" target, such as a target of 40% or a target of 30% if the proposed regulations or funding levels are not also amended. This approach can inspire creative efforts and could lead to some more trees being planted than required by the proposed regulations and municipal actions. However, an aspirational target can also be seen as misleading the public and is not recommended.

C. Recommended Bylaw Amendments

a) Official Community Plan Amendment

It is recommended that an amendment to the Official Community Plan be approved. The proposed changes would:

Proposed Policy for Trees and a new Tree Bylaw

- Augment the environmental objective of the Plan by adding the phrase shown below in bold:
“Protect environmentally sensitive areas, provide adequate park space in the community and establish links between public open space and enhance the urban environment of the City by growing its tree canopy”.
- Include a new policy (11) in the Growth Management and Sustainability section of the Plan:
“11. Work towards achieving a tree canopy target of 25% by 2060”.
- Revise policy (8) of the Environmental policy section of the Plan as shown below in track changes:
“8. Promote the preservation of existing trees and the planting of new trees in application review and approval processes, including permits for tree cutting, demolition, soil removal and deposit, new developments and through DPAs and development control, road infrastructure projects, and the Tree Protection Bylaw.
and
- Replace policy (9) of the Environmental policy section of the Plan as shown in track changes:
“9. Require landscaping, preferably with native trees and plants, on intensive residential, commercial, and industrial development sites. Ensure that landscape plans associated with new developments and infrastructure projects give consideration to the selection of trees that will contribute to enhancing the tree canopy, creating a diversity of tree species and use of native plant materials.”

This report further recommends that Council confirm the consultation process for the Plan amendment to comply with s.475 of the *Local Government Act*.

b) New Tree Bylaw

Following an extensive public consultation process, it is recommended that the attached tree bylaw be approved. The changes that would arise from adoption of this bylaw, which replaces the current bylaw, are detailed in Attachment 3.

c) Other Bylaw Amendments

The following additional bylaws would be submitted to Council:

- i. An amendment to include a new schedule in the Fees and Charges Bylaw to set the recommended tree cutting permit fee (\$100/tree approved to be cut);
- ii. An amendment to the Delegation of Authority Bylaw to provide that the Committee of Council may consider a decision of the Manager of Parks Services with respect to the issuance of a tree cutting permit; and

Proposed Policy for Trees and a new Tree Bylaw

- iii. An amendment to the Bylaw Notice Enforcement Bylaw to increase the fines for unauthorized tree cutting. A comparison of the proposed fines with those charged by other communities is also included in Attachment 3.

D. Future Communications

Providing educational materials and actions is planned to be an integral part of the City's tree management strategy, once the new policies and regulations are adopted. The strategy is projected to include an online tree portal describing the benefits of trees, tree hazard warning signs, how and when to acquire a tree permit, and penalties for bylaw contravention. Materials to be made available to the public would include tree pruning advice, a tree species selection tool, a list of local arborists, and instructional videos (e.g. how to plant a tree, etc.). The City would also look to collaborate with community organizations to increase awareness of the City's urban forest and its benefits, and to find ways to support volunteer initiatives such as by the Heritage Society and the Heritage Tree Group. There are no additional costs projected for this work.

FINANCIAL IMPLICATIONS


The proposed increased tree cutting permit fees and cash-in-lieu of replanting, if approved, will increase the amount of funding available to plant new trees, limiting the need for additional, annual funding requests. Based on the adjusted figures, staff forecasted permit revenues to increase from an average of \$10,000 per year to approximately \$48,000 per year. This would allow for better species selection at tree nurseries, improved purchasing power, more strategic planting schedules and timelines, and better success and longevity rates leading to increased canopy densification. Unspent revenues will be placed in a reserve account to fund future tree planting.

PUBLIC CONSULTATION

The recommendations of this report reflect the substantial public consultation that took place in 2017 ("Let's Talk Trees") and 2018 (review of proposed regulations). Further input would be obtained at the public hearing held in consideration of amending the Official Community Plan.

OPTIONS


With respect to amending the Official Community Plan and setting a tree canopy target:

#	Description
1 	Recommend to Council that the Official Community Plan be amended to set a tree canopy target of 25% based on the calculation of achievable canopy and add policies and guidelines promoting enhanced tree protection, planting more trees and planting trees with larger crowns
2	Request staff bring forward a strategy to achieve a tree canopy target higher than 25% (such as 30%) including recommended changes to the proposed tree bylaw

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	and municipal budget, before making a decision on amending the Official Community Plan.
3	Set an “aspirational” canopy target of 40% and request staff bring forward a revised Official Community Plan amendment bylaw that would reflect this target.

With respect to adopting a new tree bylaw and associated regulations:

#	Description
1 	Recommend to Council that the new tree bylaw and regulations be adopted to enhance tree management, protection and replanting
2	Request additional information prior to making a decision on the proposed amendments
3	Determine that it does not wish to make any changes to current policies and regulations.

Report prepared by: Neil MacEachern, Doug Rose

ATTACHMENTS

Attachment 1. Proposed Official Community Plan amendment

Attachment 2. Proposed Tree Bylaw 2019

Attachment 3. Comparison of regulations of current tree bylaw with proposed regulations;
Comparison of fines

Attachment 4. Backgrounder: Calculating Port Coquitlam's Tree Canopy

CITY OF PORT COQUITLAM

OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2018

Bylaw No.

Whereas an Official Community Plan was adopted by the "Official Community Plan Bylaw, 2013, No. 3838"

And whereas an amendment to the Official Community Plan has been prepared and after First Reading of this Bylaw the Council has:

- (a) considered the amendment to the plan in conjunction with the City's financial plan;*
- (b) determined that no applicable waste management plan exists for consideration;*
- (c) determined that sufficient opportunities for consultation on the amendment to the plan have been provided;*
- (d) determined that the amendment to the plan does not affect the City of Coquitlam, District of Pitt Meadows, School District No. 43, the Metro Vancouver Regional District, TransLink, the Kwikwetlem First Nation or the provincial or federal government or their agencies.*

The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. Citation

This Bylaw may be cited as "Official Community Plan Bylaw, 2013, No. 3838, Amendment Bylaw, 2019, No. xxxx.

2. Administration

- 1) That Section 3, **Objectives**, be amended by augmenting the objective for Environment and Parks "Protect environmentally sensitive areas, provide adequate park space in the community and establish links between public open spaces" with the additional clause, "and enhance the urban environment of the City by growing its tree canopy".
- 2) That the following new policy 11. be added to Section 7.1, Growth Management and Sustainability,

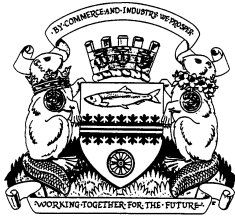
"11. Work towards achieving a tree canopy target of 25% by 2060."

- 3) That the objective referenced in the heading of Section 7.4, Environment and Parks, be replaced with the augmented objective, "Protect environmentally sensitive areas, provide adequate park space in the community and establish links between public open space and enhance the urban environment of the City by growing its tree canopy".
- 4) That policies 8 and 9 of Section 7.4, Environment and Parks, be replaced with the following policies:

"8. Promote the preservation of existing trees and the planting of new trees in application review and approval processes, including permits for tree

cutting, demolition, soil removal and deposit, new developments and infrastructure projects.”

- "9. Ensure that landscape plans associated with new developments and infrastructure projects give consideration to the selection of trees that will contribute to enhancing the tree canopy, creating a diversity of tree species and use of native plant materials.”



THE CORPORATION OF THE CITY OF PORT COQUITLAM

BYLAW NO.

The Council of the Corporation of the City of Port Coquitlam, enacts as follows:

1. CITATION

- 1.1 This bylaw may be cited as “Tree Bylaw, 2019, No.x “

2. REPEAL

- 1.1 City of Port Coquitlam Tree Bylaw, 2005, NO. 3474, as amended, is repealed.

2.1

3. INTERPRETATION

- 2.1 In this bylaw, unless the context indicates otherwise:
- (a) **Arborist Report** means a document indicating the location, species, diameter, height, habitat features, and condition, in addition to relevant site conditions (e.g. infrastructure, watercourses, floodplain, etc.) produced and signed by a certified arborist and/or qualified tree risk assessor, as applicable;
 - (b) **Bylaw Enforcement Officer** means an individual designated as a Bylaw Enforcement Officer;
 - (c) **Caliper diameter** means the width of the main stem of a juvenile tree, measured at a height of 15 cm above the root ball;
 - (d) **Certified Arborist** means a person certified by the International Society of Arboriculture as an arborist;
 - (e) **City** means the City of Port Coquitlam;
 - (f) **Cut** or **Cutting** means the severing, or knowingly allow to be severed the trunk or stem of a tree;
 - (g) **Damage** means to conduct, or to knowingly allow to be conducted:

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1

- (i) severing or harming the roots growing inside the root protection zone of a tree;
- (ii) placing fill, building materials or structure upon land inside the root protection zone of a tree;
- (iii) operating trucks, backhoes, excavators or other heavy inside the root protection zone of a tree;
- (iv) denting, gouging or harming the stem of a tree;
- (v) removing bark from a tree;
- (vi) depositing concrete washout or other liquid or chemical substances harmful to the health of a tree on land inside the root protection zone of a tree;
- (vii) adding or removing soil from land inside the root protection zone of a tree which changes the original soil grade;
- (viii) undermining the roots inside the root protection zone of a tree;
- (ix) pruning a tree in such a way that may cause the instability or death of the tree; or
- (x) topping a tree by removing the vertical stem and upper primary limbs of a tree;

(h) **Development** means any building modification requiring a building permit from the City;

(i) **Diameter** means the width of the stem(s) of a tree, such that:

- (i) the diameter is the circumference of the stem of a tree measured 1.4 metres above natural grade, divided by 3.142;
- (ii) where natural grade is sloped, diameter shall be measured 1.4 metres above the mid-point between high and low sides of the natural grade;
- (iii) The diameter of a tree having multiple stems 1.4 metres above the natural grade shall be the sum of:
 - A. 100% of the diameter of the largest stem; and
 - B. 60% of the diameters of each additional stem;

- (j) **Drip line** means perimeter of the area directly beneath the ends of the outermost branches of a tree;
- (k) **Hazardous tree** means any tree which due to its condition, health or any other circumstances has been determined by a Qualified Tree Risk Assessor to present a hazard to the safety of persons, private property, or other tree(s);
- (l) **ISA** means International Society of Arboriculture;
- (m) **Location** of a tree means the point at which the main stem of a tree meets the ground;
- (n) **Lot** means a parcel of land registered in the Land Title Office and includes parcels created by bare land strata subdivision and common property shown on a strata plan;
- (o) **Manager of Parks Services** means the person appointed by the City as Manager of Parks Services and any duly authorized delegate of the Manager of Parks Services;
- (p) **Owner** means in respect of a lot:
 - (i) the registered owner;
 - (ii) the holder of the last registered agreement for sale;
 - (iii) a strata corporation if the lot is common property; or
 - (iv) an agent authorized in writing by the owner to act on the owner's behalf;
- (q) **Permit** means a permit issued by the City, including a building permit, demolition permit, development permit, development variance permit, heritage alteration permit, soil removal and deposit permit, temporary use permit, or any other permit deemed applicable by the City;
- (r) **Protective barrier** means fencing constructed around a tree in accordance with Schedule "B" of this bylaw to protect the tree from damage during site work or construction;
- (s) **Prune** or **Pruning** means the removal of living or dead parts of a tree, including branches, in order to maintain shape, health, flowering or to regulate growth;

- (t) **Qualified Tree Risk Assessor** means any person possessing a valid Tree Risk Assessment Qualification from International Society of Arboriculture;
- (u) **Remove** or **Removing** means to uproot, or cause or allow to be uprooted, or to move, or cause or allow to be taken off a lot;
- (v) **Replacement tree** means a tree with a minimum caliper diameter of 5.0 cm if deciduous, or a minimum height of 2.0 m if coniferous, planted on a lot to replace a tree which has been cut down on the same lot;
- (w) **Retained tree** means a tree on a lot in respect of which a tree cutting permit is issued that is not permitted to be cut;
- (x) **Root protection zone** means a circular area extending outward from the stem of a tree, whose radius is equal to six times the diameter of the tree;
- (y) **Shared tree** means a tree with any part of its trunk crossing a property line, including where the adjacent property is a highway, park, or other City-owned property;
- (z) **Significant tree** means a tree listed and identified in Schedule 'A';
- (aa) **Snag** means any dead standing tree;
- (bb) **Stem** means a main segment of a tree which grows upward from the ground;
- (cc) **Tree** means a woody perennial plant having a single stem or group of stems with a diameter of at least 15 cm measured 1.4 metres above natural grade or a height of at least 5 metres; and includes:
 - (i) a replacement tree; or
 - (ii) a tree planted as a condition of a development permit;
- (dd) **Tree Cutting Permit** means a permit issued by the Manager of Parks Services in accordance with this bylaw, which shall permit the cutting and replacement of trees under the conditions stipulated in the permit;
- (ee) **Tree Cutting Plan** means a plan based on the tree survey, which shows the trees proposed to be cut;
- (ff) **Tree Replacement Plan** means a plan which shows the location, size (height and/or caliper diameter) and species of replacement trees to be planted upon a subject lot; and

(gg) **Tree Risk Assessment** means an analysis of tree hazard that includes documented assessment of site factors, tree health and species profile, load factors, tree defects and conditions affecting the likelihood of failure, risk categorization, and mitigation options.

- 2.2 A reference in this bylaw to an enactment is a reference to that enactment as amended or replaced from time to time.
- 2.3 Words used in the singular form in this bylaw include the plural and gender specific terms include all genders and corporations.
- 2.4 Headings in this bylaw are for convenience only and must not be construed as defining or in any way limiting the scope or intent of this bylaw.
- 2.5 A decision by a court that any part of this bylaw is illegal, void or unenforceable severs that part of this bylaw and does not affect the validity of the remainder of this bylaw.

3. APPLICATION OF BYLAW

- 3.1 This bylaw applies to all trees within the City except as provided in section 3.2.
- 3.2 This bylaw does not apply to:
 - (a) trees that are cut, removed, or damaged pursuant to the *Railway Safety Act*, SBC 2004, c.8, the *Hydro and Power Authority Act*, RSBC 1996, c.212, or the *Oil and Gas Activities Act*, SBC 2008, c.36; and
 - (b) trees on City-owned property or highways that are cut or removed by the City or its authorized agents in accordance with approved City operations.

4. PROHIBITIONS

- 4.1 No person shall cut, remove or damage any tree, except in accordance with the terms of a tree cutting permit issued under this bylaw.
- 4.2 No person shall remove, conceal, or otherwise interfere with a posted Stop Work Order issued under this bylaw.
- 4.3 No person shall alter, falsify, or otherwise misrepresent any information on or for a tree cutting permit or application.
- 4.4 No person shall fasten any sign, notice, or other object to, around, or through any tree or shrub of any size located on City-owned or occupied land, including any tree or shrub located on a highway.

5. TREE CUTTING PERMITS

- 5.1 An owner may apply to the Manager of Parks Services for a tree cutting permit.
- 5.2 No tree cutting permit is required
- (a) to prune a tree in accordance with ISA guidelines; or
 - (b) where a hazardous tree is in imminent danger of falling and injuring persons or property due to natural causes and it is not possible to obtain a tree cutting permit prior to the tree falling. The owner may cut the tree or have it cut but shall report the cutting of the tree to the Manager of Parks Services the next business day along with a photograph of the tree prior to such cutting and shall forthwith apply for a tree cutting permit. The owner shall not remove the tree from the lot until the City has attended at the site. If the Manager of Parks Services determines that the tree was not in imminent danger of falling or was in imminent danger of falling due to reasons other than natural causes, the owner may be subject to the offences and penalties in section 10 of this bylaw.
- 5.3 An application for a tree cutting permit must be made in the form prescribed for that purpose from time to time by the Manager of Parks Services and must include all of the following:
- (a) the civic address and legal description of the lot or lots on which the trees proposed to be cut or removed are located;
 - (b) if the applicant is not the owner of the lot on which the tree proposed to be cut or removed is located, the written consent of all owners of that lot;
 - (c) a statement of purpose and rationale for the proposed tree cutting or removal;
 - (d) a non-refundable application fee set out in the *Fees and Charges Bylaw, 2015, No. 3892*;
 - (e) a tree replacement plan in accordance with section 6 of this bylaw;
 - (f) a security deposit in accordance with section 7 of this bylaw;
 - (g) details of the scale, methods, and timing of the proposed cutting or removal of trees;
 - (h) where the tree is a shared tree, a letter from the owners of the adjacent lot consenting to the cutting or removal of the shared tree, together with current contact information for each of those owners; and

- 5.4 In addition to the requirements in section 5.3, the Manager of Parks Services may also require an applicant for a tree cutting permit to provide:
- (a) an arborist report, a tree risk assessment, and a tree cutting plan;
 - (b) a title search for the lot or lots on which the trees proposed to be cut or removed are located, obtained from the Land Title Office, along with copies of any covenants or similar agreements registered against title to the lot and relating to the use of the lot or the cutting or removal of trees on the lot;
 - (c) where a tree is proposed to be cut for the purpose of a development, the permits associated with the property on which the tree is to be cut; and
 - (d) if the tree cutting permit is sought in respect of a lot in a development permit area identified in the *Official Community Plan, 2013, No. 3838*:
 - (i) where applicable, a report from an engineer assessing issues relating to slope stability, flooding, and erosion on the lot, certifying that the proposed cutting or removal of the tree(s) will not destabilize slopes or cause flooding or erosion, and specifying any conditions under which the proposed cutting or removal of the tree(s) may take place, including the appropriate extent, timing, and phasing of the cutting or removal to address public health and safety concerns, minimize impacts to adjacent properties, protect retained trees, and protect other environmental features or functions;
 - (ii) where applicable, proof of approval from the Ministry of Environment & Climate Change Strategy, Fisheries and Oceans Canada, or both for areas protected for fish habitat or flood-proofing purposes; and
 - (iii) where applicable, adherence to the watercourse development permit area designation in the Official Community Plan.

5.5 The Manager of Parks Services may:

- (a) issue a tree cutting permit; or
- (b) issue a tree cutting permit subject to terms and conditions with respect to the extent, timing and phasing of tree cutting, removal and replacement; the location of replacement trees to be planted; and proposed methods to access the site, control erosion, manage runoff, and protect retained trees.

5.6 The Manager of Parks Services may refuse to issue a tree cutting permit where:

- (a) the proposed tree cutting would take place during nesting season (March 1 through July 31) of any given year except where:

- (i) the applicant submits a biological survey prepared by a Qualified Environmental Professional identifying any active nests located upon or in the vicinity of the lot; and
 - (ii) the applicant provides detailed measures to be taken for the protection of such nests in accordance with any requirements under the *Wildlife Act*, RSBC 1996, c.488, and other applicable legislation; or
 - (b) the tree proposed to be cut is a significant tree, unless:
 - (i) the significant tree is a hazardous tree; or
 - (ii) the Manager of Parks Services determines following review of engineering, architectural, or landscaping drawings and an arborist report that cutting is necessary for:
 - A. the construction of or addition to a building;
 - B. the construction of off-street parking or an underground or above ground utility corridor; or
 - C. the construction of roads or services.
- 5.7 The Manager of Parks Services may suspend or revoke a tree cutting permit at any time if the Manager of Parks Services determines that:
- (a) tree cutting and replacement is not being carried out in accordance with the terms of this bylaw, the tree cutting permit or both; or
 - (b) the information on which the issuance of the tree cutting permit was based is incorrect.
- 5.8 Unless otherwise specified in a tree cutting permit, a tree cutting permit shall expire within one year after the date of issuance.
- 5.9 Every person issued a tree cutting permit shall post a copy of the permit in a conspicuous place at the front of the lot to which the tree cutting permit relates for the duration of the activities permitted in the tree cutting permit.
- 5.10 A tree cutting permit only grants permission pursuant to this bylaw and does not relieve the owner from complying with all other laws, regulations and requirements of any public authority having jurisdiction, nor relieve the holder from complying with civil, common law or contractual obligations.

6. TREE REPLACEMENT

- 6.1 Every applicant for a tree cutting permit shall provide a tree replacement plan acceptable to the Manager of Parks Services.
- 6.2 A tree replacement plan shall provide for one replacement tree to be planted for each tree proposed to be cut, except as provided in sections 6.3 and 6.4.
- 6.3 A tree replacement plan shall provide for two replacement trees to be planted for each significant tree proposed to be cut.
- 6.4 No replacement tree shall be required where the largest stem of the tree to be replaced is within a 5 metre radius of the largest stem of another tree.
- 6.5 Every owner who is issued a tree cutting permit shall plant replacement trees in accordance with the associated tree replacement plan.
- 6.6 Where an owner submits an arborist report that indicates that the subject lot cannot accommodate a replacement tree or replacement trees, the Manager of Parks Services may permit the owner to contribute \$500 in lieu of each replacement tree not planted.
- 6.7 Every owner shall maintain in good health in accordance with sound arboricultural practice every replacement tree planted pursuant to a tree replacement plan for a period of 1 year after planting.
- 6.8 Where a replacement tree does not survive for 1 year after planting, the owner shall, within 6 months, remove the deceased tree and provide a new replacement tree in a location satisfactory to the Manager of Parks Services. The owner shall thereafter maintain the new replacement tree in accordance with section 6.7.

7. SECURITY DEPOSITS

- 7.1 Every applicant for a tree cutting permit shall submit with the application a security deposit, in the form of cash or irrevocable letter of credit drawn upon a chartered bank in a form acceptable to the Manager of Parks Services, for full and proper compliance with all the terms in a tree cutting permit, including the planting and maintenance of all replacement trees.
- 7.2 The amount of security shall be \$500 per required replacement tree.
- 7.3 If at any time an owner fails to comply with the provisions of this bylaw, a tree cutting permit or a tree replacement plan, the City may by its employees or contractors enter upon the lot that is the subject of the requirements and fulfill the requirements of the owner and, for such purposes, the City may draw upon the security provided and expend the funds to cover its costs and expenses of so doing.

- 7.4 The City shall release the security provided by an owner in respect of each replacement tree when the Manager of Parks Services determines, in his or her sole discretion, that a replacement tree has been planted and maintained in good health for a period of 1 year. In the event that the Manager of Parks Services determines an owner has not maintained a replacement tree in good health for 1 year, the City may retain the security until the Manager of Parks Services is satisfied that the replacement tree, or a tree planted to replace a deceased replacement tree, is in good health and is expected to grow to maturity.
- 7.5 The Manager of Parks Services may waive the requirement to post security under this section 7 if the owner has provided other security relating to a development on the lot that permits the City to draw down on such security to fulfill the owner's obligations under a tree cutting permit, tree replacement plan and this bylaw.
- 7.6 The Manager of Parks Services may waive the requirement to post security under this section 7 if the owner carries on an institutional or single residential use as set out in the *Zoning Bylaw, 2008, No. 3630*.

8. TREE PROTECTION DURING CONSTRUCTION AND DEMOLITION

- 8.1 Where the drip line of a tree is within 4 metres from any excavation, demolition, construction, fill or engineering works proposed on a lot, the owner shall install a protective barrier around the root protection zone of the tree.
- 8.2 Where the drip line of a tree on an adjacent lot is within 4 metres from any excavation, demolition, construction, fill or engineering works proposed on a lot, the owner shall, with the consent of the owner of the adjacent lot, install a protective barrier around the root protection zone of the tree. In the event that the owner cannot obtain such consent from the owner of the adjacent lot, the owner shall install a protective barrier around the tree to the property line of the owner's lot.
- 8.3 No demolition permit, building permit, or fill permit shall be issued before the installation of protective barriers has been satisfactorily demonstrated to the City, if such barriers are required in accordance with sections 8.1 and 8.2.
- 8.4 A protective barrier must remain in place for the duration of all excavation, construction, demolition, or fill activity on the lot until removal of the protective barrier is approved by the Manager of Parks Services.
- 8.5 No person shall disturb the area within a root protection zone by site grading, deposition or storage of soil or any other material, disposal of any toxic material, access by any vehicular traffic or heavy equipment, use of the area as an amenity space during construction, use of tree trunks as a winch support, anchorage, or temporary power pole or in any other manner.

8.6 Notwithstanding sections 8.4 and 8.5, a protective barrier may be temporarily removed or relocated in order to allow work to be done within or near a root protection zone if the owner has, prior to such removal or relocation, provided the City with:

- (a) a report from a certified arborist, satisfactory to the Manager of Parks Services, setting out the reasons and proposed duration for such removal or relocation; and
- (b) a signed letter of undertaking from a certified arborist, in the form prescribed for that purpose from time to time by the Manager of Parks Services, confirming that the certified arborist will be onsite and supervising all such work,

and thereafter the owner shall only remove or relocate the protective barrier in accordance with the approved report and at those times during which the certified arborist is onsite and supervising all such work.

9. INSPECTIONS AND STOP WORK ORDERS

- 9.1 Bylaw enforcement officers and any other employees or agents of the City authorized to administer or enforce this bylaw may, in accordance with section 16 of the *Community Charter*, enter any lot at all reasonable times without the consent of the owner to ascertain whether the requirements of this bylaw or a tree cutting permit are being observed.
- 9.2 No person shall obstruct or attempt to obstruct any bylaw enforcement officer, employee or agent of the City in the exercise of any of that person's duties under this bylaw.
- 9.3 A bylaw enforcement officer may issue a Stop Work Order if any tree is being cut or damaged in contravention of this bylaw or a tree cutting permit. A bylaw enforcement officer may post the Stop Work Order in a conspicuous location near the front of the lot. Upon receipt of a Stop Work Order, the owner and owner's agents shall immediately cease all tree cutting or damaging activities and shall not resume unless authorized by the Manager of Parks Services.
- 9.4 Where a tree has been cut or damaged in contravention of this bylaw or a tree cutting permit, the trunk, limbs, roots and remains of the tree shall not be removed from the lot until an investigation and assessment is complete and the removal is expressly authorized by the Manager of Parks Services.

10. OFFENCES AND PENALTIES

- 10.1 This bylaw may be enforced by the provisions of the *Bylaw Notice Enforcement Bylaw No. 3814, 2013*, and the *Ticket Information Utilization Bylaw, 1992, No. 2743*.

10.2 Any person who:

- (a) contravenes or violates any provision of this bylaw or of a tree cutting permit issued under this bylaw;
- (b) allows any act or thing to be done in contravention or violation of this bylaw or of a tree cutting permit issued under this bylaw; or
- (c) fails or neglects to do anything required to be done by this bylaw or a tree cutting permit issued under this bylaw,

commits an offence, and where the offence is a continuing one, each day the offence is continued constitutes a separate offence.

10.3 Where one or more tree is cut, removed or damaged in contravention of this bylaw or a tree cutting permit or one or more tree is not replaced or maintained in accordance with a tree replacement plan, a separate offence is committed in respect of each tree.

10.4 Upon being convicted of an offence under this bylaw, a person shall be liable to pay penalties not exceeding the amounts provided for in the *Offence Act*, RSBC 1996, c.338.

10.5 In addition to any other penalty which may be imposed under this bylaw, where an owner cuts, removes or damages, or causes or allows any tree to be cut, removed or damaged in contravention of this bylaw or of any term or condition of a tree cutting permit issued under this bylaw, the owner shall, within 30 days of receiving notice of such requirement from the Manager of Parks Services:

- (a) submit for the Manager of Parks Service's approval a tree replacement plan prepared by a certified arborist providing for 3 replacement trees to be planted for each tree unlawfully cut and specifying the location of such replacement trees; and
- (b) submit security in accordance with section 7 of this bylaw.

10.6 Every owner who submits a tree replacement plan and security under section 10.5 of this bylaw shall plant replacement trees in accordance with the approved tree replacement plan and sections 6.5, 6.6, 7.3 and 7.4 of this bylaw shall apply to the replacement trees and the security.

SCHEDULE "A"

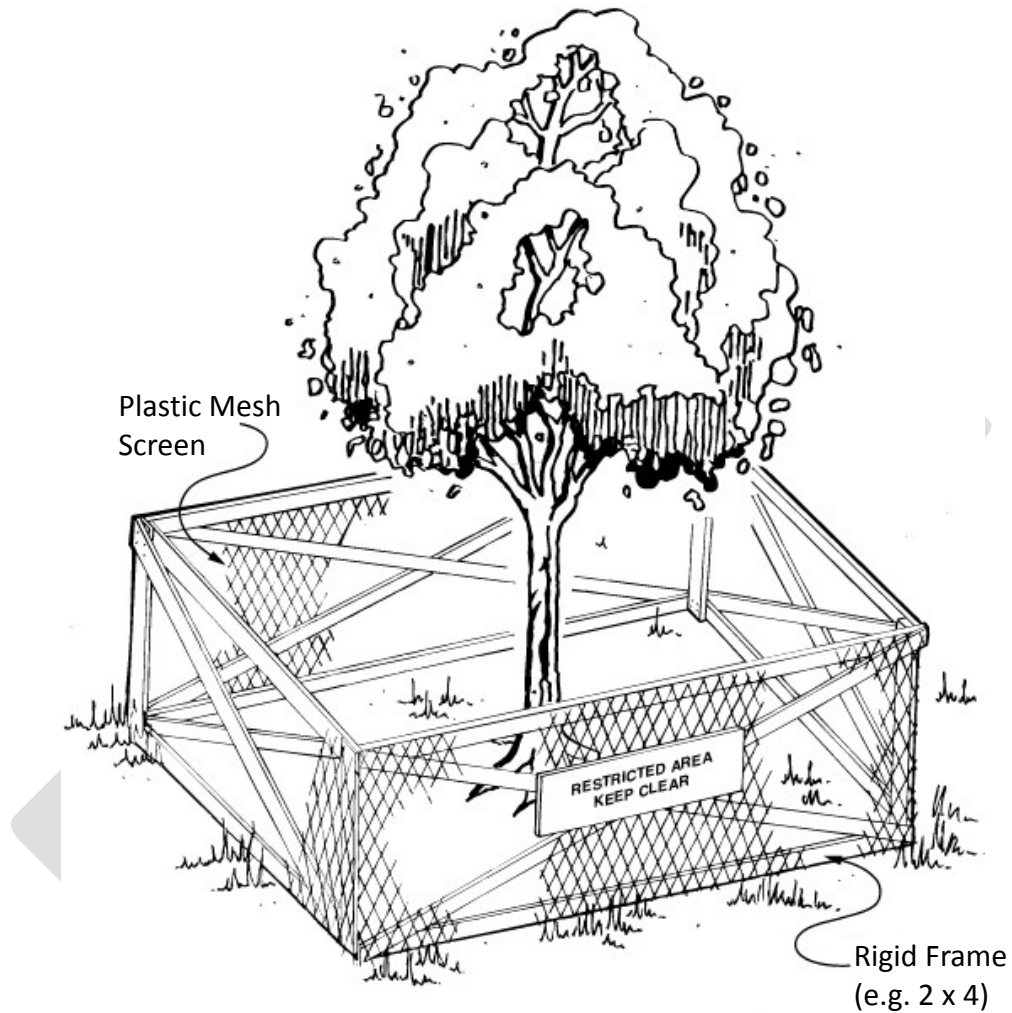
SIGNIFICANT TREES

TYPE	Minimum SIZE
<u>Rare Native Tree Species</u>	
▪ Pacific Dogwood (<i>Cornus nuttallii</i>)	10 cm diameter
▪ Arbutus (<i>Arbutus menziesii</i>)	10 cm diameter
▪ Western Yew (<i>Taxus brevifolia</i>)	10 cm diameter
▪ Western white pine (<i>Pinus monticola</i>)	10 cm diameter
▪ Garry oak (<i>Quercus garryana</i>)	10 cm diameter
▪ Oregon ash (<i>Fraxinus latifolia</i>)	10 cm diameter
<u>Wildlife Trees</u>	
▪ Any dead, standing snag used as wildlife habitat.	
<u>Heritage Trees</u>	
▪ Any tree designated and registered by size, age or cultural significance that has been entered upon a list of heritage trees.	
<u>Specimen Trees</u>	
▪ Any tree with a diameter of 60 cm or greater, excluding Black cottonwood (<i>Populus balsamifera</i> ssp. <i>Trichocarpa</i>), Balsam poplar (<i>Populus balsamifera</i> ssp. <i>Balsamifera</i>), and Trembling aspen (<i>Populus tremuloides</i>).	

SCHEDULE "B"

BYLAW xxxx

PROTECTIVE BARRIER



Tree Diameter (cm)	20	25	30	35	40	45	50	55	60	75	90	100
Minimum Distance from tree to Protective Barrier (m)	1.2	1.5	1.8	2.1	2.4	2.7	3.0	3.3	3.6	4.5	5.4	6.0

Attachment 2: Comparison of Regulations

Table 1: Comparison of Tree Bylaw, 2005 with Proposed Tree Bylaw, 2019

Regulation	Current Bylaw	Proposed Bylaw
Requirement to obtain a permit to cut a tree	DBH larger than 20 cm. DBH is defined as the diameter of the trunk of the tree at breast height.	<p>DBH larger than 15 cm (i.e., tree permits will be required for smaller trees)</p> <p>Tree height more than 5m (i.e., a tall tree with a DBH less than 15 cm also requires a permit)</p> <p>A tree of any size required to have been planted per a landscape plan forming part of a development permit</p> <p>Any tree on City-owned property, including park, boulevard and other public property, if proposed to be cut by a private individual (not the City)</p>
Definition of a significant tree	<ul style="list-style-type: none"> a large native species a wildlife tree (used for bird nest) a registered heritage tree, or an unusual specimen tree 	<ul style="list-style-type: none"> a rare native species with a DBH greater than 10cm a dead, standing snag used as wildlife habitat a tree listed as heritage on a list approved by Council a very large tree having a DBH greater than >60 cm. (about 2')
Refusal of permit to cut a significant tree	May be refused unless tree is hazardous or within required area for services or building	No change to bylaw provisions. Proposed OCP policy promotes retention of significant trees through variance to siting of building/services
Requirement to replant	Not required by bylaw. Staff negotiate with owners to obtain replacement of a significant tree through the permit issuance process	Requires: <ul style="list-style-type: none"> one replacement tree planted for each cut tree two replacement trees planted for each cut significant tree
Cash-in-lieu of replanting	Not required. However, staff may negotiate with owners for funding	Provides option that cash-in-lieu of on-site planting may be paid in the amount of \$500
Post tree cutting permit	Not required	Require permit to be posted in a visible location during cutting
Permit Fee	<p>No fee to cut one tree per year on a property (permit required)</p> <p>Fee of \$50 plus \$20 per tree approved to be cut for a single residential lot owner to cut > 1 tree/year; fee of \$75 plus \$25 per tree for all other lot owners</p>	Fee of \$100 for each tree approved to be cut.

Regulation	Current Bylaw	Proposed Bylaw
Permit fee to cut a tree that the owner considers to be hazardous	No fee.	No fee. Retroactive permit required to be obtained from City within 2 days that the tree is removed.
Penalties	Range from \$100 to \$500.	Range from \$100 to \$2000 For example: <ul style="list-style-type: none"> ▪ \$100 failure to display permit ▪ \$2000 unauthorized cutting of a significant tree.
	<u>One</u> replacement tree must be planted for each tree removed without authorization	<u>Three</u> replacement trees must be planted for each tree removed without authorization.
Protective fencing around retained trees	Not required. Often obtained as a condition of development approval or through negotiations in issuing a tree cutting permit	Required prior to issuance of: <ul style="list-style-type: none"> ▪ demolition permit ▪ soil removal or soil deposit ▪ development permit ▪ tree cutting permit.

Table 2: Comparison of proposed fines with fines charged in other Metro Vancouver municipalities.

Infraction	Other Metro Bylaws			Proposed in PoCo	
	<u>Min</u>	<u>Max</u>	<u>Average</u>	<u>Paid 14 days</u>	<u>Full</u>
Fail to display permit	\$ 75	\$ 500	\$246	\$ 100	\$ 200
Cut w/o valid permit	\$500	\$ 2,000	\$917	\$ 750	\$1,000
Remove tree w/o Permit	\$500	\$ 2,000	\$958	\$ 750	\$1,000
Damage to a tree	\$500	\$ 1,000	\$750	\$ 375	\$ 500
Remove heritage or significant	\$1,000	\$10,000	\$4,000	\$ 1,500	\$2,000
Damage heritage or significant	\$2,000	\$ 2,000	\$2,000	\$ 750	\$1,000
Fail to comply with conditions	\$500	\$ 2,000	\$906	\$ 375	\$ 500
Alter/falsify permit or app'n	\$500	\$ 1,000	\$750	\$ 375	\$ 500
Fail to plant or maintain replacement tree	\$300	\$ 1,000	\$619	\$ 750	\$1,000
Fail to install or maintain protective barrier	\$200	\$ 1,000	\$531	\$ 375	\$ 500
Disobey stop work order	\$500	\$ 1,000	\$667	\$ 750	\$1,000
Obstruct entry of City agent	\$100	\$ 1,000	\$460	\$ 375	\$ 500

Attachment 4: Backgrounder re Canopy Cover Calculation
(Information provided to Committee in 2017, updated with current data)

CALCULATION OF PORT COQUITLAM'S CANOPY COVER

A tree's canopy is defined as the area underneath a tree's leaf and branch cover and the City's canopy cover is defined as the relative amount of land which is shaded by the tree canopy. Canopy cover level is an indicator of benefits derived from trees including perceived greenness, amount of rainfall interception, thermal regulation, and pollution absorption. A higher canopy cover level is generally seen as having greater social and environmental benefits than a lower canopy cover level.

An assessment of the canopy cover level using the USDA i-Tree tool¹ for the years from 2004 to 2016 indicated the City's coverage is 23.8% and it has remained steady at this level during the 12 year period. This canopy covers some 1400 acres, with roughly 55% growing on privately-owned lands and 45% on public lands (parks, natural areas along rivers and streams, trails, schools, streets and other rights-of-way)². Approximately 4,700 of these trees are located within active parks or along streets and actively managed by the City at an annual cost of \$460,000 (this budget includes watering, pruning, risk assessment, and tree removal when necessary).

Estimated Canopy Cover Level by Land Use within Developed Areas³

Use	Area (km ²)	Canopy Cover		
		2004	2016	Change
Ground-Oriented Residential	7.62	22.1%	23.0%	+0.9%
Apartment	0.53	30.8%	25.6%	-5.1%
Industrial (excluding CP Rail)	2.61	7.3%	5.1%	-2.3%
Commercial	0.75	16.7%	10.4%	-6.3%
Institutional	1.32	26.5%	25.5%	-1.0%
Parks	2.21	72.7%	73.6%	+0.9%
Roads & Rights-of-Way	4.85	14.9%	17.5%	+2.6%
Vacant	2.08	43.1%	35.3%	-7.8%
Total	21.98	23.8%	23.8%	0.0%

The assessment reveals there has been significant variation in change to canopy cover in different land use categories. In general, it has increased in ground-oriented residential areas (single family homes, duplexes, townhouses) and on public lands, primarily due to a widening of tree crowns as trees grow because the total number of trees within these land uses declined over the 12-year

¹ This is a tool used to evaluate canopy density. Note that the tool does not distinguish between deciduous versus coniferous trees, or the height of trees. It also does not translate into an estimate of the number of trees in an area as this will vary depending on the individual crown size.

² This number is based on a calculation using the USDA i-Tree tool as further described in Section 3.3. It assumes an average tree crown is a medium-sized (9m diameter) tree.

³ This table provides a calculation of the number of trees within the City's Urban Containment Boundary as defined in the Official Community Plan. Ground-oriented residential uses includes lands zoned single residential, duplex and townhouse; vacant lands includes lands zoned Agriculture and designated for future development but not in the Agriculture Land Reserve.

Attachment 4: Backgrounder re Canopy Cover Calculation (Information provided to Committee in 2017, updated with current data)

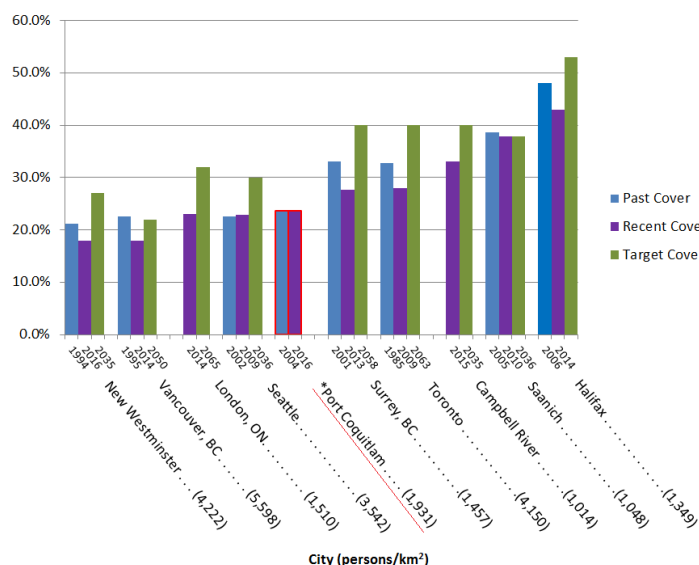
period. It decreased in areas developed for other land uses. As most of the original forest was cleared many years ago, the more recent decrease is primarily attributed to a loss of mature trees in areas redeveloping to higher densities, such as the downtown apartment area. When new apartment buildings replace older, small homes, sites must be cleared to their lot lines to accommodate the underground parking structure and existing vegetation cannot be retained.

Overall, the number of trees cut pursuant to issued permits ranged from 50 to 1500 trees per year, with an average of approximately 600. This loss is partially offset by the planting of new trees, as the City adds between 50 and 300 new trees per year in its streets and parks, depending on the amount of funding obtained from the tree cutting permit fees. Developers plant between 50 and 150 street trees per year plus an unknown number of on-site trees as part of their site landscaping requirements. The number of trees planted annually by property owners (mostly single family) is also unknown, but observations indicate this is insignificant.

Projecting the 12-year trend in the future is not definitive - there could be either a slight decrease or a slight increase in the canopy depending on when land is redeveloped and the number of treed sites included within this redevelopment. Another factor is the age of redevelopment as, for example, in areas where there was extensive replanting over a relatively short period of time, such as Citadel Heights, canopy growth over the last decade substantially increased but it is not expected to be sustained. Over time, residents will look to reduce shading, expand their building footprint, or enhance their views by cutting trees and the gains will be reduced.

CANOPY COVER TARGETS IN OTHER COMMUNITIES

Three Lower Mainland communities have set targets for the amount of tree canopy they wish to see in their communities: New Westminster plans to increase its existing canopy of 18% to 27% by 2035; Vancouver is looking for a 4% increase to 22% by 2050; and, Surrey has set a canopy target of 40% by 2058, an increase to its current coverage of 27.8%. Elsewhere, the City of Toronto has a canopy cover of 28%, similar to other older Canadian cities which have more large mature trees.



OPTIONS FOR PORT COQUITLAM

- (1) **A no net loss scenario to maintain the existing tree canopy cover of 23.8%:** If the City retains its existing regulations, the tree canopy will start to decline. To keep to a no-net loss scenario, the City would need to enhance existing planting programs by an estimated 350 trees per year, or implement tree cutting regulatory changes which do not have the full scope of that proposed.
- (2) **An achievable canopy target of 25%:** This option would involve planting more trees along with fewer trees being cut. This target could be met by 2060 through the planting of an additional 13,000 small trees, 4,000 medium-sized trees or 1,250 large trees and it is anticipated that the City can achieve this target through implementation of the proposed regulatory changes.
- (3) **An achievable canopy target of 30%:** Achieving this target by 2060 would require a substantial increase in the tree canopy not only in ground-oriented residential areas and public lands but also in industrial and commercial areas, and would equate to the addition of 78,000 small trees, 24,000 medium-sized trees or 7,600 large trees, or an annual net gain of 480 medium-sized trees. It could likely only be achieved if there was a significant investment from the private sector responding to a significant shift in policy and regulations. To implement this scenario, developed sites would need to be reconfigured to replace their surface parking lots or informal storage areas with trees and new developments would be required to provide a significantly higher number of trees than currently achieved (at least two to one for each tree cut) in addition to substantial increases in street trees
- (4) **An aspirational canopy target of 40%:** An aspirational target may be set if a community wishes to inspire decisions in keeping with the desired direction, but it is not set with the expectation that such a target would actually be met within a defined timeframe.

RECOMMENDATION:

None.

REPORT SUMMARY

Monthly reports are being provided from the Community Recreation Complex Team on the project to ensure Committee is aware of the status of the project. This report will cover the project status to the end of December, 2018.

BACKGROUND

For this period, the following reports are attached:

Owner's Representative Progress Report #20 – Tango, dated November, 2018

Owner's Representative Progress Report #21 – Tango, dated December, 2018

DISCUSSION

During November and December 2018 numerous meetings, co-ordination, procurement, design and construction activities took place. The Design-Builder continues with Phase 1AB roofing, envelope and rink 2 slab preparation and mechanical and electrical fit-out. Phase 1C concrete structure and underground mechanical is ongoing. The installation of six bays of glulams over the pool area commenced in November and was completed in the first week of January. Each glulam bay consists of three connected seven feet deep beams for a total of 18 individual beams. Installation of this significant feature of the facility design elevated excitement among community members, and was highlighted in a January article in the Tri Cities News.

Through November and December City staff provided final FFE (furniture, fixtures and equipment) details to Tango. Final points of clarification are being worked through and coordinated in-line with the Design-Builder's schedule.

On site activities for November and December included:

- Phase 1A (Ice Rink 2): Foundation and suspended slab formwork, rebar and concrete placement, structural steel and rink slab preparation is complete. Roof deck, masonry, internal/external framing, glazing, refrigeration and mechanical and electrical rough-in is ongoing.

November/December CRCP Update

- Phase 1B (Ice Rink 3 and the Library): The rebar and concrete placement, and foundation formwork is near completion. Mechanical and electrical rough-in, internal and external framing, and masonry are ongoing, and the rink slab preparation has commenced.
- Phase 1C (Aquatic and Fitness Centre, All Ages and Admin Areas): the foundation formwork, suspended slabs, rebar and concrete placement, and mechanical and electrical rough-in is ongoing. Glulam installation was completed in the first week of January 2019.

The Design-Builder has issued a revised and updated Project Schedule - "Port Coquitlam Community Recreation Complex – Owner's Schedule: December 12th 2018 - Update" (Appendix 1 of Attachment 2) that accelerates the trade packages through Phases 1ABC. This included a "winter working program" to complete an adequate weather tight building envelope necessary to protect the fit-out activities from the inclement weather. Tango is closely monitoring the Project Schedule and site progress on a weekly and monthly basis and have identified the commissioning of the refrigeration for Rinks 2 and 3 as an area of risk and concern.

Based on the information contained in the Monthly Progress Reports #20 and #21 Tango believes the Project can be completed by the Substantial Performance Date of October 31, 2021 for the Project Budget of \$132,100,000, provided the current critical path milestone dates can be achieved.

FINANCIAL IMPLICATIONS

Financing for the Recreation Complex includes an estimated \$52 million in long term debt. Staff reviewed interest rates and cash flow requirements, and now anticipate borrowing for the 2019 fall debt issuance.

A summary of the total project costs expensed as of December 2018 is as follows:

Item	Total Expenses to Date	Original Budget	Revised Budget
Ventana Pre-Contract Work	\$983,000	\$983,000	\$983,000
Ventana Design-Build Contract*	\$40,464,129	\$116,717,000	\$119,915,697**
Project Management	\$860,799	\$1,500,000	\$2,200,000
Legal	\$49,413	Incl. above	\$150,000
Furniture, Fixtures and Equipment	\$0	\$3,900,000	\$3,750,000
Off-Site Improvements	\$287,814	\$3,000,000	\$2,730,002
Onsite works (service fees, etc)	\$27,388	Incl. in other	\$150,000
Communications/Signage	\$12,314	Incl. in other	\$30,000
Contingency/Other		\$6,000,000	\$2,191,301
Total Project	\$42,684,857	\$132,100,000	\$132,100,000

*Prepayment amount of \$5M has been paid as per the contract and is not included in above totals.

**Change order 6, valued at \$55,875 was also approved for additional offsite design services. This pertains to the separate capital project for water and sewer upgrades on Kelly Avenue which are not part of the scope of the Community Recreation Complex, but because they must be completed in conjunction with the construction of the plaza and rec complex work, it is most efficient to have this work managed and constructed by Ventana and their team. It is therefore an increase to the design build contract, but is not included above as it will be charged directly to the water/sewer capital project (as will construction) and does not impact the rec complex budget.

PUBLIC CONSULTATION

The following communication activities were undertaken through November and December of 2018:

- Ongoing in-person and email communication between staff and facility users on any changes related to programming, parking and general construction activity updates.
- Four mornings per week from 9am-noon volunteer facility hosts provide program, parking and other updates to patrons at an information desk in the lobby.
- Information boards and info sheet continue to be available at facilities and at City events.
- Biweekly update meetings involving Recreation Managers, Library Manager and Ventana Site Supervisors, to share information about weekly construction site and facility activities.
- Signage is posted regularly to ensure patrons are aware of any parking or facility access changes and information is shared with the Wilson members and arena user groups. When possible, affected user groups are notified of any short notice parking or access issues due to construction.
- Ongoing communications and advertising to inform residents that the facility is open during construction, including ads in Leisure Guide, local paper, social media and on new digital billboards and transit shelters.
- The next stakeholder group meeting will be on February 27, 2019 at 5:30pm in the Michael Wright Gallery.

The updated project dashboard, which will be available on the City website, is attached to Tango's latest monthly report.

FACILITY OPERATION UPDATES

Terry Fox Library

There were 52 programs offered in 2017 which was 30 percent less than November 2017. The people counter was not operational and will be replaced in January. Flooding in the library caused by a plugged storm drain resulted in a facility closure from November 2 to 14. During the unexpected closure Terry Fox Library worked with municipal staff to open a pop up library in the Recreation Complex lobby. The pop up library ran for five days between 10 am and 5 pm. Over the course of that time, library staff welcomed 719 visitors, accepted 1005 returns, checked out 665

items, and answered 80 reference questions. Several story times were offered as well, both planned and impromptu with curious families who wandered in.

In December 37 programs were offered at the Terry Fox Library; a 10 percent increase with twice the number of attendees compared to 2017. Library staff attended Pitt River Middle School's first ever Multicultural Day, where they presented interactive students workshops over the course of the day. This successful outreach program accounted for the disparity between 2018 and 2017 program and attendance numbers.

Arena

There were 521 participants in registered programs in November 2018; 518 participants were registered in November 2017. Total attendance in drop-in programs (hockey and public skating) was down 27% compared to 2017 due to ice allocation changes and a reduction in available ice time for the City's drop in opportunities. The number of ice rentals and total hours booked was 7% higher with 520 hours rented in November 2018 compared to 508 hours in 2017.

Participation in drop-in programs for December 2018 was down 16% compared to 2017. Public skating during the Christmas break was up 3% from 2017. Overall drop-ins for the fall 2018 season were down 29% in participation and 20% in revenue compared to fall 2017. Ice rentals in December increased by 34.5 hours compared to 2017, resulting in an 8% (\$4,000) increase in revenue. Overall ice rental revenue for fall 2018 was up 7% from 2017. Decreases in City drop in program participation and revenue, and increases in ice rentals, are attributed to ice schedule adjustments to allocate more hours to minor sports groups.

Children and Preschool

In November and December 2018 registered program revenue for preschool and children was consistent with 2017.

Youth

An average of 7 youth attended the drop in centre per day of operation throughout November and an average of 4 youth per day attended in December. The Friday night Late Night Skates were well attended in November and December, with an average of 112 youth in attendance. The 9th annual Holiday Turkey was relocated to Hyde Creek Recreation Centre. On December 14th, the Youth Services team successfully hosted this dinner with 200 people in attendance.

Wilson Seniors

Wilson Seniors registered and drop in programs had a 3% increase in November 2018 compared to the same time period last year. A new health education workshop series, Tuesday Talks, was offered free to Wilson Centre seniors. In December, both registered and drop in programs decreased by 22% compared to December 2017. The Seniors Christmas luncheon was hosted on December 20th with 180 seniors attending. Although Wilson Centre memberships have decreased by 17%, or 194 members in 2018 compared to 2017, both November and December had an

increase in membership sales, with 56 new members joining. Staff continue to connect with current members, specifically reaching out during special events and the Tuesday Talks series to engage with seniors and to encourage regular participation and program registration.

Concession Sales

During the month of November 2018 food service, which includes the Wilson Centre Kitchen service and the Concession, increased by \$3,033. December 2018 food service also increased in sales by \$4,153 compared to the same time last year. The combined year-end sales for Wilson Centre Kitchen and Concession was up 17% or \$14,323 compared to 2017 total sales.

FACILITY MAINTENANCE & SERVICE DISRUPTIONS

November

Flooding in the library caused by a plugged storm drain resulted in a facility closure from November 2 to 14. All impacted areas were dried, cleaned, disinfected and tested to ensure no harmful bacteria were present, prior to re-opening to the public on November 15. Minimal costs were incurred by the city (some labour and carpet cleaning). Other costs (such as the dehumidifier rental and testing) were carried by Ventana.

December

There were multiple fire alarms at the Recreation Complex due to a roof leak onto a smoke detector. A new smoke detector was installed in a different location to resolve the issue.

ATTACHMENTS

Attachment #1: Owner's Representative Progress Report #20 – Tango, November 2018

Attachment #2: Owner's Representative Progress Report #21 – Tango, December 2018



PORT COQUITLAM COMMUNITY RECREATION CENTRE

Owner's Representative Progress Report #20

November 2018

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APPENDICES

Appendix 1 – Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: December 12th 2018 - Update

Appendix 2 – Progress Photographs: November 2018

Appendix 3 - Site Inspection Reports: November 2018

Appendix 4 – Certificate of Payment No.23: December 14, 2018

Appendix 5 – Owners Meeting Minutes #15: November 21, 2018

Appendix 6 - Project Dash Board: November 30, 2018

Appendix 7 – Letter of Assurance: December 1, 2018

Appendix 8 – Architecture 49 Site Report #18: December 3, 2018

1.0 INTRODUCTION

Tango Management ("Tango") has been engaged by the City of Port Coquitlam ("Owner") to provide Owner's Representative Services for the design and construction of a new Community Recreation Complex in Port Coquitlam, BC ("Project").

Tango is pleased to submit its Monthly Progress Report #20 to the Owner. This report represents a summary of key project activities and issues that occurred up to November 30, 2018.

This report is for the sole and confidential use and reliance of the Owner. Tango, its directors, staff, sub-consultants or agents do not make any representation or warranty as to the factual accuracy of the information provided to us on behalf of the Owner, their Contractors, their sub-contractors or agents, upon which this report is based. This report shall not be reproduced or distributed to any party other than the recipients outlined above, without the express permission of Tango. Any use of this report which a third party makes, or any reliance on or decisions made based on it, are the responsibility of such third parties. Tango accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

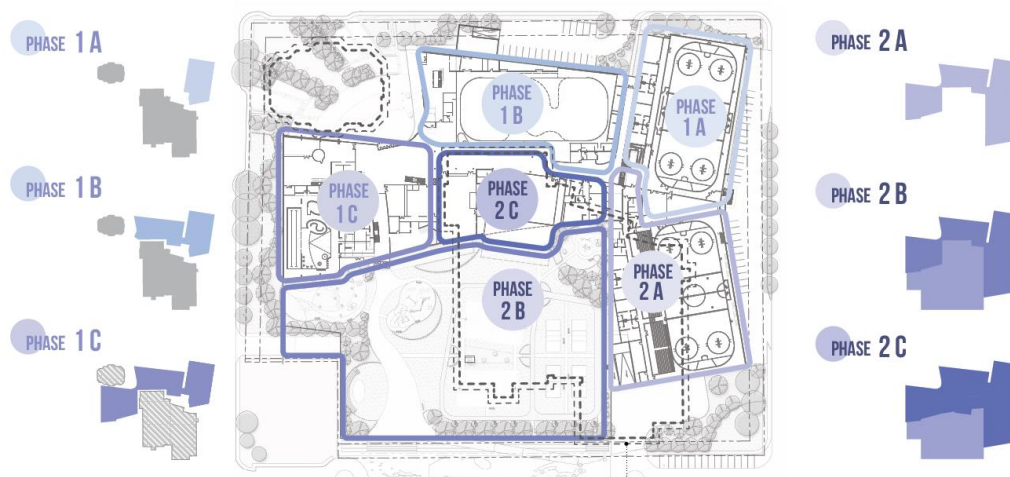
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

2.0 EXECUTIVE SUMMARY

During November 2018 numerous meetings, co-ordination, procurement, design and construction activities have taken place. The Design-Builder continues with Phase 1AB roofing, envelope and rink 2 slab preparation and M&E fit-out. Phase 1C concrete structure and underground mechanical is ongoing. Glulam installation has commenced. Based on the information contained in this Monthly Progress Report #20 and during this reporting period, Tango believes the Project can be completed by the Substantial Performance Date of October 31, 2021 for the Project Budget of \$132,100,000, provided the current critical path milestone dates can be achieved.

3.0 PROJECT SCOPE

The project scope involves a phased replacement and addition to the Port Coquitlam Recreation Complex, Wilson Centre and Terry Fox Library. This scope will provide a vibrant community hub with three sheets of ice, an indoor leisure pool, new fitness facilities, a new library, a spacious outdoor plaza, and underground parking. The size of the new facility will be 205,000 SQF.

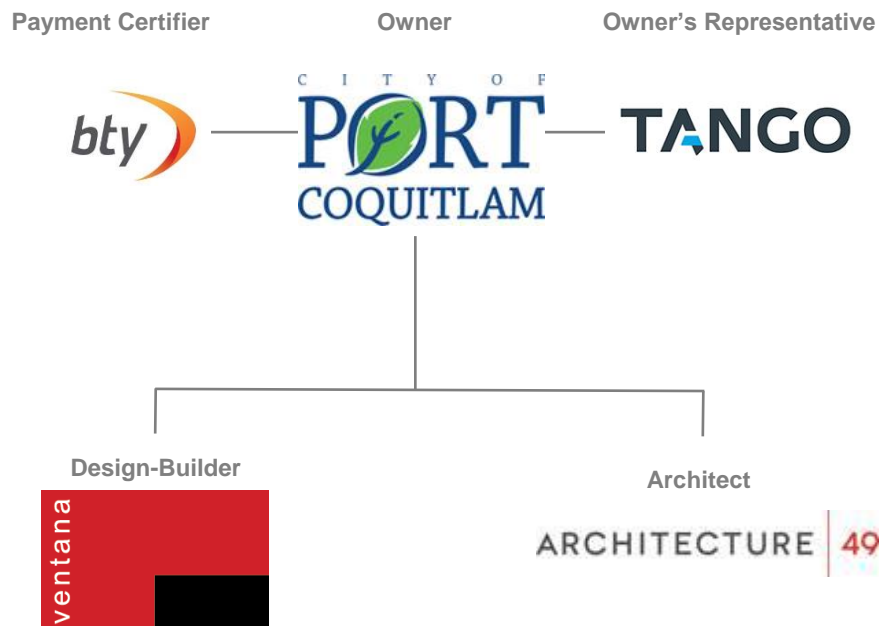


4.0 PROJECT TEAM

The following team members have been appointed to the Project:

Owner	City of Port Coquitlam
Owner's Representative	Tango Management
Design-Builder	Ventana Construction (POCO) Corp
Architect	Architecture 49
Civil Engineer	Hub Engineering
Structural Engineer	BMZ
Mechanical Engineer	WSP Canada
Electrical Engineer	Smith & Anderson
Payment Certifier	BTY Group

City of Port Coquitlam Community Recreation Complex Project Team



5.0 DESIGN AND APPROVALS STATUS

Conceptual Design

Conceptual design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Conceptual Design.

Schematic Design

Schematic design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Schematic Design.

Design Development & Working Drawings and Construction Documents

The Design-Builder is developing design packages in phases. These include design packages for Building Permits, Tendering and Issued for Construction.

Below is an updated summary of the key design milestone submissions, as per the revised project schedule - updated November 19, 2018:

Drawing Package	Planned Date	Actual Date	Status	Comments
Ground Works / Piling (1ABC)				
BP Submission	24-Feb-17	13-Apr-17	Complete	Construction Ongoing
IFT Drawings	24-Feb-17	6-Apr-17	Complete	Construction Ongoing
IFC Drawings	10-Apr-17	18-Aug-17	Complete	Construction Ongoing
Phase 1ABC - Structure				
IFT Drawings (F/R/C)	31-Aug-17	6-Oct-17	Complete	Construction Ongoing
IFC Drawings (F/R/C)	26-Oct-17	12-Dec-17	Complete	Construction Ongoing
IFT Drawings (S/Steel)	19-Oct-17	19-Dec-17	Complete	Construction Ongoing
IFC Drawings (S/Steel)	30-Nov-17	10-Jan-18	Complete	Construction Ongoing
Phase 1ABC Balance of Design				
BP Submission	14-Jul-17	28-Sep-17	Complete	Construction Ongoing
IFT Drawings	5-Oct-17	3-Oct-17	Complete	Construction Ongoing
IFC Drawings	16-Nov-17	31-Jan-18	Complete	Construction Ongoing
Phase 2ABC - Design				
BP Submission	19-Jan-18		Ongoing	1-Jan-19
IFT Drawings	18-Mar-18		Ongoing	19-Mar-19
IFC Drawings	12-Jul-18		Ongoing	30-Apr-19

5.0 Design and Approval Status (continued)

Permits / Regulatory Approvals

The following Building Permits have been issued for the construction works:

Regulatory Approval	Planned Date	Award Date	Status	Comments
Conservation Permit	1-Mar-17		Awarded	
Phase 1ABC Ground Works	24-Feb-17	19-Apr-17	Awarded	BP011873
Phase 1ABC Full BP	28-Sep-17	11-Oct-17	Awarded	BP011897
Phase 2ABC Full BP	18-Mar-18	11-Oct-17	Awarded	BP011897

A Development Permit was issued on August 18, 2017.

An Environmental Conservation Development Permit was scheduled to be issued to the Design-Builder on March 1, 2017. We understand this has now been issued.

Note – a part demolition permit (BP011822) was issued on March 9, 2017 for the part demolition of the Wilson Centre.

A Building Permit (BP011822) was issued to the Design-Builder on October 17, 2017. This Building Permit covers all phases of the Project. The Design-Builder will continue to submit design submissions in phases to the Owner, as per the design schedule.

6.0 PROCUREMENT & CONTRACT ADMINISTRATION

Procurement Summary

We understand that procurement and tendering is ongoing. The Design-Builder has confirmed that we will not be receiving a detailed procurement schedule, as part of their monthly reporting. The Design-Builder has included a summary of the trades awarded to date in their monthly progress report, dated December 12, 2018:

Bulk and detailed excavation Phases 1ABC;	Glazing;
Piling Phases 1ABC;	Roofing;
Mechanical and Electrical;	Metal Decking;
Refrigeration;	Pump / Place / Finish;
Formwork Phases 1AB;	Structural Steel;
Reinforcement Phases 1ABC;	Soil Anchors;
Cladding;	Insulated Metal Panels;
Steel Stud;	Paint;
Doors & Hardware;	Flooring;
Tile;	Dasher Boards;
Rink Slabs;	Overhead Doors;
Public Address; and	Washroom Accessories, Partitions, & Lockers.

6.0 *Procurement & Contract Administration (continued)*

The following procurement milestones have been identified in the Design-Builder's schedule:

Phases 1ABC & 2ABC

- Phase 2ABC Tendering Complete by March 19, 2019.

NOTE – The Design-Builder previously indicated that this will be complete by July 26, 2018.

Furniture, Fixtures and Equipment (FF&E) Procurement

A Master Procurement Schedule has been developed that identifies all items with vendors, lead-in times, delivery and installation details. We are coordinating with the Design-Builder to ensure all enabling works and infrastructure requirements get incorporated into the design. An FF&E Coordination follow up meeting was held on August 10, 2017, that finalized the draft list. We submitted a revised FF&E list to the Design-Builder on October 18, 2017 for review and coordination. Final feedback was received on October 12, 2018.

Final points of clarification are being worked through and coordinated in-line with the Design-Builder's schedule.

An FF&E Budget will be available in January 2019.

Project Coordination / Meeting

The Owner's Meeting #15 was held on November 21, 2018. Please refer to Appendix 5 of this Monthly Progress Report for a copy of the Owners Meeting Minutes #15.

The next Owner's Meeting is scheduled for December 19, 2018.

7.0 PROJECT BUDGET

Project Budget Summary

The Project Budget is summarized below:

A Design and Construction	Dollar Value
1 Design-Builder Pre Contract Costs	\$983,000
2 Design-Builder Contract Price	\$116,717,000
3 Approved Changes	\$5,173,558
4 Current (Revised) Contract Price	\$121,890,558
5 Work Certified as Completed (Base Contract)	\$45,464,130
6 Current Cost to Complete (Base Contract)	\$76,426,428
7 Lien Holdback (Base Contract)	\$4,046,413
B Non-Contract Costs	Dollar Value
8 Furniture, Fixtures & Equipment (FF&E)	\$3,750,000
9 Off-Site	\$940,876
10 Professional Services	\$2,200,000
11 Communications	\$30,000
12 Project Contingency	\$2,305,566
C Total Project Budget	\$132,100,000

The Design and Construction Budget was prepared by the Design-Builder and forms part of their CCDC14 Design-Build Stipulated Price Contract (2013).

Payment Certification

BTY Group, the Payment Certifier has issued Certificate of Payment No. 23 dated December 5, 2018, which certifies the current payment due to the Design-Builder, under the terms of the Design-Build Contract ("DBC") for the period ending November 30, 2018.

In summary, the current payment liabilities of the Owner are:

Item	Dollar Value
Current Net	\$2,614,299
Current GST (5.0%)	\$130,715
Total Current Payable to the Design-Builder	\$2,745,014
Total Current Builders Lien Holdback	\$4,046,413

Please refer to Appendix 4 of this report for a copy of Certificate of Payment No. 23.

7.0 Project Budget (continued)

Change Order Management

A summary of the approved Change Orders relative to the Project Budget between the Owner and the Design-Builder up to November 30, 2018 is as follows:

CO#	Description	Dollar Value	Contingency Allocation
1	Bonding Requirements	\$1,800,000	Project Contingency
2	Temporary Power to Site	\$34,751	Project Contingency
3	Floor Area Changes	\$1,003,236	Project Contingency
4	Off Site Design Services	\$269,998	Off Sites
5	Additional Back-Up Power	\$90,713	Project Contingency
6	Additional Off Site Design Services	\$55,875	Off Sites
7	Card Readers and Key Pads	\$16,698	Project Contingency
8	Library User Group Changes	\$86,287	Project Contingency
9	Accessible Washroom Emergency Alert	\$28,204	Project Contingency
10	Auto Door Openers	\$55,440	Project Contingency
11	Daycare - Card Readers & Alarms	\$9,834	Project Contingency
12	Additional CCTV	\$24,024	Project Contingency
	Offsite Scope of Work (Phase 1A)	\$1,698,500	Off Sites
TOTAL		\$5,173,558	

Project Contingency

Design and Construction Contingency – The design and construction contingency is being managed by the Design-Builder and forms part of the DBC. Any changes to the Design and Construction Budget will have been a result of an Owner originated Change Order.

Project Contingency – The Owner is currently carrying \$2,305,566 in revised Project Contingency.

Claims Management

There were no formal claims that we are aware of during this reporting period.

8.0 PROJECT SCHEDULE

Construction Progress (November End 2018)

We conducted site inspections on November 5, 13, 19 & 22, 2018. At the time of the inspections the status of work can be summarized as follows:

- **Phase 1A: Participant Ice:** Site strip, bulk excavation and backfill is complete. Steel piling is complete. Foundation and suspended slab formwork, rebar and concrete placement is ongoing. Mechanical & Electrical rough-in is ongoing. Structural Steel is virtually complete. Roof deck, masonry, internal/external framing, glazing and densglass is ongoing. Refrigeration is ongoing. Insulated Metal Panels are complete. Rink slab preparation is ongoing.
- **Phase 1B: Leisure Ice and Library:** Site strip, bulk excavation and backfill is complete. Steel piling is complete. Foundation formwork, rebar and concrete placement is near completion. Mechanical & Electrical rough-in is ongoing. Structural steel is virtually complete. Masonry is ongoing. Internal and external framing has commenced. Rink slab preparation has commenced.
- **Phase 1C Aquatic and Fitness Centre, All Age and Admin Areas:** Foundation formwork, rebar and concrete placement is ongoing. Suspended slabs are ongoing. Mechanical and electrical rough-in is ongoing. Glulam installation has commenced.

We received a copy of the Design-Builders updated schedule – ***“Port Coquitlam Community Recreation Complex – Owner’s Schedule: December 12th 2018 - Update”***.

In an attempt to mitigate current delays to the construction activities and to maintain a schedule that meets the Substantial Performance date of October 31, 2021 the Design-Builders has updated their schedule during this reporting period. This schedule remains very “aggressive” and accelerates the trades through Phases 1ABC, broken into nine sub-divisions. This mitigation strategy attempts to sequentially have the nine sub-divisions of Phases 1ABC weather tight to allow succeeding fit-out trades to commence on schedule.

There is zero margin for error and all critical path milestone dates need to be achieved in order for this strategy to be successful. The critical path items for Phase 1AB are now steel stud/framing to Div 1&2 exterior, level 2 Div 2 framing, fire alarm installation and verification and occupancy.

In general, the Design-Builders has slipped approximately 2-3 weeks behind the previous schedule in certain areas and they continue to compress the sequence of the fit-out activities in an attempt to mitigate these further delays. This lack of progress is reflected in the aforementioned change to the critical path activities.

We will continue to monitor the schedule very closely, focusing on the critical path activities and any associated risks that may impact Substantial Performance.

Please refer to Appendix 2 of this report for progress photographs recording construction activities during November 2018.

8.0 Project Schedule (continued)

Monthly Look Ahead

During December 2018, the following key construction activities are scheduled (based on ***“Port Coquitlam Community Recreation Complex – Owner’s Schedule: December 12th 2018 - Update”***).

- **Phase 1ABC – Rinks 2&3, Library and Div 9**
 - Continue with M&E rough-in;
 - Complete Div 6 exterior steel stud;
 - Commence Div 5 exterior steel stud;
 - Complete steel stud to Div 7&8;
 - Complete Div 2 internal framing;
 - Commence ceiling tile in level 2;
 - Complete Rink 2 insulation, piping and concrete slab;
 - Commence water cure of slab;
 - Commence tiling in change and wash rooms;
 - Commence fire alarm installation;
 - Complete Div 9 structural steel and metal deck; and
 - Complete Div 9 interior block work.
- **Phase 1C – Aquatics and Fitness Area**
 - Continue with glulam install.

Please refer to Appendix 1 of this report for a copy of the revised Design-Builder’s Owner’s Schedule: December 14th 2018 - Update.

9.0 QUALITY ASSURANCE & QUALITY CONTROL

Construction Inspection & Monitoring

The Design-Builder is implementing a Quality Assurance and Quality Control (QAQC) program through the design and construction of the project. We are working closely with the Design-Builder and provide random audits of that program, review and opine on independent testing, physically review the quality of the construction activities, identify key inspections and tests that are completed, witness critical construction activities and collaborate with the Design-Builder to ensure optimum quality is achieved and maintained at all stages of the project.

We received a copy of Architect 49’s Site Report 18, dated December 3, 2018. Numerous actions have been noted to be remedied by the Design-Builder. The Lead Consultant has confirmed that the works on site are progressing generally in accordance with the IFC drawings, specifications and building permits issued to date. A copy of the Assurance Statement dated December 3, 2018 is included in Appendix 7 of this report.

9.0 *Quality Assurance & Quality Control (continued)*

No concrete test reports were provided by the Design-Builder during this reporting period.

We received a copy of BMZ's Construction Review Memos dated November 20 & 23 2018. Numerous actions have been noted to be remedied by the Design-Builder.

We received a copy of Smith and Anderson's Job Report, dated November 29, 2018. Numerous actions have been noted to be remedied by the Design-Builder.

We received a copy of WSP's Plumbing Field Report, dated November 29, 2018. Numerous actions have been noted to be remedied by the Design-Builder.

We performed site inspections on November 5, 13, 19 & 27, 2018 to witness and monitor the progress of the works. Please refer to Appendix 3 of this report for copies of the Site Inspection Reports for this reporting period. Please refer to historic monthly progress reports for commentary on various QAQC inspection and monitoring activities, relative to specific reporting periods.

10.0 SAFETY AND ENVIRONMENTAL

We are not aware of any major Health & Safety incidents during this reporting period.

The Design-Builder is implementing a robust and professional Health and Safety program on site.

11.0 AREAS OF CONCERN & OUTSTANDING ISSUES

In general, all issues and actions raised within meetings and communications during November 2018 have been addressed or remain ongoing as part of the forthcoming design, procurement and construction phases.

The Design-Builder has issued a revised and updated Project Schedule - ***"Port Coquitlam Community Recreation Complex – Owner's Schedule: December 12th 2018 - Update"***. This schedule attempts to mitigate the current delays by accelerating the trade packages through Phases 1ABC.

The Project Schedule continues to be an area of concern and risk. Numerous planned activities (for November 2018) in the Design-Builder's previous schedule have not been achieved during this reporting period. Please refer to Section 8.0 of this report for further detail on the status of the construction progress.

A main risk that remains is the commissioning of the refrigeration for Rinks 2 & 3. These activities are driven by the completion of the permanent power, that was previously scheduled for May 10, 2019 (**now May 15, 2019**) for Phase 1AB, with refrigeration commenced and started up by June 19, 2018 (**now June 26, 2019**). These critical dates have been pushed back by 1 week during this reporting period.

11.0 *Areas of Concern & Outstanding Issues (continued)*

In an attempt to support the Design-Builder with these risks the City has part approved the hydro design for the off-site work, to expedite the install of the permanent power into this phase of the project.

We are monitoring this schedule closely on a weekly and monthly basis and will opine on any risks as they develop.

Achieving a “winter working program” is essential to allow the Design-Builder to protect the fit-out activities from the inclement weather, by having an adequate weather tight building envelope.

APPENDIX 1

Port Coquitlam Community Recreation Centre Complex – Owner's
Schedule: December 12th 2018 - Update



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
December 12th 2018 - Update

Ventana Construction Corporation
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ID	Task Name	Duration	Start	Finish													
					1st Quarter						4th Quarter						3rd Q
					Jan	May	Sep	Jan	May								
1	1 Port Coquitlam Recreation Centre	1194 days	Fri 2/24/17	Mon 10/25/21	Port Coquitlam Recreation Centre												
2	1.1 Design Phases	144 days	Fri 2/24/17	Wed 9/20/17	Design Phases												
3	1.1.1 Phase 1ABC - Groundworks	55 days	Fri 2/24/17	Fri 5/12/17	Phase 1ABC - Groundworks												
9	1.1.2 Pile tender and award	60 days	Mon 6/26/17	Wed 9/20/17	Pile tender and award												
13	1.2 Phase 1ABC - Design - Structure	545 days	Fri 2/24/17	Tue 4/30/19	Phase 1ABC - Design - Structure												
14	1.2.1 Formwork/Reinforcing	190 days	Fri 2/24/17	Mon 11/27/17	Formwork/Reinforcing												
19	1.2.2 Structural Steel & Glulam	90 days	Fri 9/22/17	Fri 2/2/18	Structural Steel & Glulam												
24	1.2.3 Phase 1ABC - Design - Balance	329 days	Mon 5/8/17	Fri 8/31/18	Phase 1ABC - Design - Balance												
34	1.2.4 Phase 2ABC - Design	145 days	Tue 10/2/18	Tue 4/30/19	Phase 2ABC - Design												
35	1.2.4.1 IFT Drawings	0 days	Tue 10/2/18	Tue 10/2/18	IFT Drawings												
36	1.2.4.2 Internal Review and Revisions	10 days	Wed 10/3/18	Wed 10/17/18	Internal Review and Revisions												
37	1.2.4.3 Full BP Submission	50 days	Thu 10/18/18	Tue 1/1/19	Full BP Submission												
38	1.2.4.4 Permit Review	15 days	Wed 1/2/19	Tue 1/22/19	Permit Review												
39	1.2.4.5 Tender	40 days	Wed 1/23/19	Tue 3/19/19	Tender												
40	1.2.4.6 IFC Drawings	10 days	Wed 4/17/19	Tue 4/30/19	IFC Drawings												
41	1.3 Construction Phases	676 days	Fri 2/24/17	Wed 10/30/19	Construction Phases												
42	1.3.1 Phase 1AB	478.5 days	Tue 9/5/17	Wed 7/31/19	Phase 1AB												
43	1.3.1.1 Bulk Excavation	15 days	Tue 9/5/17	Mon 9/25/17	Bulk Excavation												
44	1.3.1.2 Piling	60 days	Thu 9/21/17	Fri 12/15/17	Piling												
45	1.3.1.3 Parkade Foundations(GL 1B-F)	20 days	Mon 6/11/18	Mon 7/9/18	Parkade Foundations(GL 1B-F)												
46	1.3.1.4 Backfill Parkade Walls	10 days	Tue 7/10/18	Mon 7/23/18	Backfill Parkade Walls												
47	1.3.1.5 M&E Rough In	250 days	Mon 6/11/18	Wed 6/5/19	M&E Rough In												
48	1.3.1.6 Footings/Column/Wall	80 days	Mon 12/18/17	Tue 4/17/18	Footings/Column/Wall												
49	1.3.1.7 SOG(at suspended)	20 days	Mon 3/19/18	Tue 4/17/18	SOG(at suspended)												
50	1.3.1.8 Suspended Slabs area AB	55 days	Fri 6/8/18	Mon 8/27/18	Suspended Slabs area AB												
51	1.3.1.9 Structural Steel	98.5 days	Tue 6/19/18	Thu 11/8/18	Structural Steel												
52	1.3.1.9.1 div 1	10 days	Tue 6/19/18	Tue 7/3/18	div 1												
53	1.3.1.9.2 div 2 refrigeration	10 days	Mon 7/9/18	Fri 7/20/18	div 2 refrigeration												
54	1.3.1.9.3 div 3&4 rink 2	3 wks	Mon 7/23/18	Mon 8/13/18	div 3&4 rink 2												
55	1.3.1.9.4 div 5 library	1.5 wks	Tue 8/14/18	Thu 8/23/18	div 5 library												
56	1.3.1.9.5 div 6 corridor	2 wks	Thu 8/23/18	Fri 9/7/18	div 6 corridor												
57	1.3.1.9.6 div 7 & 8 rink 3	3 wks	Fri 9/21/18	Mon 10/15/18	div 7 & 8 rink 3												
58	1.3.1.9.7 Metal Decking	65 days	Wed 7/25/18	Mon 10/29/18	Metal Decking												
59	1.3.1.9.8 IMP cladding install	50.5 days	Tue 8/28/18	Thu 11/8/18	IMP cladding install												
60	1.3.1.9.8.1 IMP to refrigeration	1.5 wks	Wed 9/26/18	Fri 10/5/18	IMP to refrigeration												
61	1.3.1.9.8.2 IMP to rink 2	4 wks	Tue 8/28/18	Tue 9/25/18	IMP to rink 2												
62	1.3.1.9.8.3 IMP above change rooms	2 wks	Mon 10/15/18	Mon 10/29/18	IMP above change rooms												
63	1.3.1.9.8.4 IMP to rink 3	8 days	Mon 10/29/18	Thu 11/8/18	IMP to rink 3												
64	1.3.1.10 Roofing	107.5 days	Wed 9/19/18	Fri 2/22/19	Roofing												
65	1.3.1.10.1 roofing div 1 & 2	10 days	Fri 11/16/18	Thu 11/29/18	roofing div 1 & 2												
66	1.3.1.10.2 roofing div 3& 4	40 days	Wed 9/19/18	Thu 11/15/18	roofing div 3& 4												
67	1.3.1.10.3 roofing div 5	15 days	Fri 2/1/19	Fri 2/22/19	roofing div 5												
68	1.3.1.10.4 roofing div 6	15 days	Fri 2/1/19	Fri 2/22/19	roofing div 6												
69	1.3.1.10.5 roofing div 7& 8	25 days	Fri 12/28/18	Fri 2/1/19	roofing div 7& 8												
70	1.3.1.11 Exterior steel stud/densglass	115.5 days	Wed 8/1/18	Fri 1/18/19	Exterior steel stud/densglass												
71	1.3.1.11.1 steel stud framing to div 1 exterior	4 days	Wed 8/1/18	Tue 8/7/18	steel stud framing to div 1 exterior												
72	1.3.1.11.2 steel stud framing div 2 exterior	3 wks	Wed 8/8/18	Tue 8/28/18	steel stud framing div 2 exterior												
73	1.3.1.11.3 steel stud framing div 5 exterior	3 wks	Fri 12/28/18	Fri 1/18/19	steel stud framing div 5 exterior												
74	1.3.1.11.4 steel stud framing div 6 exterior	5 wks	Tue 11/20/18	Fri 12/28/18	steel stud framing div 6 exterior												
75	1.3.1.11.5 steel stud framing div 6 interior	3 wks	Fri 12/28/18	Fri 1/18/19	steel stud framing div 6 interior												
76	1.3.1.11.6 steel stud to facia div 7&8	15 days	Tue 11/20/18	Tue 12/11/18	steel stud to facia div 7&8												
77	1.3.1.12 Interior steel stud/drywall/ceilings	185 days	Wed 8/8/18	Wed 5/1/19	Interior steel stud/drywall/ceilings												
78	1.3.1.12.1 level 2 mechanical room framing	3 days	Wed 8/8/18	Fri 8/10/18	level 2 mechanical room framing												
79	1.3.1.12.2 level 2 div 2 area framing	3 wks	Mon 12/3/18	Fri 12/21/18	level 2 div 2 area framing												
80	1.3.1.12.3 level 1 elevator 2 lobby framing	5 days	Thu 2/21/19	Wed 2/27/19	level 1 elevator 2 lobby framing												
81	1.3.1.12.4 level 2 ceilings grid 1b11 to 1A7 framing	20 days	Thu 12/27/18	Wed 1/23/19	level 2 ceilings grid 1b11 to 1A7 framing												



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ID	Task Name	Duration	Start	Finish												
					1st Quarter						4th Quarter					
					Jan		May		Sep		Jan		May		3rd Q	
82	1.3.1.12.5 library level 1 framing	5 days	Fri 3/15/19	Fri 3/22/19					library level 1 framing	Mar 22						
83	1.3.1.12.6 library level 2 framing	5 days	Fri 3/22/19	Fri 3/29/19					library level 2 framing	Mar 29						
84	1.3.1.12.7 library level 1 ceiling framing	3 days	Fri 3/22/19	Wed 3/27/19					library level 1 ceiling framing	Mar 27						
85	1.3.1.12.8 library level 2 ceiling framing	10 days	Fri 3/29/19	Fri 4/12/19					library level 2 ceiling framing	Apr 12						
86	1.3.1.12.9 drywall boarding and taping	90 days	Thu 12/27/18	Wed 5/1/19					drywall boarding and taping	May 1						
87	1.3.1.12.10 tbar install 1b11 to 1A7	20 days	Thu 2/21/19	Wed 3/20/19					tbar install 1b11 to 1A7	Mar 20						
88	1.3.1.12.11 tbar install library	10 days	Thu 3/21/19	Wed 4/3/19					tbar install library	Apr 3						
89	1.3.1.13 Metal cladding installation	85 days	Fri 1/4/19	Fri 5/3/19					Metal cladding installation	May 3						
90	1.3.1.13.1 metal cladding to rink 2	30 days	Fri 2/22/19	Fri 4/5/19					metal cladding to rink 2	Apr 5						
91	1.3.1.13.1.1 metal cladding rink 2 exterior	15 days	Fri 2/22/19	Fri 3/15/19					metal cladding rink 2 exterior	Mar 15						
92	1.3.1.13.1.2 metal cladding above change rooms	15 days	Fri 3/15/19	Fri 4/5/19					metal cladding above change rooms	Apr 5						
93	1.3.1.13.2 corridor (Div 6)	30 days	Fri 1/4/19	Fri 2/15/19					corridor (Div 6)	Feb 15						
94	1.3.1.13.2.1 metal cladding to corridor exterior	20 days	Fri 1/18/19	Fri 2/15/19					metal cladding to corridor exterior	Feb 15						
95	1.3.1.13.2.2 metal cladding temporary	20 days	Fri 1/4/19	Fri 2/1/19					metal cladding temporary	Feb 1						
96	1.3.1.13.3 metal cladding rink 3	20 days	Fri 2/15/19	Fri 3/15/19					metal cladding rink 3	Mar 15						
97	1.3.1.13.3.1 metal cladding rink 3 exterior	20 days	Fri 2/15/19	Fri 3/15/19					metal cladding rink 3 exterior	Mar 15						
98	1.3.1.13.4 library	35 days	Fri 3/15/19	Fri 5/3/19					library	May 3						
99	1.3.1.13.4.1 metal cladding library	35 days	Fri 3/15/19	Fri 5/3/19					metal cladding library	May 3						
100	1.3.1.14 Refrigeration plant &rinks 2&3	111 days							Refrigeration Plant equipment install	Jul 31						
101	1.3.1.15 Refrigeration Plant equipment install	188.5 days	Mon 11/5/18	Wed 7/31/19					rink 2 place sand	Nov 19						
102	1.3.1.15.1 rink 2 place sand	10 days	Mon 11/5/18	Mon 11/19/18					rink 2 insulation install	Dec 3						
103	1.3.1.15.2 rink 2 insulation install	10 days	Tue 11/20/18	Mon 12/3/18					rink 2 refrigeration pipe install	Dec 17						
104	1.3.1.15.3 rink 2 refrigeration pipe install	2 wks	Tue 12/4/18	Mon 12/17/18					cast rink 2 slab	Dec 18						
105	1.3.1.15.4 cast rink 2 slab	1 day	Tue 12/18/18	Tue 12/18/18					water cure slab	Jan 4						
106	1.3.1.15.5 water cure slab	2 wks	Wed 12/19/18	Fri 1/4/19					paint rink 2 interior	Jan 18						
107	1.3.1.15.6 paint rink 2 interior	10 days	Mon 1/7/19	Fri 1/18/19					rink 3 complete perimeter slab	Jan 4						
108	1.3.1.15.7 rink 3 complete perimeter slab	5 days	Fri 12/28/18	Fri 1/4/19					rink 3 install structural slab	Dec 21						
109	1.3.1.15.8 rink 3 install structural slab	5 days	Fri 12/14/18	Fri 12/21/18					rink 3 place sand	Feb 8						
110	1.3.1.15.9 rink 3 place sand	5 days	Fri 2/1/19	Fri 2/8/19					rink 3 insulation install	Feb 15						
111	1.3.1.15.10 rink 3 insulation install	5 days	Fri 2/8/19	Fri 2/15/19					rink 3 refrigeration pipe install	Mar 1						
112	1.3.1.15.11 rink 3 refrigeration pipe install	2 wks	Fri 2/15/19	Fri 3/1/19					cast rink 3 slab	Mar 4						
113	1.3.1.15.12 cast rink 3 slab	1 day	Fri 3/1/19	Mon 3/4/19					water cure slab	Mar 18						
114	1.3.1.15.13 water cure slab	2 wks	Mon 3/4/19	Mon 3/18/19					paint rink 3	Apr 1						
115	1.3.1.15.14 paint rink 3	10 days	Mon 3/18/19	Mon 4/1/19					refrigeration plant commissioning and startup	Jul 31						
116	1.3.1.15.15 refrigeration plant commissioning and startup	27 days	Mon 6/24/19	Wed 7/31/19					Dasher Boards	May 6						
117	1.3.1.15.16 Dasher Boards	35 days	Mon 3/18/19	Mon 5/6/19					score clocks	Apr 15						
118	1.3.1.15.17 score clocks	10 days	Mon 4/1/19	Mon 4/15/19					Rink puck netting	May 6						
119	1.3.1.15.18 Rink puck netting	15 days	Mon 4/15/19	Mon 5/6/19					mech and elect finishes	Apr 12						
120	1.3.1.15.19 mech and elect finishes	60 days	Mon 1/21/19	Fri 4/12/19					Glazing	Apr 12						
121	1.3.1.16 Glazing	112.5 days	Thu 11/1/18	Fri 4/12/19					Rink 2 exterior glazing	Dec 13						
122	1.3.1.16.1 Rink 2 exterior glazing	30 days	Thu 11/1/18	Thu 12/13/18					Public corridor glazing	Jan 29						
123	1.3.1.16.2 Public corridor glazing	20 days	Wed 1/2/19	Tue 1/29/19					rink 3 exterior glazing	Feb 19						
124	1.3.1.16.3 rink 3 exterior glazing	3 wks	Wed 1/30/19	Tue 2/19/19					rink 2 interior glazing	Jan 1						
125	1.3.1.16.4 rink 2 interior glazing	2 wks	Fri 12/14/18	Tue 1/1/19					rink 3 interior glazing	Mar 12						
126	1.3.1.16.5 rink 3 interior glazing	3 wks	Wed 2/20/19	Tue 3/12/19					Library exterior glazing	Mar 15						
127	1.3.1.16.6 Library exterior glazing	4 wks	Fri 2/15/19	Fri 3/15/19					Library interior glazing	Apr 12						
128	1.3.1.16.7 Library interior glazing	4 wks	Fri 3/15/19	Fri 4/12/19					Interior and Exterior Block Walls &Masonry	Feb 15						
129	1.3.1.17 Interior and Exterior Block Walls &Masonry	133 days	Tue 8/7/18	Fri 2/15/19					hockey change rooms	Sep 4						
130	1.3.1.17.1 hockey change rooms	4 wks	Tue 8/7/18	Tue 9/4/18					rink 3 storage rooms	Sep 18						
131	1.3.1.17.2 rink 3 storage rooms	2 wks	Wed 9/5/18	Tue 9/18/18					elevator 2 machine room	Sep 21						
132	1.3.1.17.3 elevator 2 machine room	3 days	Wed 9/19/18	Fri 9/21/18					exterior masonry changerooms	Jan 18						
133	1.3.1.17.4 exterior masonry changerooms	10 days	Mon 1/7/19	Fri 1/18/19					exterior masonry rink 2	Feb 1						
134	1.3.1.17.5 exterior masonry rink 2	10 days	Mon 1/21/19	Fri 2/1/19					exterior masonry refrigeration	Feb 15						
135	1.3.1.17.6 exterior masonry refrigeration	10 days	Mon 2/4/19	Fri 2/15/19					Elevators	May 17						
136	1.3.1.18 Elevators	40 days	Fri 3/22/19	Fri 5/17/19					elevator 2	Apr 19						
137	1.3.1.18.1 elevator 2	4 wks	Fri 3/22/19	Fri 4/19/19												



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ID	Task Name	Duration	Start	Finish												
					1st Quarter			4th Quarter			3rd Q					
					Jan		May		Sep		Jan		May			
138	1.3.1.18.2 elevator 1	4 wks	Fri 4/19/19	Fri 5/17/19					elevator 1	May 17						
139	1.3.1.19 Interior Finishes	144 days	Tue 12/18/18	Wed 7/10/19					Interior Finishes	Jul 10						
140	1.3.1.19.1 interior painting	100 days	Thu 1/10/19	Wed 5/29/19					interior painting	May 29						
141	1.3.1.19.2 roll up doors	2 wks	Wed 2/20/19	Tue 3/5/19					roll up doors	Mar 5						
142	1.3.1.19.3 rubber skate floor installation	6 wks	Thu 3/21/19	Wed 5/1/19					rubber skate floor installation	May 1						
143	1.3.1.19.4 polished concrete floors	6 wks	Thu 5/2/19	Wed 6/12/19					polished concrete floors	Jun 12						
144	1.3.1.19.5 sheet flooring installation	4 wks	Thu 5/2/19	Wed 5/29/19					sheet flooring installation	May 29						
145	1.3.1.19.6 ceramic tile	8 wks	Tue 12/18/18	Thu 2/14/19					ceramic tile	Feb 14						
146	1.3.1.19.7 pedimats	5 days	Thu 5/2/19	Wed 5/8/19					pedimats	May 8						
147	1.3.1.19.8 Millwork	30 days	Thu 5/30/19	Wed 7/10/19					Millwork	Jul 10						
148	1.3.1.19.9 sliding grills	1 wk	Thu 6/13/19	Wed 6/19/19					sliding grills	Jun 19						
149	1.3.1.19.10 doors and hardware installation	4 mons	Thu 1/10/19	Wed 5/1/19					doors and hardware installation	May 1						
150	1.3.1.20 Mechanical and electrical	265 days	Mon 6/4/18	Wed 6/19/19					Mechanical and electrical	Jun 19						
151	1.3.1.20.1 mechanical and electrical roughin	180 days	Mon 6/4/18	Wed 2/20/19					mechanical and electrical roughin	Feb 20						
152	1.3.1.20.2 fire sprinkler system install	115 days	Tue 9/4/18	Mon 2/18/19					fire sprinkler system install	Feb 18						
153	1.3.1.20.3 M&E Finishes	60 days	Thu 3/28/19	Wed 6/19/19					M&E Finishes	Jun 19						
154	1.3.1.20.4 Fire alarm installation	115 days	Mon 12/3/18	Wed 5/15/19					Fire alarm installation	May 15						
155	1.3.1.21 Div 9 admin and kitchen grid 1c6 to 1c13	183 days	Mon 6/4/18	Mon 2/25/19					Div 9 admin and kitchen grid 1c6 to 1c13	Feb 25						
156	1.3.1.21.1 Basement Foundations & slab on grade div 9	50 days	Mon 6/4/18	Tue 8/14/18					Basement Foundations & slab on grade div 9	Aug 14						
157	1.3.1.21.2 Suspended Slab - Level 1 kitchen	20 days	Wed 8/22/18	Wed 9/19/18					Suspended Slab - Level 1 kitchen	Sep 19						
158	1.3.1.21.3 suspended slab level 2 admin	10 days	Thu 9/27/18	Thu 10/11/18					suspended slab level 2 admin	Oct 11						
159	1.3.1.21.4 Structural Steel div 9 Grid 1C-8 to 1C-13	10 days	Wed 10/31/18	Wed 11/14/18					Structural Steel div 9 Grid 1C-8 to 1C-13	Nov 14						
160	1.3.1.21.5 Metal Decking div 9 Grid 1C-8 to 1C-13	5 days	Tue 11/13/18	Mon 11/19/18					Metal Decking div 9 Grid 1C-8 to 1C-13	Nov 19						
161	1.3.1.21.6 Structural steel div 9 Grid 1C-7 to 1C-8	5 days	Thu 12/13/18	Wed 12/19/18					Structural steel div 9 Grid 1C-7 to 1C-8	Dec 19						
162	1.3.1.21.7 Metal deck Div 9 Grid 1C-7 to 1C-8	5 days	Thu 12/20/18	Mon 12/31/18					Metal deck Div 9 Grid 1C-7 to 1C-8	Dec 31						
163	1.3.1.21.8 Exterior Steel Stud/Densglass	35 days	Tue 1/1/19	Mon 2/18/19					Exterior Steel Stud/Densglass	Feb 18						
164	1.3.1.21.9 Roofing	25 days	Tue 1/22/19	Mon 2/25/19					Roofing	Feb 25						
165	1.3.1.22 Div 9 - Metal cladding	10 days	Tue 2/19/19	Mon 3/4/19					Div 9 - Metal cladding	Mar 4						
166	1.3.1.22.1 metal cladding to Div 9	10 days	Tue 2/19/19	Mon 3/4/19					metal cladding to Div 9	Mar 4						
167	1.3.1.23 Div-9 Glazing	65 days	Tue 1/22/19	Mon 4/22/19					Div-9 Glazing	Apr 22						
168	1.3.1.23.1 exterior glazing	4 wks	Tue 1/22/19	Mon 2/18/19					exterior glazing	Feb 18						
169	1.3.1.23.2 interior glazing	2 wks	Tue 4/9/19	Mon 4/22/19					interior glazing	Apr 22						
170	1.3.1.24 interior block walls	20 days	Tue 11/20/18	Mon 12/17/18					interior block walls	Dec 17						
171	1.3.1.25 interior stud and drywall div 9	40 days	Tue 2/12/19	Mon 4/8/19					interior stud and drywall div 9	Apr 8						
172	1.3.1.26 Div 9 Commercial Kitchen	69 days	Tue 4/9/19	Fri 7/12/19					Div 9 Commercial Kitchen	Jul 12						
173	1.3.1.26.1 Ceramic tile	10 days	Tue 4/9/19	Mon 4/22/19					Ceramic tile	Apr 22						
174	1.3.1.26.2 FRP	4 days	Tue 4/23/19	Fri 4/26/19					FRP	Apr 26						
175	1.3.1.26.3 Kitchen Buildout	2 mons	Mon 4/29/19	Fri 6/21/19					Kitchen Buildout	Jun 21						
176	1.3.1.26.4 Commissioning	2 wks	Mon 6/24/19	Fri 7/5/19					Commissioning	Jul 5						
177	1.3.1.26.5 Fraser Health Inspections and Certification	1 wk	Mon 7/8/19	Fri 7/12/19					Fraser Health Inspections and Certification	Jul 12						
178	1.3.1.27 Div 9 Interior Finishes	134 days	Tue 12/18/18	Wed 6/26/19					Div 9 Interior Finishes	Jun 26						
179	1.3.1.27.1 sheet flooring installation	25 days	Tue 4/9/19	Mon 5/13/19					sheet flooring installation	May 13						
180	1.3.1.27.2 ceramic tile	20 days	Tue 12/18/18	Thu 1/17/19					ceramic tile	Jan 17						
181	1.3.1.27.3 carpet installation	15 days	Tue 5/14/19	Mon 6/3/19					carpet installation	Jun 3						
182	1.3.1.27.4 doors and hardware installation	15 days	Tue 4/9/19	Mon 4/29/19					doors and hardware installation	Apr 29						
183	1.3.1.27.5 interior painting	30 days	Tue 4/9/19	Mon 5/20/19					interior painting	May 20						
184	1.3.1.27.6 Millwork	15 days	Thu 6/6/19	Wed 6/26/19					Millwork	Jun 26						
185	1.3.1.28 Div 9 Mechanical and electrical	157 days	Tue 11/20/18	Mon 7/1/19					Div 9 Mechanical and electrical	Jul 1						
186	1.3.1.28.1 mechanical and electrical roughin	75 days	Tue 11/20/18	Thu 3/7/19					mechanical and electrical roughin	Mar 7						
187	1.3.1.28.2 fire sprinkler system install	20 days	Tue 3/26/19	Mon 4/22/19					fire sprinkler system install	Apr 22						
188	1.3.1.28.3 Fire alarm installation	90 days	Tue 2/26/19	Mon 7/1/19					Fire alarm installation	Jul 1						
189	1.3.1.28.4 M&E Finishes	30 days	Mon 4/22/19	Fri 5/31/19					M&E Finishes	May 31						
190	1.3.1.29 Commissioning	45 days	Thu 5/2/19	Wed 7/3/19					Commissioning	Jul 3						
191	1.3.1.29.1 electrical start up	10 days	Thu 5/2/19	Wed 5/15/19					electrical start up	May 15						
192	1.3.1.29.2 mechanical startup	10 days	Thu 5/9/19	Wed 5/22/19					mechanical startup	May 22						
193	1.3.1.29.3 comissioning report	30 days	Thu 5/23/19	Wed 7/3/19					comissioning report	Jul 3						



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
December 12th 2018 - Update

Ventana Construction Corporation
3875 Henning Dr. || Burnaby, BC || V5C 6N5
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Fax 604.291.9992
Web VentanaConstruction.com

ID	Task Name	Duration	Start	Finish												
					1st Quarter			4th Quarter						3rd Q		
			Jan	May	Sep	Jan	May	Jan	May	Jan	May	Jan	May	Jan	May	Jan
194	1.3.1.29.4 fire alarm verification	20 days	Thu 5/16/19	Wed 6/12/19	fire alarm verification											
195	1.3.1.30 exterior landscape works	55 days	Fri 5/3/19	Fri 7/19/19	exterior landscape works											
196	1.3.1.31 Occupancy Process	20 days	Tue 6/18/19	Mon 7/15/19	Occupancy Process											
197	1.3.2 Phase 1C	20 days	Mon 12/18/17	Thu 1/18/18	Phase 1C											
198	1.3.2.1 Piling	20 days	Mon 12/18/17	Thu 1/18/18	Piling											
199	1.3.2.1.1 Uplift Anchors	20 days	Mon 12/18/17	Thu 1/18/18	Uplift Anchors											
200	1.3.3 pool and fitness Area	676 days	Fri 2/24/17	Wed 10/30/19	pool and fitness Area											
201	1.3.3.1 M&E Rough In	250 days	Fri 2/24/17	Mon 2/26/18	M&E Rough In											
202	1.3.3.2 Pool Foundations	60 days	Mon 6/4/18	Tue 8/28/18	Pool Foundations											
203	1.3.3.3 level 1 suspended fitness	20 days	Wed 8/29/18	Wed 9/26/18	level 1 suspended fitness											
204	1.3.3.4 Pool Piping/Electrical	50 days	Mon 6/4/18	Tue 8/14/18	Pool Piping/Electrical											
205	1.3.3.5 Suspended Deck	20 days	Wed 8/15/18	Wed 9/12/18	Suspended Deck											
206	1.3.3.6 Pool tank walls and features Grid 1CJ to 1CP	50 days	Wed 8/15/18	Thu 10/25/18	Pool tank walls and features Grid 1CJ to 1CP											
207	1.3.3.7 Suspended Slab - level 2 fitness	20 days	Thu 9/27/18	Thu 10/25/18	Suspended Slab - level 2 fitness											
208	1.3.3.8 Glulams	40 days	Thu 11/15/18	Mon 1/14/19	Glulams											
209	1.3.3.9 metal decking to the pool	10 days	Tue 1/15/19	Mon 1/28/19	metal decking to the pool											
210	1.3.3.10 exterior steel Stud/Densglass	20 days	Tue 1/29/19	Mon 2/25/19	exterior steel Stud/Densglass											
211	1.3.3.11 Roofing	20 days	Tue 2/26/19	Mon 3/25/19	Roofing											
212	1.3.3.12 Metal Cladding	50 days	Tue 2/26/19	Mon 5/6/19	Metal Cladding											
213	1.3.3.13 Glazing	60 days	Tue 2/26/19	Mon 5/20/19	Glazing											
214	1.3.3.14 Pool Tile	70 days	Thu 4/4/19	Wed 7/10/19	Pool Tile											
215	1.3.3.15 Interior Stud/Drywall	45 days	Tue 4/9/19	Mon 6/10/19	Interior Stud/Drywall											
216	1.3.3.16 Interior Block Walls	40 days	Mon 11/26/18	Wed 1/23/19	Interior Block Walls											
217	1.3.3.17 Change Room Tile	50 days	Thu 1/24/19	Wed 4/3/19	Change Room Tile											
218	1.3.3.18 Pool Finishes(Lockers, Grating, Ladders, etc.)	40 days	Thu 7/11/19	Wed 9/4/19	Pool Finishes(Lockers, Grating, Ladders, etc.)											
219	1.3.3.19 Interior Finishes	40 days	Tue 6/11/19	Mon 8/5/19	Interior Finishes											
220	1.3.3.20 M&E Finishes	40 days	Tue 6/11/19	Mon 8/5/19	M&E Finishes											
221	1.3.3.21 Millwork	30 days	Tue 6/25/19	Mon 8/5/19	Millwork											
222	1.3.3.22 Commissioning	10 days	Tue 6/18/19	Mon 7/1/19	Commissioning											
223	1.3.3.23 Pool Commissioning	20 days	Thu 9/5/19	Wed 10/2/19	Pool Commissioning											
224	1.3.3.24 Commissioning	55 days	Tue 8/6/19	Mon 10/21/19	Commissioning											
225	1.3.3.24.1 electrical start up	10 days	Tue 8/6/19	Mon 8/19/19	electrical start up											
226	1.3.3.24.2 mechanical startup	10 days	Tue 8/13/19	Mon 8/26/19	mechanical startup											
227	1.3.3.24.3 comissioning report	40 days	Tue 8/27/19	Mon 10/21/19	comissioning report											
228	1.3.3.24.4 fire alarm verification	25 days	Tue 8/6/19	Mon 9/9/19	fire alarm verification											
229	1.3.3.25 exterior landscape works	40 days	Tue 6/18/19	Mon 8/12/19	exterior landscape works											
230	1.3.3.26 Occupancy Process	20 days	Thu 10/3/19	Wed 10/30/19	Occupancy Process											
231	1.4 Phase 2	595 days	Tue 7/16/19	Mon 10/25/21	Phase 2											
232	1.4.1 Demo	137 days	Tue 7/16/19	Wed 1/22/20	Demo											
233	1.4.1.1 Existing Rink Abatement	60 days	Tue 7/16/19	Mon 10/7/19	Existing Rink Abatement											
234	1.4.1.2 Make Safes and Demolition	60 days	Tue 8/27/19	Mon 11/18/19	Make Safes and Demolition											
235	1.4.1.3 Existing library abatement	4 wks	Thu 10/31/19	Wed 11/27/19	Existing library abatement											
236	1.4.1.4 Library make safes and demolition	2 mons	Thu 11/28/19	Wed 1/22/20	Library make safes and demolition											
237	1.4.2 Phase 2ABC	535 days	Tue 10/8/19	Mon 10/25/21	Phase 2ABC											
238	1.4.2.1 Phase 2A	455 days	Tue 10/8/19	Mon 7/5/21	Phase 2A											
239	1.4.2.1.1 Bulk Excavation	20 days	Tue 10/8/19	Mon 11/4/19	Bulk Excavation											
240	1.4.2.1.2 Piling	30 days	Tue 11/5/19	Mon 12/16/19	Piling											
241	1.4.2.1.3 Backfill	15 days	Tue 12/17/19	Mon 1/6/20	Backfill											
242	1.4.2.1.4 M&E Rough In	200 days	Tue 12/17/19	Mon 9/21/20	M&E Rough In											
243	1.4.2.1.5 Footings/Column/Wall	50 days	Tue 1/7/20	Mon 3/16/20	Footings/Column/Wall											
244	1.4.2.1.6 SOG	15 days	Tue 3/17/20	Mon 4/6/20	SOG											
245	1.4.2.1.7 Suspended Slabs/Bleachers	60 days	Tue 4/7/20	Mon 6/29/20	Suspended Slabs/Bleachers											
246	1.4.2.1.8 Structural Steel	40 days	Tue 10/6/20	Mon 11/30/20	Structural Steel											
247	1.4.2.1.9 Metal Decking	20 days	Tue 12/1/20	Mon 12/28/20	Metal Decking											
248	1.4.2.1.10 Roofing	50 days	Tue 12/29/20	Mon 3/8/21	Roofing											
249	1.4.2.1.11 Insulated Metal Panel	50 days	Tue 12/29/20	Mon 3/8/21	Insulated Metal Panel											

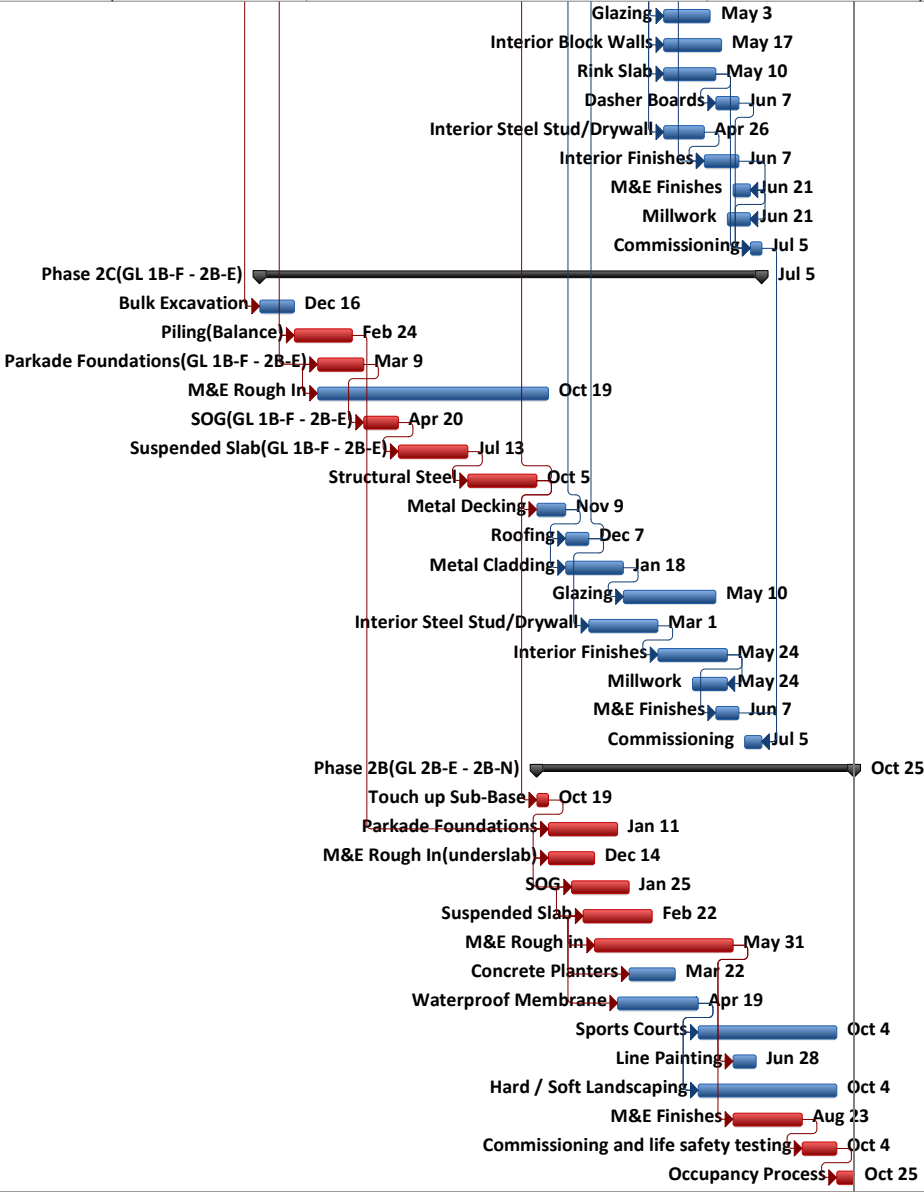


PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
December 12th 2018 - Update

Ventana Construction Corporation
3875 Henning Dr. || Burnaby, BC || V5C 6N5
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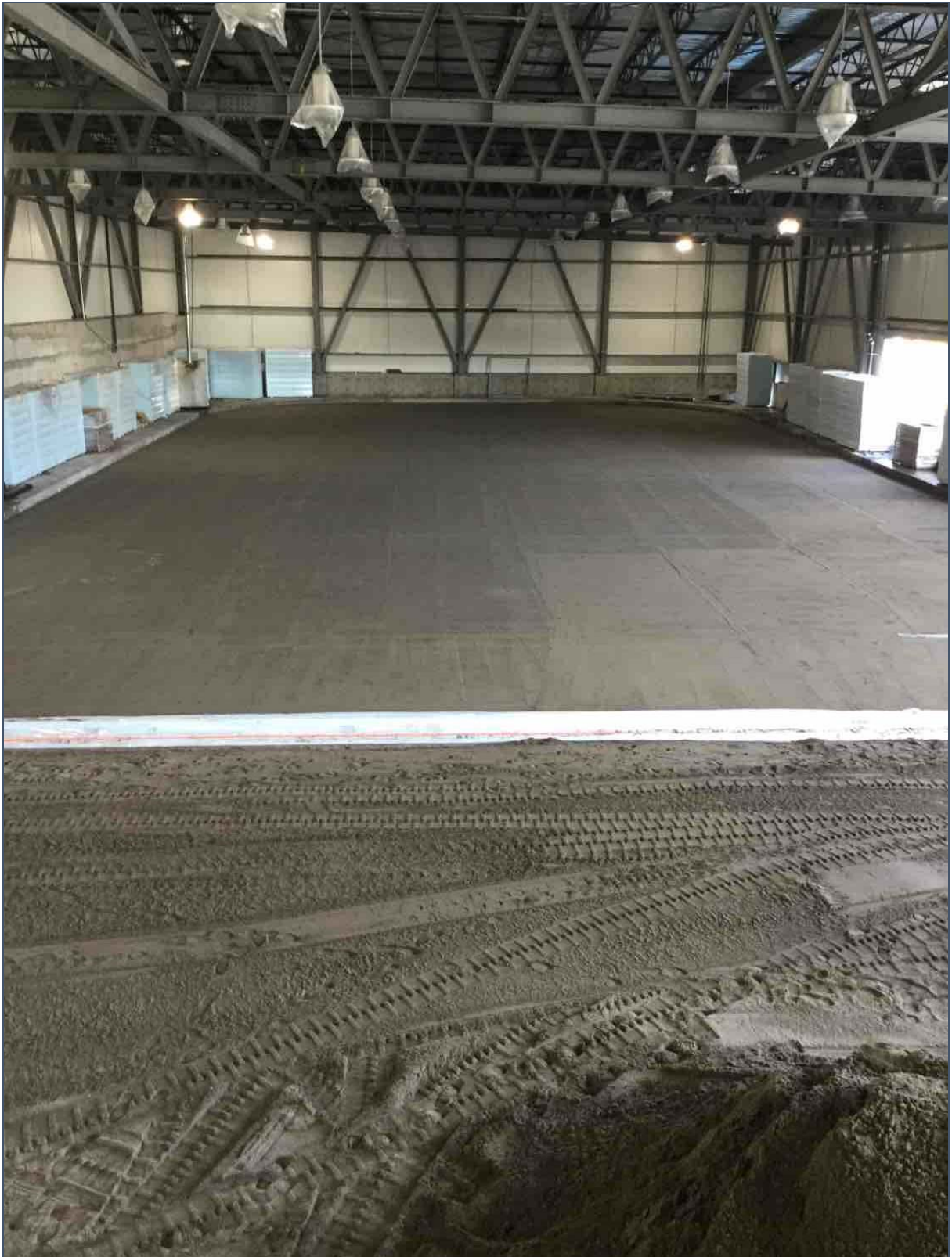
ID	Task Name	Duration	Start	Finish												
					1st Quarter				4th Quarter							
					Jan		May		Sep		Jan		May		3rd Q	
250	1.4.2.1.12 Glazing	40 days	Tue 3/9/21	Mon 5/3/21												
251	1.4.2.1.13 Interior Block Walls	50 days	Tue 3/9/21	Mon 5/17/21												
252	1.4.2.1.14 Rink Slab	45 days	Tue 3/9/21	Mon 5/10/21												
253	1.4.2.1.15 Dasher Boards	20 days	Tue 5/11/21	Mon 6/7/21												
254	1.4.2.1.16 Interior Steel Stud/Drywall	35 days	Tue 3/9/21	Mon 4/26/21												
255	1.4.2.1.17 Interior Finishes	30 days	Tue 4/27/21	Mon 6/7/21												
256	1.4.2.1.18 M&E Finishes	15 days	Tue 6/1/21	Mon 6/21/21												
257	1.4.2.1.19 Millwork	20 days	Tue 5/25/21	Mon 6/21/21												
258	1.4.2.1.20 Commissioning	10 days	Tue 6/22/21	Mon 7/5/21												
259	1.4.2.2 Phase 2C(GL 1B-F - 2B-E)	435 days	Tue 11/5/19	Mon 7/5/21												
260	1.4.2.2.1 Bulk Excavation	30 days	Tue 11/5/19	Mon 12/16/19												
261	1.4.2.2.2 Piling(Balance)	50 days	Tue 12/17/19	Mon 2/24/20												
262	1.4.2.2.3 Parkade Foundations(GL 1B-F - 2B-E)	40 days	Tue 1/14/20	Mon 3/9/20												
263	1.4.2.2.4 M&E Rough In	200 days	Tue 1/14/20	Mon 10/19/20												
264	1.4.2.2.5 SOG(GL 1B-F - 2B-E)	30 days	Tue 3/10/20	Mon 4/20/20												
265	1.4.2.2.6 Suspended Slab(GL 1B-F - 2B-E)	60 days	Tue 4/21/20	Mon 7/13/20												
266	1.4.2.2.7 Structural Steel	60 days	Tue 7/14/20	Mon 10/5/20												
267	1.4.2.2.8 Metal Decking	25 days	Tue 10/6/20	Mon 11/9/20												
268	1.4.2.2.9 Roofing	20 days	Tue 11/10/20	Mon 12/7/20												
269	1.4.2.2.10 Metal Cladding	50 days	Tue 11/10/20	Mon 1/18/21												
270	1.4.2.2.11 Glazing	80 days	Tue 1/19/21	Mon 5/10/21												
271	1.4.2.2.12 Interior Steel Stud/Drywall	60 days	Tue 12/8/20	Mon 3/1/21												
272	1.4.2.2.13 Interior Finishes	60 days	Tue 3/2/21	Mon 5/24/21												
273	1.4.2.2.14 Millwork	30 days	Tue 4/13/21	Mon 5/24/21												
274	1.4.2.2.15 M&E Finishes	20 days	Tue 5/11/21	Mon 6/7/21												
275	1.4.2.2.16 Commissioning	15 days	Tue 6/15/21	Mon 7/5/21												
276	1.4.2.3 Phase 2B(GL 2B-E - 2B-N)	275 days	Tue 10/6/20	Mon 10/25/21												
277	1.4.2.3.1 Touch up Sub-Base	10 days	Tue 10/6/20	Mon 10/19/20												
278	1.4.2.3.2 Parkade Foundations	60 days	Tue 10/20/20	Mon 1/11/21												
279	1.4.2.3.3 M&E Rough In(underslab)	40 days	Tue 10/20/20	Mon 12/14/20												
280	1.4.2.3.4 SOG	50 days	Tue 11/17/20	Mon 1/25/21												
281	1.4.2.3.5 Suspended Slab	60 days	Tue 12/1/20	Mon 2/22/21												
282	1.4.2.3.6 M&E Rough in	120 days	Tue 12/15/20	Mon 5/31/21												
283	1.4.2.3.7 Concrete Planters	40 days	Tue 1/26/21	Mon 3/22/21												
284	1.4.2.3.8 Waterproof Membrane	70 days	Tue 1/12/21	Mon 4/19/21												
285	1.4.2.3.9 Sports Courts	120 days	Tue 4/20/21	Mon 10/4/21												
286	1.4.2.3.10 Line Painting	20 days	Tue 6/1/21	Mon 6/28/21												
287	1.4.2.3.11 Hard / Soft Landscaping	120 days	Tue 4/20/21	Mon 10/4/21												
288	1.4.2.3.12 M&E Finishes	60 days	Tue 6/1/21	Mon 8/23/21												
289	1.4.2.3.13 Commissioning and life safety testing	30 days	Tue 8/24/21	Mon 10/4/21												
290	1.4.2.3.14 Occupancy Process	15 days	Tue 10/5/21	Mon 10/25/21												

Glazing		May 3
Interior Block Walls		May 17
Rink Slab		May 10
Dasher Boards		Jun 7
Interior Steel Stud/Drywall		Apr 26
Interior Finishes		Jun 7
M&E Finishes		Jun 21
Millwork		Jun 21
Commissioning		Jul 5
Phase 2C(GL 1B-F - 2B-E)		
Bulk Excavation		Dec 16
Piling(Balance)		Feb 24
Parkade Foundations(GL 1B-F - 2B-E)		Mar 9
M&E Rough In		Oct 19
SOG(GL 1B-F - 2B-E)		Apr 20
Suspended Slab(GL 1B-F - 2B-E)		Jul 13
Structural Steel		Oct 5
Metal Decking		Nov 9
Roofing		Dec 7
Metal Cladding		Jan 18
Glazing		May 10
Interior Steel Stud/Drywall		Mar 1
Interior Finishes		May 24
Millwork		May 24
M&E Finishes		Jun 7
Commissioning		Jul 5
Phase 2B(GL 2B-E - 2B-N)		
Touch up Sub-Base		Oct 19
Parkade Foundations		Jan 11
M&E Rough In(underslab)		Dec 14
SOG		Jan 25
Suspended Slab		Feb 22
M&E Rough in		May 31
Concrete Planters		Mar 22
Waterproof Membrane		Apr 19
Sports Courts		Oct 4
Line Painting		Jun 28
Hard / Soft Landscaping		Oct 4
M&E Finishes		Aug 23
Commissioning and life safety testing		Oct 4
Occupancy Process		Oct 25

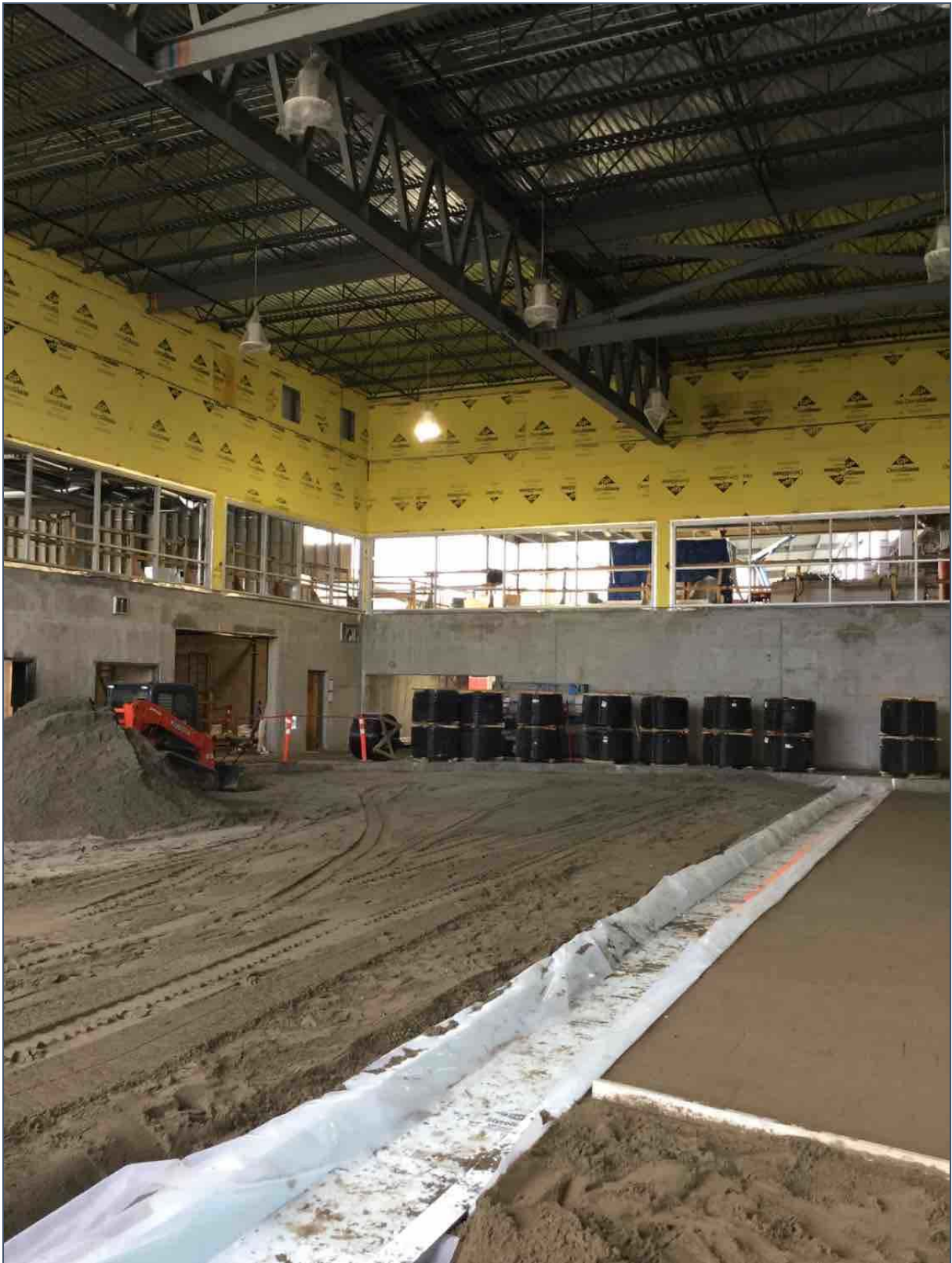


APPENDIX 2

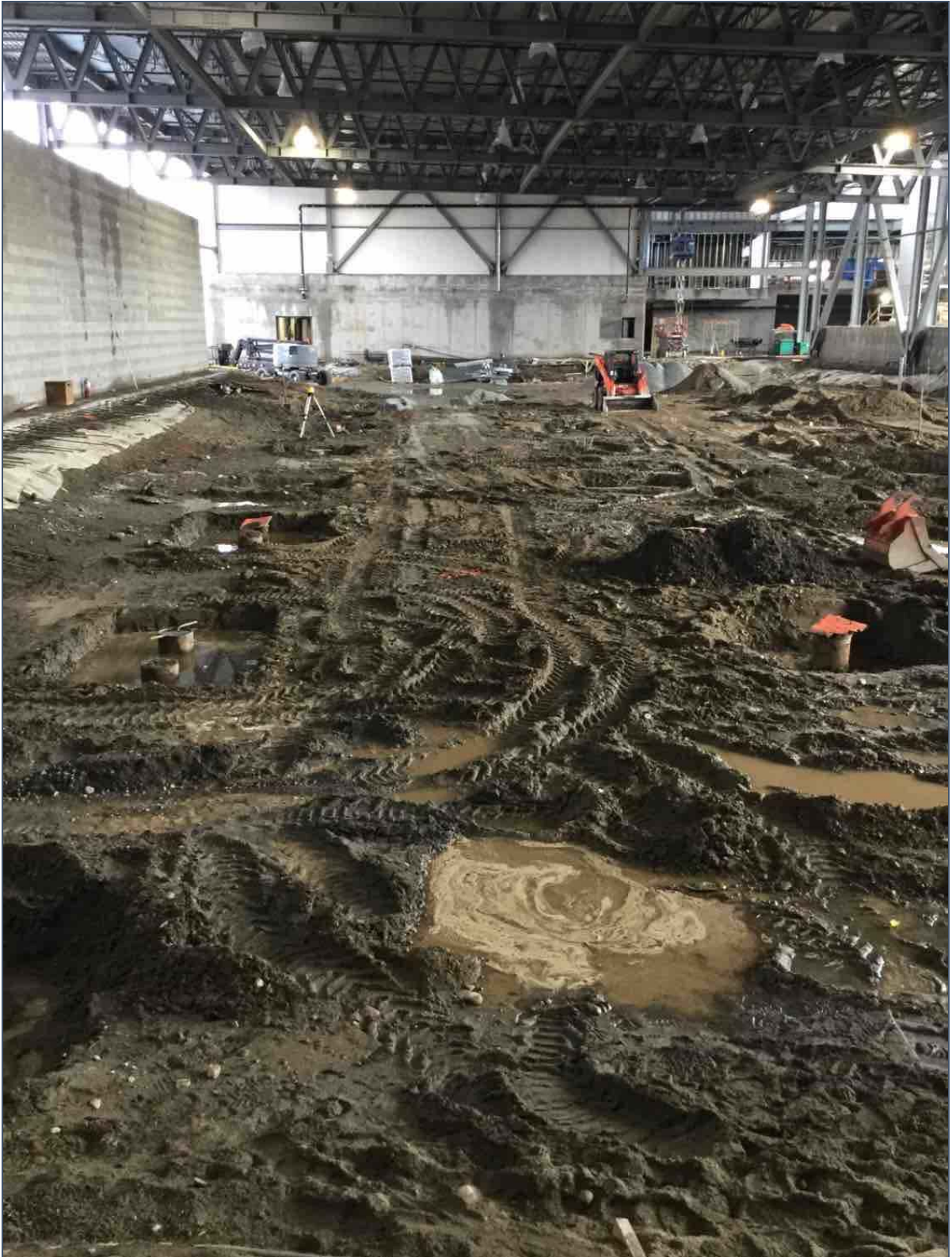
Progress Photographs – November 2018



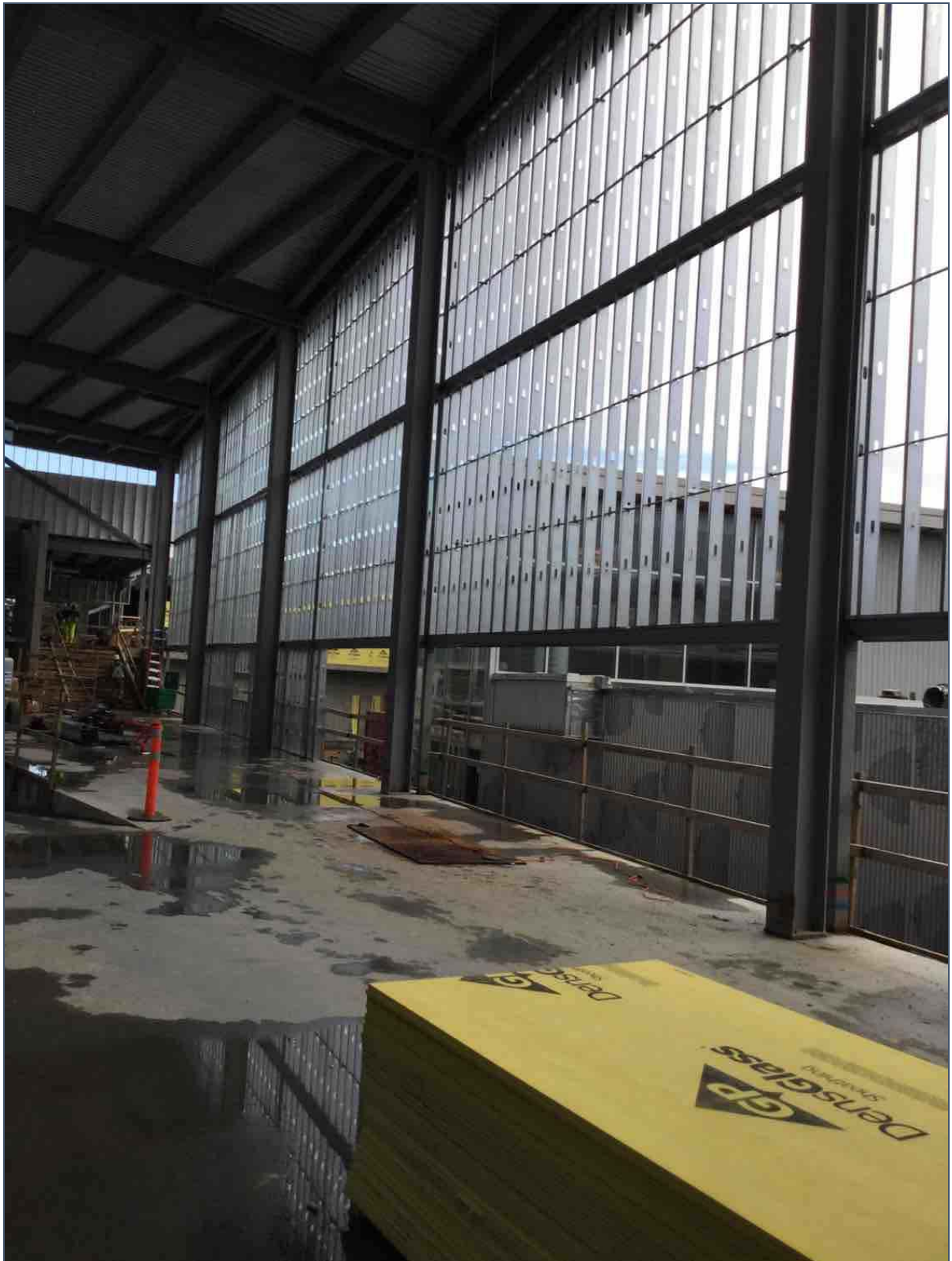
Phase 1A - Rink view from concessions



Phase 1A - Glazing frames to public viewing and concessions to SW corner of rink



Phase1B – Excavation for pile caps to rink



Phase 1B – Exterior steel stud to public corridor



Phase 1C – Glulam installation



Phase 1C – Lap tank and hot tub wall formwork progressing



APPENDIX 3

Site Inspection Reports: November 2018

Field Review Report



Project: City of Port Coquitlam Community Recreation Complex

Reporting Date: 11/15/18

Prepared By: Alun Lewis

Weather: Sunny: ☒
 Cloudy: ☒

Rain: ☐
 Snow: ☐

Wind: ☐
 Other: ☐

Temperature: High of: 13
 Low of: 9

Tango's Staff: (# on site)		Trade's Manpower: (# on site)	
Superintendents	1	Demolition	Waterproofing
Engineers		Site Work	Insulation
Office Staff		Landscaping	Spray Insul/Fire Proof
CSO / First Aid		Paving	Caulking/Firestopping
Carpenters		Concrete Formwork	32 Roofing
Labourers		Rink prep / conc	6 Doors & Hardware
Operators		Reinforcing Steel	8 Windows/Glazing
		Structural Steel	8 Exterior Cladding
		Metal Decking	2 SS/Drywall
		Masonry	5 Drywall Taper
		Rough Carpentry	Resilient Tile
		Finish Carpentry	Ceramic Tile
		Millwork	Elevator
			Tango's Subtotal
			Trade's Subtotal
			97
			SITE TOTAL

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against newly updated Oct 12th schedule

Item 48 - Phase 1A E foundation wall to complete (access point), Phase 1B N foundation wall to complete (access point) & all pile fill & pile caps within rink footprint to be commenced (schedule completion shown as April 17 '18)

Item 54 - Beams & sag rods to be installed along E elevation (access point) (schedule completion shown as Aug 13 '18)

Item 58 - Metal deck to div 5 (SW corner) & 6 (W end) to be completed (sched completion Oct 29 '18)

Item 60 - Cladding panels to refrigeration area Oct 22. SW corner to be completed & W elevation to be commenced (sched start

Sept 26 '18 & completion Oct 05 '18)

Item 61 - E elevation cladding panels to complete (schedule completion shown as Sept 25 '18) - see line item 48

Item 63 - Panels to Phase 1B rink, E elevation commenced. Base flashing to N elevation being installed (sched start Oct 29 '18, complete Nov 08 '18).

Item 66 - Peel & stick complete (except where panels missing along E elevation of rink & insulation bundles placed on roof). Roof

insulation & membrane installed to NW corner only (sched start Sept 19 '18, complete Oct 31 '18) - see line item 61 - requires panels to be installed to complete roof

Item 68 - Roofing to div 6 (public corridor) not commenced (sched start Nov 01 '18, complete Nov 22 '18)

Item 72 - Densglas to be completed to W elevation of concessions (schedule completion shwon as Aug 28 '18)

Item 74 - Steelstud progressing to public corridor (schedule shown as Oct 15th - 29th, moved from Sept sched of Sept 21 - Oct 05)

Item 75 - Steelstud to interior public corridor to be commenced (sched start Oct 29 '18)

Item 80 - Steelstud not commenced to elevator lobby (sched Aug 13 - 17).

Items 82 & 83 - Steelstud to library ahead

Item 102 - Sand placement to over underslab hating pipes ongoing (sched start Oct 22 '18, complete Oct 26 '18). Water ingress to all elevations and from weekend rain uis causing damage. Contractor expressed concerns and will likely leave site today, until resolved

Item 103 - Insulation to rink commenced to header trench (see line item 102) (sched start Oct 29 '18, complete Nov 09 '18)

Item 122 - Phase 1A exterior glazing not commenced (sched start Oct 25 '18, complete Nov 22 '18)

Items 130 & 132 - Masonry not complete to changerooms & ele machine room (sched Aug 07 - Sept 21)

Item 133 - Exterior masonry to refrigeration not commenced (schedule Oct 17 '18 - Oct 30 '18)

Item 134 - Exterior masonry to Phase 1A rink not commenced (sched start Oct 31 '18, complete Nov 14 '18)

Item 145 - Cermaic tile not commenced (schedule Sept 05 '18 - Oct 31 '18)

Item 152 - Sprinkler system install behind schedule

Item 154 - FA installation behind schedule

Item 156 - Div 9 basement foundations & SOG not complete, being used as access for erection (sched completion Aug 14 '18)

Item 159 - Div 9 structural steelwork commenced today (sched start Oct 31 '18, completion Nov 14 '18)

Item 204 - Pool piping minimal (schedule completion shown as Aug 14). Only sleeves through walls placed to date

Item 205 - Pool suspended deck not commenced (schedule start shwon Aug 15 '18 & completion Sept 12 '18)

Item 206 - Pool walls progressing but majorly behind schedule (schedule completion shown as Oct 25 '18)

Item 207 - 2nd floor fitness M&E rough in and rebar ongoing (sched Sept 27 - Oct 25)

QAQC

No additional items from last week

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)		
		Comments
Formwork	32	Phase 1C - Formwork to 2nd floor suspended slab (weights, washroom, fitness, sports medicine)
		Strip formwork from stair cores and suspended slabs
Rink prep	6	Phase 1A - Grade header trench, install vapour barrier & insulation - still significant water ingress to perimeter of rink and to E elevation entrance. Sand along E side is saturated
Rebar	8	Phase 1C - Rebar to 2nd floor slab (weights, washroom, fitness, sports medicine area) & to main floor N wall of pool adjoining changerooms, offices, storage area
Steelwork	8	Phase 1B - Primer touch ups (div 8). Install metal deck perimeter support angle to roof over ice resurface room (div 7)
		Phase 1C - Install columns to 2nd floor (div 9)
Masonry	5	Phase 1B - CMU to washrooms adjacent skate rental
		Phase 1C - Load out & layout for walls to main floor (changerooms, offices, kitchen, stores, café)
Roofing	7	Phase 1A - Top sheet membrane over M&E rooms & public space. Insulation over concessions
Exterior cladding	2	Phase 1B - Install peal & stick & base angle for panel install along N elevation
Steelstud	2	Phase 1B - Parapets along N side of public corridor roof
Plumbing	10	Phase 1A - Plumbing lines install to changerooms
		Phase 1C - Plumbing rough in to 2nd floor suspended slab washrooms
Mechanical	4	Phase 1A - HVAC ducting to 2nd floor public space (adj elevator 2)
		Phase 1B - HVAC ducting to main floor changerooms
Sprinklers	2	Phase 1B - Main to rink
Electrical	11	Phase 1A - Work on panels in electrical room. Install lights. Pull wiring
		Phase 1B - Pulling wiring within changerooms. Rough-in to main floor library steelstud walls
		Phase 1C - Rough-in to 2nd floor suspended slab (washrooms, weights, fitness, sports medicine)
		Steelwork this last week
		Phase 1B - Metal deck support angle to roof above ice resurface room. Primer touch ups. 5
		5 columns, 21 beams (div 5 & 6) and associated C channels and beams for SW cantilever (div 6)
		Phase 1C - 6 columns to 2nd floor

Field Review Report



Project: City of Port Coquitlam Community Recreation Complex

Reporting Date: 11/13/2018

Prepared By: Alun Lewis

Weather: Sunny: x
Cloudy: x

Rain: _____
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 11
Low of: 7

Tango's Staff: (# on site)		Trade's Manpower: (# on site)	
Superintendents	1	Demolition	Waterproofing
Engineers		Site Work	Insulation
Office Staff		Landscaping	Spray Insul/Fire Proof
CSO / First Aid		Paving	Caulking/Firestopping
Carpenters		Concrete Formwork	26 Roofing
Labourers		Rink prep / conc	Doors & Hardware
Operators		Reinforcing Steel	3 Windows/Glazing
		Structural Steel	9 Exterior Cladding
		Metal Decking	4 SS/Drywall
		Masonry	6 Drywall Taper
		Rough Carpentry	Resilient Tile
		Finish Carpentry	Ceramic Tile
		Millwork	Elevator
			Tango's Subtotal
			Trade's Subtotal
			SITE TOTAL

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against newly updated Oct 12th schedule

Item 48 - Phase 1A E foundation wall to complete (access point), Phase 1B N foundation wall to complete (access point) & all pile fill & pile caps within rink footprint to be commenced (schedule completion shown as April 17 '18)

Item 49 - Slab aprons to complete in relation to the areas noted above in item 48 (sched completion April 17 '18)

Item 54 - Beams & sag rods to be installed along E elevation (access point) (schedule completion shown as Aug 13 '18)

Item 58 - Metal deck to div 5 (SW corner) & 6 (W end) to be completed (sched completion Oct 29 '18)

Item 60 - \SW corner to be completed & W elevation to be commenced (sched completion Oct 05 '18)

Item 61 - E elevation cladding panels to complete (schedule completion shown as Sept 25 '18) - see line item 48

Item 66 - Peel & stick complete (except where panels missing along E elevation of rink & insulation bundles placed on roof). Roof insulation & membrane installed to N only (sched start Sept 19 '18, complete Oct 31 '18) - see line item 61 - requires panels to be installed to complete roof

Item 68 - Roofing to div 6 (public corridor) not commenced (sched start Nov 01 '18, complete Nov 22 '18)

Item 72 - Densglas to be completed to W elevation of concessions (schedule completion shown as Aug 28 '18)

Item 74 - Steelstud progressing to public corridor (schedule shown as Oct 15th - 29th, moved from Sept sched of Sept 21 - Oct 05)

Item 75 - Steelstud to interior public corridor to be commenced (sched start Oct 29 '18)

Item 80 - Steelstud not commenced to elevator lobby (sched Aug 13 - 17).

Items 82 & 83 - Steelstud to appear complete & ahead of schedule

Item 84 - Main level of library ceiling framing not commenced (sched Nov 13 '18 - Nov 20 '18)

Item 90-92 - Metal cladding rink 2 not commenced (sched Oct 05 '18 - Dec 27 '18)

Item 93-95 - Metal cladding to corridor (div 6), not commenced (sched Oct 29 '18 - Dec 18 '18)

Item 102 - Sand placement to over underslab hating pipes ongoing (sched start Oct 22 '18, complete Oct 26 '18). No progress since Nov 05, due to water ingress (see pictures, this has not been rectified). No crew on site

Item 103 - Insulation to rink commenced to header trench (see line item 102) (sched start Oct 29 '18, complete Nov 09 '18)

Item 104 - Refrigeration pipe install not commenced (see items 102 & 103) (sched Nov 13 '18 - Nov26 '18)

Item 122 - Phase 1A exterior glazing not commenced (sched start Oct 25 '18, complete Nov 22 '18)

Items 130 & 132 - Masonry not complete to changerooms & ele machine room (sched Aug 07 - Sept 21)

Item 133 - Exterior masonry to refrigeration not commenced (schedule Oct 17 '18 - Oct 30 '18)

Item 134 - Exterior masonry to Phase 1A rink not commenced (sched start Oct 31 '18, complete Nov 14 '18)

Item 145 - Cermaic tile not commenced (schedule Sept 05 '18 - Oct 31 '18)

Item 152 - Sprinkler system install behind schedule

Item 154 - FA installation behind schedule

Item 156 - Div 9 basement foundations & SOG not complete, being used as access for erection (sched completion Aug 14 '18)

Item 157 - Suspended slab (div 9) main floor to be completed (see item 156) (sched Aug 22 '18 - Sept 19 '18)

Item 158 - Suspended slab (div 9) 2nd floor to be completed (see items 156 & 157) (sched Sept 27 '18 - Oct 11 '18)

Item 159 - Div 9 structural steelwork progressing (see items 156 - 158) & bolt up required (sched Oct 31 '18 - Nov 14 '18)

Item 160 - Dic 9 metal decking not commenced (sched Nov 13 '18 - Nov 19 '18)

Item 204 - Pool piping minimal (schedule completion shown as Aug 14). Only sleeves through walls placed to date

Item 205 - Pool suspended deck not commenced (schedule start shwon Aug 15 '18 & completion Sept 12 '18)

Item 206 - Pool walls progressing slowly but behind schedule (schedule completion shown as Oct 25 '18)

QAQC		
As previously noted, plus as noted below and discussed with Ventana		
Phase 1B - Roof joist above rink has been cut through and metal deck removed. Ventana confirmed they have a repair detail		
Phase 1C - Aggregate separation at base of walls from main to 2nd floor. Knife plate (GL 1C-2 & 1C-A) misses embed plate significantly		
GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)		
		Comments
Formwork	26	Phase 1C -Strip falsework to 2nd floor fitness & weights room. Strip forms to pool walls.
		Phase 1B - Formwork to stair around elevator. Chip & sack concrete curbs, walls & columns
Rebar	3	Phase 1C - Rebar to stair 1C1 & 1C2
		Phase 1A - Rebar to gradebeams for generator pad
Structural steel	9	Phase 1B - Winch columns plumb along public corridor. Welding deck support angle over main entrance
		Phase 1C - Welding knife paltes to embeds, main & 2nd floor, with surveyor shooting in locations
Metal decking	4	Phase 1B - Metal deck to main entrance
Masonry	6	Phase 1B - CMU to washrooms (adj skate rental)
Roofing	7	Phase 1A - Insulation and membrane install above rink
Plumbing	11	Phase 1A - Copper water lines connections to shower and WC rough in
		Phase 1B - Rough in to main floor library
		Phase 1C - Rough in to washrooms (adj games room, main floor)
Refrigeration	3	Phase 1A - Pipework install in refrigeration room
Sprinklers	5	Phase 1B - Install mains, branches & heads above rink
Electrical	12	Phase 1A - Work in electrical room
		Phase 1B - Rough in to library main floor steelstud walls
		Phase 1C - Pulling wires through in slab conduit
		Steelwork this past week
		Phase 1B - Deck support angle to roof above main entrance
		Phase 1C - 7 columns, 24 roof joists, 31 roof beams & deck edge angle (div 9). Only 2 bolts per beam / column / joist connection are installed at each & every location

Field Review Report



Project: City of Port Coquitlam Community Recreation Complex

Reporting Date: 11/19/2018

Prepared By: Alun Lewis

Weather: Sunny: x
Cloudy: x

Rain: _____
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 10
Low of: 1

Tango's Staff: (# on site)		Trade's Manpower: (# on site)			
Superintendents	1	Demolition		Waterproofing	
Engineers		Site Work		Insulation	
Office Staff		Landscaping		Spray Insul/Fire Proof	
CSO / First Aid		Paving		Caulking/Firestopping	
Carpenters		Concrete Formwork	26	Roofing	7
Labourers		Rink prep / conc		Doors & Hardware	
Operators		Reinforcing Steel	3	Windows/Glazing	3
		Structural Steel	9	Exterior Cladding	
		Metal Decking	4	SS/Drywall	2
		Masonry	6	Drywall Taper	1
		Rough Carpentry		Resilient Tile	
		Finish Carpentry		Ceramic Tile	
		Millwork		Elevator	
					Tango's Subtotal
					Trade's Subtotal
					94
					SITE TOTAL

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against newly updated Nov 19th schedule

Item 48 - Phase 1A E foundation wall to complete (access point), Phase 1B N foundation wall to complete (access point) & all pile fill & pile caps within rink footprint to be commenced (schedule completion shown as April 17 '18)

Item 49 - Slab aprons to complete in relation to the areas noted above in item 48 (sched completion April 17 '18)

Item 54 - Beams & sag rods to be installed along E elevation (access point) (schedule completion shown as Aug 13 '18)

Item 58 - Metal deck repair above 1B rink to be completed (Oct 12 sched completion Oct 29 '18, now Nov 13)

Item 60 - SW corner to be completed (sched completion Oct 05 '18)

Item 61 - E elevation cladding panels to complete (schedule completion shown as Sept 25 '18) - see line item 48

Item 66 - Peel & stick complete (except where panels missing along E elevation of rink & insulation bundles placed on roof). Roof insulation & membrane installed to N only (Oct 12 sched Sept 19 '18 - Oct 31 '18, now complete Nov 20) - see line item 61 - requires panels to be installed to complete roof. Roof not even 1/3 complete as of today

Item 68 - Roofing to div 6 (public corridor) not commenced (sched Oct 12th, Nov 01 - Nov 22, now Nov 20 - Dec 11)

Item 72 - Densglas to be completed to W elevation of concessions (schedule completion shwon as Aug 28 '18)

Item 74 - Steelstud progressing to public corridor (schedule Oct 12th as Oct 15th - 29th, moved from Sept sched of Sept 21 - Oct 05, now moved to complete Nov 13)

Item 75 - Steelstud to interior public corridor to be commenced (sched Oct 12th start Oct 29, now Nov 13 - Dec 4)

Item 80 - Steelstud not commenced to elevator lobby (sched Aug 13 - 17).

Items 82 & 83 - Steelstud to appear nearing completion & ahead of schedule

Item 84 - Main level of library ceiling framing not commenced (Oct 12 sched Nov 13 - Nov 20, now Feb 8 - Feb 13)

Item 90-92 - Metal cladding rink 2 not commenced (sched Oct 05 '18 - Dec 27 '18)

Item 93-95 - Metal cladding to corridor (div 6), not commenced (sched Oct 29 '18 - Dec 18 '18)

Item 102 - Sand placement to over underslab hating pipes ongoing (Oct 12th sched Oct 22 - Oct 26, now Nov 7 - Nov 15). No progress since Nov 05, due to water ingress (see pictures, this has not been rectified). No crew on site

Item 103 - Insulation to rink commenced to header trench (see line item 102) (Oct 12 sched Oct 29 - Nov 09, now Nov 15 - Nov 29)

Item 104 - Refrigeration pipe install not commenced (see items 102 & 103) (Oct 12th sched Nov 13 - Nov 26, now Nov 29 - Dec 13)

Item 122 - Phase 1A exterior glazing not commenced (Oct 12th sched Oct 25 - Nov 22, now Nov 1 - Nov 29)

Item 133 - Exterior masonry to refrigeration not commenced (Oct 12th sched Oct 17 - Oct 30, now Dece 19 - Jan 4)

Item 134 - Exterior masonry to Phase 1A rink not commenced (Oct 12th sched Oct 31 - Nov 14, now Jan 7 - Jan 18)

Item 140 - Interior painting (Nov 20 - Apr 12). No walls complete and ready for boarding, building not enclosed and no heat

Item 145 - Cermaic tile not commenced (schedule Sept 05 '18 - Oct 31 '18)

Item 152 - Sprinkler system install appears behind schedule

Item 154 - FA installationappears behind schedule

Item 156 - Div 9 basement foundations & SOG not complete, being used as access for erection (sched completion Aug 14 '18)

Item 157 - Suspended slab (div 9) main floor to be completed (see item 156) (sched Aug 22 '18 - Sept 19 '18)

Item 158 - Suspended slab (div 9) 2nd floor to be completed (see items 156 & 157) (sched Sept 27 '18 - Oct 11 '18)

Item 159 - Div 9 structural steelwork bolt up required (sched Oct 31 '18 - Nov 14 '18)

Item 160 - Dic 9 metal decking not commenced (sched Nov 13 '18 - Nov 19 '18). Being loaded out today

Item 204 - Pool piping minimal (schedule completion shown as Aug 14). Only sleeves through walls placed to date. Piping has arrived & is stored in parkade

Item 205 - Pool suspended deck not commenced (schedule start shwon Aug 15 '18 & completion Sept 12 '18)

Item 206 - Pool walls progressing slowly but behind schedule (schedule completion shown as Oct 25 '18)

Item 208 - Glulams (Nov 15 - Jan 14). 3 columns erected but some knife plates still to be installed and the ones to the main floor N elevation miss the embed (see QA/QC item below)

QAQC		
As previously noted, plus as noted below and discussed with Ventana		
Phase 1A - Mud & tape to electrical room walls, with no heat / controlled environment		
Phase 1C - All knife plates to main floor N elevation miss the embed in the vertical plane		
GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)		
		Comments
Formwork	26	Phase 1C - Forms to lesiure pool walls
		Phase 1B - Formwork to stair around elevator. Chip & sack concrete curbs, walls & columns
Rebar	3	Phase 1A - Rebar to wall around generator pad
Structural steel	9	Phase 1B - Welding connections
		Phase 1C - Off load glulams. Welding knife plates to embeds. Bolt up connections of beams and joists
Metal decking	4	Phase 1C - Load out metal decking to roof above offices & multi purpose room
Masonry	6	Phase 1C - CMU walls to changerooms and gamerooms & corridor
Roofing	7	Phase 1A - Insulation install above above rink
Plumbing	12	Phase 1A - Copper water lines connections to shower and WC rough in. Commence insulation
		Phase 1B - Rough in to main floor library
		Phase 1C - Rough in to washrooms (adj games room, main floor)
HVAC	2	Phase 1B - HVAC ducting to library main floor
Refrigeration	2	Phase 1A - Pipework install in refrigeration room
Sprinklers	5	Phase 1B - Install mains, branches & heads above rink
Electrical	12	Phase 1A - Work in electrical room & conduits to concessions area
		Phase 1B - Rough in to library main floor steelstud walls
		Phase 1C - Pulling wires through in slab conduit & cleaning rough in
Glazers	3	Phase 1A - Prep window openings
Steelstud	2	Phase 1B - Parapets to public corridor
	1	Phase 1A - Tape & mud walls to electrical room on 2nd floor
		Steelwork this week
		Phase 1C - Joist bracing, knife plates & erection of 3 glulam beams

Field Review Report



Project: City of Port Coquitlam Community Recreation Complex

Reporting Date: 11/27/2018

Prepared By: Alun Lewis

Weather: Sunny: ☒
 Cloudy: ☒

Rain: ☐
 Snow: ☐

Wind: ☐
 Other: ☐

Temperature: High of: **15**
 Low of: **9**

Tango's Staff: (# on site)		Trade's Manpower: (# on site)	
Superintendents	1	Demolition	3
Engineers		Site Work	3
Office Staff		Landscaping	
CSO / First Aid		Paving	
Carpenters		Concrete Formwork	28
Labourers		Rink prep / conc	6
Operators		Reinforcing Steel	2
		Structural Steel	10
		Metal Decking	
		Masonry	8
		Rough Carpentry	
		Finish Carpentry	
		Millwork	
		Waterproofing	
		Insulation	
		Spray Insul/Fire Proof	
		Caulking/Firestopping	
		Roofing	5
		Doors & Hardware	
		Windows/Glazing	4
		Exterior Cladding	3
		SS/Drywall	6
		Drywall Taper	
		Resilient Tile	
		Ceramic Tile	
		Elevator	
		Painting	
		Misc. Specialties	
		Cleaners	
		Plumbing	15
		Mechanical	4
		Refrigeration	2
		Sprinklers	4
		Electrical	16
		Controls	2
		Pool Piping	
		Tango's Subtotal	
		Trade's Subtotal	118
		SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against newly updated Nov 19th schedule

Item 48 - Phase 1B N foundation wall to complete (access point), pile cap excavation commenced (completion April 17 '18)

Item 49 - Slab aprons to complete to NE of phase 1B (sched completion April 17 '18)

Item 60 - SW corner to be completed (sched completion Oct 05 '18)

Item 61 - E elevation cladding panels to complete (completion Sept 25 '18). Steel installed yesterday & caldding recommenced today

Item 66 - Section along E elevation to complete (see item 61) (Oct 12 sched Sept 19 '18 - Oct 31 '18, Nov 19 sched complete Nov 20)

Item 68 - Roofing to div 6 (public corridor) not commenced (sched Oct 12th, Nov 01 - Nov 22, now Nov 20 - Dec 11)

Item 72 - Densglas to be completed to W elevation of concessions (schedule completion shwon as Aug 28 '18)

Item 74 - Steelstud progressing to public corridor (schedule Oct 12th as Oct 15th - 29th, moved from Sept sched of Sept 21 - Oct 05, now moved to complete Nov 13)

Item 75 - Steelstud to interior public corridor to be commenced (sched Oct 12th start Oct 29, now Nov 13 - Dec 4)

Item 80 - Steelstud not commenced to elevator lobby (sched Aug 13 - 17).

Items 82 & 83 - Steelstud to appear nearing completion & ahead of schedule

Item 84 - Main level of library ceiling framing not commenced (Oct 12 sched Nov 13 - Nov 20, now Feb 8 - Feb 13)

Item 90-92 - Metal cladding rink 2 not commenced (sched Oct 05 '18 - Dec 27 '18)

Item 93-95 - Metal cladding to corridor (div 6), not commenced (sched Oct 29 '18 - Dec 18 '18)

Item 102 - Sand placement to over underslab hating pipes ongoing (Oct 12th sched Oct 22 - Oct 26, now Nov 7 - Nov 15). Returned today to grade E elevation. Significant water damage along W elevation to area of completed work - will require drying time & regrade

Item 103 - Insulation to rink commenced to header trench (see line item 102) (Oct 12 sched Oct 29 - Nov 09, now Nov 15 - Nov 29)

Item 104 - Refrigeration pipe install not commenced (see items 102 & 103) (Oct 12th sched Nov 13 - Nov 26, now Nov 29 - Dec 13)

Item 122 - Phase 1A exterior frames commenced (Oct 12th sched Oct 25 - Nov 22, now Nov 1 - Nov 29)

Item 133 - Exterior masonry to refrigeration not commenced (Oct 12th sched Oct 17 - Oct 30, now Dec 19 - Jan 4)

Item 134 - Exterior masonry to Phase 1A rink not commenced (Oct 12th sched Oct 31 - Nov 14, now Jan 7 - Jan 18)

Item 140 - Interior painting (Nov 20 - Apr 12). No walls complete and ready for boarding, building not enclosed and no heat

Item 145 - Cermaic tile not commenced (schedule Sept 05 '18 - Oct 31 '18)

Item 152 - Sprinkler system install appears behind schedule although has picked up

Item 154 - FA installation appears behind schedule

Item 156 - Div 9 basement foundations & SOG not complete, being used as access for erection (sched completion Aug 14 '18)

Item 157 - Suspended slab (div 9) main floor to be completed (see item 156) (sched Aug 22 '18 - Sept 19 '18)

Item 158 - Suspended slab (div 9) 2nd floor to be completed (see items 156 & 157) (sched Sept 27 '18 - Oct 11 '18)

Item 159 - Div 9 structural steelwork welding continuing (sched Oct 31 '18 - Nov 14 '18)

Item 163 - Exterior steelstud & densglass not commenced (sched Nov 20 - Jan 10 '19)

Item 204 - Pool piping minimal (schedule completion shown as Aug 14). Only sleeves through walls placed to date. Piping has arrived & is stored in parkade

Item 205 - Main pool suspended deck not commenced (schedule start shwon Aug 15 '18 & completion Sept 12 '18). Pool perimeter deck commenced

Item 206 - Pool walls progressing but behind schedule (schedule completion shown as Oct 25 '18)

Item 208 - Glulams (Nov 15 - Jan 14). Commenced, crane winded off after install of 1 beam today

QAQC		
As previously noted, plus as noted below and discussed with Ventana		
Knife plate / embed connection along N elevation of Phase 1C has been corrected		
Significant water damage along W elevation of Phase 1A rink has saturated and damaged the finished graded sand elevation		
GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)		
		Comments
Site work	3	Phase 1B - Excavate for pile caps under rink. Rough grade rink
Formwork	28	Phase 1B - Formwork to stairs around elevator 1
		Phase 1C - Formwork to pool walls. Stripping & backpropping to 2nd floor fitness area. Conc repairs in parkade
Rink prep	6	Phase 1A - Grade sand along E elevation of rink. Complete header trench
Rebar	2	Phase 1B -- Rebar to stair around elevator 1
Structural steel	10	Phase 1C - Welding cross bracing and roof joists. Install glulam beam
Masonry	8	Phase 1C - CMU walls to main floor - café, offices & changerooms
Roofing	5	Phase 1A - Rough in curbs above concessions area
Glazing	4	Phase 1A - Install frames to public viewing area
Cladding	3	Phase 1A - Continue panel erection along E elevation of rink (now steelwork installed)
Steelstud	6	Phase 1B - Roof parapets & exterior wall steelstud
Plumbing	15	Phase 1A - Water lines to changerooms
		Phase 1B - Copper lines to changerooms
		Phase 1C - Rough in (in conjunction with masons)
HVAC	4	Phase 1B - HVAC to changerooms & skate rental
		Phase 1C - HVAC to main floor library
Refrigeration	2	Phase 1A - Pipe install and painting welded joints in refrigeration room
Sprinklers	4	Phase 1A - Sprinkler branches to changerooms
		Phase 1B - Sprinkler branches to changerooms
Electrical	16	Phase 1B - Panel install to electrical rooms to N of rink & in parkade. Install cover plates.
		Install conduit for life safety items
		Phase 1C - Pulling wires and installing lights in aquatic store, boiler room, elec room & stores
Controls	2	Phase 1A - Programming in electrical room
		Steelwork this week
		Phase 1A - 1 beam & 1 sag rod to E elevation of rink
		Phase 1C - 5 diagonal braces, 9 glulam columns, 4 glulam beams, 9 steelwork beams, welding brace bays and roof joists

APPENDIX 4

Certificate of Payment No.23: December 14, 2018

CERTIFICATE OF PAYMENT

23 (Progress Claim 24)



PROJECT:	City of Port Coquitlam Community Recreation Complex	FILE:	3 - 9308
LOCATION:	2579 - 188th Street Surrey, BC	INSPECTION DATE:	05-Dec-18
		CERTIFICATE DATE:	14-Dec-18

Owner The City of Port Coquitlam 2580 Shaughnessy St Port Coquitlam, BC V3C 3G3 Attention: Ms. Kristen Dixon	Design-Builder Ventana Construction (Poco) Corp. 3875 Henning Dr. Burnaby, BC V5C 6N5 Attention: Mr. Andrew Cameron
--	---

		Contract Price	Change orders	Revised Contract Price
Total Contract Amount		\$ 116,717,000	\$ 5,173,558	\$ 121,890,558

PAYMENT CALCULATION	Gross Amount to Date	Previous Period	Gross Amount This Period	Holdback	Net Payment This Period
Total Work Completed	\$ 45,464,130	\$ 42,559,354	\$ 2,904,776	\$ 290,478	\$ 2,614,299
Total Work Completed	\$ 45,464,130	\$ 42,559,354	\$ 2,904,776	\$ 290,478	\$ 2,614,299
Add: Holdback Released	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Current Net Payable			\$ 2,904,776	\$ 290,478	\$ 2,614,299
Plus GST (5.0%) on Net Payable					\$ 130,715
Total Current Payable Amount					\$ 2,745,014
Holdback Retained to Date (incl. this Certificate)					\$ 4,046,413
Total GST Paid to Date (incl. this Certificate)					\$ 1,820,886
PROJECT COST TO COMPLETE					\$ 76,426,427

This is to Certify that, for the Port Coquitlam Community Recreational Centre, a payment of \$2,745,014 (incl. GST) will be due to the Design Builder after the City of Port Coquitlam's Representative has given approval for payment for the work completed during the period ending November 30, 2018. As per the Builder's Lien Act, a 10% Holdback amount has been deducted amounting to \$290,478. The total Holdback retained to date is \$4,046,413 and the total GST paid to date is \$1,820,886 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$76,426,427 (Not incl. GST & holdback).

CERTIFIED BY: 	REVIEWED BY: 
Neil Murray, MRICS Senior Project Consultant	Rob Wilson, MRICS, PQS Director

APPENDIX 5

Owner's Meeting Minutes #15: November 21, 2018

Date Issued 2018-12-06
Project Port Coquitlam Community Recreation Complex, 2150 Wilson Ave, Port Coquitlam
Meeting Owners Meeting Minutes #15
Meeting Held On 2018-11-21

Present:

Lori Bowie	City of Port Coquitlam	POCO	604.927.5411	bowiel@portcoquitlam.ca
Lewis Reilly	Tango Managment	TM	604.734.6416	lreilly@tangomanagement.ca
Jerry Brouwer	Ventana Construction (Poco) Corporation	VCC	604.291.9000	jbrouwer@ventanaconstruction.com
Joseph Lenz	Ventana Construction (Poco) Corporation	VCC	604.291.9000	jlenz@ventanaconstruction.com
Tallon O'Neill	Ventana Construction (Poco) Corporation	VCC	604.291.9000	TO'Neill@ventanaconstruction.com

Copies To:

Kristen Dixon	City of Port Coquitlam	POCO	604.927.5411	dixonk@portcoquitlam.ca
Alun Lewis	Tango Managment	TM	604.734.6416	alewis@tangomanagement.ca
John Bowser	Tango Managment	TM	604.734.6416	bowser@tangomanagement.ca
Andrew Cameron	Ventana Construction (Poco) Corporation	VCC	604.291.9000	acameron@ventanaconstruction.com
Dan Marsolais	Ventana Construction (Poco) Corporation	VCC	604.291.9000	dmarsolais@ventanaconstruction.com
Haley Hartley	Ventana Construction (Poco) Corporation	VCC	604.291.9000	hhartley@ventanaconstruction.com
Lloyd Froome	Ventana Construction (Poco) Corporation	VCC	604.291.9000	lfroome@ventanaconstruction.com
Matt Fraser	Ventana Construction (Poco) Corporation	VCC	604.291.9000	mfraser@ventanaconstruction.com
Marco Bordignon	Ventana Construction Corporation	VCC	604.291.9000	mbordignon@ventanaconstruction.com

Old Business

DESCRIPTION	ACTION BY	REQUIRED BY
1.01 SAFETY		
15.1 No Safety incidents to report	Info	-
1.02 DESIGN		

13.1	VCC to review AV drawings for speaker locations and zones.	Info	2018-09-26
	Meeting 15 - VCC awarded to Sapphire Sounds.		
14.1	Play Structure- VCC to RFI types to Tango.	VCC, TM	-
	Meeting 15 - Tango RFI via owner RFI 85. JL to review with MB.		
15.1	It was noted that the PA speaker spec selected is in accordance with Patcon specs.	Info	-
15.2	VCC/ Tango to review due diligence for play structure requirements.	VCC, TM	-
15.3	POCO/ Tango to review if daycare demographic will require structure, and if age-group prompts a specific structure.	POCO, TM	2018-12-19

1.04 SCHEDULE

15.1	VCC noted the following milestones:	Info	-
	<ul style="list-style-type: none"> • Masonry in change rooms is complete and progressing in P1C • IMP at rink 3 is completed. Rink 2 opening remains until ice-slab work is completed. • Bulk-out for rink 3 assembly commenced today • Duct work nearly complete P1A • Tile to commence in change rooms for 2nd week of December • Ice slab assembly to re-commence Tuesday Nov 27/18 • Cooling tower has been lifted to refrigeration roof. • Div 9 structural steel complete; decking underway • Erection of Glulams in fitness are is progressing • Offsite start up meeting today Nov 21/18 		

1.05 CITY/STAKE HOLDERS MEETING

14.1	POCO to provide meeting comments to VCC. POCO/VCC to review A49 content delivery method, needs to be more engaging.		-
14.2	Next Stakeholder meeting to be held November 29/18.	Info	2018-11-29
15.1	Tango to advise on when next skate-holder meeting to take place (Feb onward).	TM	-

1.07 OFFSITE WORK

11.1	VCC confirmed design drawings have been received and is out for tender. VCC noted that bulk of the pricing is expected by mid-August. VCC to generate rough schedule of work for POCO to remind BCH of schedule in relation to Grant date (March 2019)	VCC	2018-08-07
14.1	VCC advised they are striving to commence in two weeks. Tango noted POCO has reviewed Hydro scope with BCH.	Info	-
15.1	VCC requires PoCo confirmation of phase 2 offsite pricing in order	POCO	-

to award balance of offsite scope.

15.2	VCC to review balance of offsite costing between POCO and Quantum and then will coordinate suggestions with Tango/Poco.	VCC	2018-12-11
------	--	-----	------------

5.03 INTERIOR FINISHES / COLOUR SCHEME

9.1	VCC to provide sports flooring layout, carpet at seniors center and photos of boards to POCO/Tango.	VCC	2018-06-01
-----	---	-----	------------

14.1	VCC to review latest colour boards and forward to Tango/POCO	VCC	2018-10-22
------	--	-----	------------

15.1	VCC to upload finishes to FTP Tango/ Poco to review sign-off Monday Nov 26/18.	VCC	2018-11-26
------	---	-----	------------

7.02 TERRY FOX ITEMS

8.1	POCO to advise on Terry Fox items and where they are to be located in the main entry/corridor. POCO to advise if additional power/data is required. POCO requested for a meeting with A49 to envision the design, VCC to arrange meeting and mark up the drawings showing location. Once the meeting the sketch is complete POCO is to meet with Terry Fox Family. VCC advised that this all needs to be a decision on this within 3 weeks.	VCC	2018-10-31
-----	---	-----	------------

Meeting 11- VCC confirmed they provided a QCO for electrical rough in and arch design coordination. Tango confirmed display cases are already specified.

Meeting 12- VCC to have A49 provide break down and review the amount of hours.

Meeting 13- Signed QCO is still outstanding. VCC to send sketches.

Meeting 14- VCC advised on upcoming meeting with A49 to review CSCR and will forward to Tango for final approval.

Meeting 15- VCC advised this will be reviewed with A49, then advise on any revisions of consultant service change request.

8.01 FFE P1C

15.1	Tango to forward FFE final comments to VCC for coordination as they are relatively minor in nature.	TM	2018-12-04
------	--	----	------------

15.2	Tango/ PoCo to review sponsorship, banners, signage 10:30am for implementation ahead of occupancy.	POCO, TM	-
------	---	----------	---

8.03 FT. DRESSING RM.

- | | | | |
|-----|---|-------|------------|
| 9.1 | VCC to review feature dressing room at Langley Event Centre for sqft. Tango to review Coquitlam Rec Centre, together decide feasibility of feature room for the rec centre. | Arc49 | 2018-10-25 |
|-----|---|-------|------------|
- Meeting 10- POCO noted that proceeding with the feature change room is dependent on stake holder buy in.
- Meeting 12- VCC noted sketch is to be per Arch progress set.
- Meeting 13- BTY is reviewing rough order of magnitude.
- Meeting 14- VCC to review with BTY.
- Meeting 15- Done. A49 to comment on design rough-in hours.**

9.01 OWNER RFI'S

- | | | | |
|------|---|----|---|
| 15.1 | RFI response required to finalize pricing.

RFI 41- Spray park- VCC has proceeded with Mechanical design based on revised fixtures sent to POCO. VCC confirmed the surge tank location has been finalized. Tango to review rendering and send confirmation as a formality. <u>VCC to close-off with confirmation email. VCC to review and propose additional water feature to PoCo.</u>

RFI 60- Library Bi-Folding Door and Sliding Partition- VCC to forward. <u>VCC to forward Friday</u>

RFI 76- Level 1 Fitness - TRX Layout- VCC to review deletion of fitness ceiling (lvl 1) potentially lvl 2 as well, and propose a credit. <u>A49 to design TRX layout as efficient as possible given currently layout.</u> | TM | - |
|------|---|----|---|
- | | | | |
|------|---|---------|------------|
| 15.2 | VCC to forward critical owner RFI's to Tango for action. | VCC, TM | 2018-12-11 |
|------|---|---------|------------|

10.02 TREE REMOVAL

- | | | | |
|------|---|------|------------|
| 14.1 | Tree removal is scheduled to be Oct 29/18. POCO to advise on the type of public notice during tree removal. | POCO | 2018-10-22 |
|------|---|------|------------|
- | | | | |
|------|--|------|---|
| 15.1 | VCC advised wood is being milled and will advise on usable product. | Info | - |
|------|--|------|---|

11.01 GLAZING REDUCTION AT S. SIDE OF GYMNASIUM

- | | | | |
|------|---|-----|------------|
| 11.1 | VCC to look into reduction of glazing or alternate glazing material at South side of the gymnasium in phase 2 to reduce glare facing score board. | VCC | 2018-08-21 |
|------|---|-----|------------|
- | | | | |
|------|---|-----|------------|
| 12.1 | South gym wall is under design review. VCC to advise when design is complete. | VCC | 2018-09-07 |
|------|---|-----|------------|
- | | | | |
|------|--|---------|------------|
| 15.1 | A49 has requested opportunity to present semi-opaque glazed walls. VCC/Tango to arran | VCC, TM | 2018-12-06 |
|------|--|---------|------------|

11.02 MONTHLY REPORT

14.1	VCC issued September monthly report Oct 15/18.	Info	-
15.1	VCC will endeavour to issue the monthly reports earlier.	VCC	-

11.03 OWNER DELIVERABLES

14.1	VCC to issue Milwork SI to Tango for final sign off.	TM	2018-12-06
	Meeting 15- Tango to arrange millwork review meeting.		
14.2	LED Signage- Tango to provide direction on LED building signage by Oct 19/18.	POCO, TM	2018-10-19
	Meeting 15- Tango review direction with PoCO and advise.		

11.06 SITE REVIEWS

14.1	Jerry (VCC) to review cracked slab with Tango (Alun)	Info	2018-10-17
	Meeting 15- VCC/ structural will review after temps increase. VCC advised no structural concern.		

New Business

	DESCRIPTION	ACTION BY	REQUIRED BY
15.01 ACTIVENET			
15.1	VCC noted that Tango/POCO should engage Activnet prior to reception deck fit-outs to coincide with construction/occupancy.	Info	-
15.02 NEXT MEETING			
15.1	The next meeting will be held December 19th at 11:00am	All	2018-12-19

These minutes are believed to be a true and accurate record of all items discussed. Any errors and/or omissions should be reported, in writing, to Ventana Construction (POCO) Corp. as soon as possible.

Recorded by:
Ventana Construction (POCO) Corp.
Tallon O'Neill



APPENDIX 6

Project Dash Board: November 30, 2018

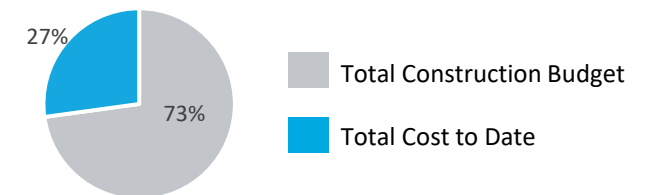
PROJECT DASH BOARD

Updated: 2018-11-30

PROJECT SCHEDULE

Task / Activity	Start	Finish	2017	2018	2019	2020	2021
Design	Dec-16	Jan-19					
Permits	Feb-17	Jan-19					
Procurement	Feb-17	Mar-19					
Phase 1A - Participant Ice	Mar-17	Jul-19					
Phase 1B - Leisure Ice & Library	Apr-17	Jul-19					
Phase 1C - Aquatics, Fitness, All Age & Admin	Aug-17	Oct-19					
Phase 2A - Spectator Ice	Oct-19	Jul-21					
Phase 2B - Underground Parking	Oct-20	Oct-21					
Phase 2C - MP, Flex Hall & Child Care	Jan-20	Jul-21					

CONSTRUCTION BUDGET



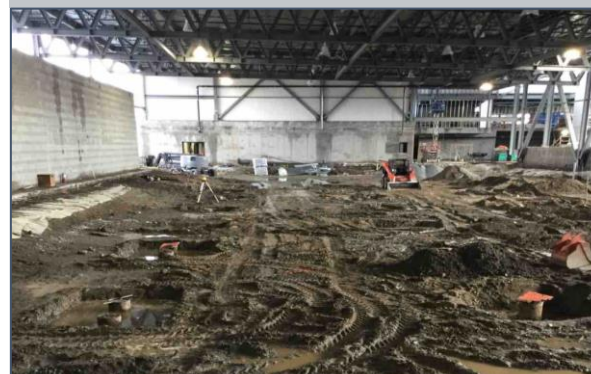
PHASING PLAN



PHASE 1A - Overview



PHASE 1B - Overview



PHASE 1C - Overview





APPENDIX 7

Letter of Assurance – December 1, 2018



Architecture49 Inc.
270 - 1075 West Georgia
Vancouver BC
V6E 3C9

T 1.604.736.5329
F 1.604.736.1519
architecture49.com

December 3, 2018

Tango Management Group
2288 Manitoba Street
Vancouver, BC V5Y 4B5

Attention: Lewis Reilly, Director
lreilly@tangomanagment.ca

**Reference: Port Coquitlam Community Recreation Complex, Port
Coquitlam, BC**

To whom it may Concern:

We reviewed the project on-site on November 29, 2018 and via photographs, and based on the visit, review, photos, inspection reports and ongoing correspondence with the site supervisor to date, we verify that to the best of knowledge the work is progressing generally in accordance with the project's IFC drawings, specifications and building permits issued to date.

Sincerely,
ARCHITECTURE49 INC.

Stella Nicolet, Architect AIBC, AAA, AIA, LEED AP BD+C, CCCA, CCA
Managing Principal

APPENDIX 8

Architecture 49 Site Report #18: December 3, 2018

Architecture49 Inc.
270 - 1075 West Georgia
Vancouver BC
V6E 3C9

T 1.604.736.5329
F 1.604.736.1519
architecture49.com

December 3, 2018

Tango Management Group
2288 Manitoba Street
Vancouver, BC V5Y 4B5

Attention: Lewis Reilly, Director
lreilly@tangomanagment.ca

**Reference: Port Coquitlam Community Recreation Complex, Port
Coquitlam, BC**

To whom it may Concern:

We reviewed the project on-site on November 29, 2018 and via photographs, and based on the visit, review, photos, inspection reports and ongoing correspondence with the site supervisor to date, we verify that to the best of knowledge the work is progressing generally in accordance with the project's IFC drawings, specifications and building permits issued to date.

Sincerely,
ARCHITECTURE49 INC.



Stella Nicolet, Architect AIBC, AAA, AIA, LEED AP BD+C, CCCA, CCA
Managing Principal

Date: December 3, 2018

FR No.: 018

Contractor: Ventana Construction (Poco) Corp.
Attn: Joseph Lenz
Email: jlenz@ventanaconstruction.com

From: Dave Maté
Architecture49 Inc.
270 – 1075 West Georgia
Vancouver, BC, V6J 4Y3
Tel: (604) 736-5329
Fax: (604) 736-1519

Owner: City of Port Coquitlam
c/o: Tango Management Group
Email: ireilly@tangomanagement.ca

Attachments No. of Pages: 27

Project/File: 159-00406-02 Field Reports

Project: Port Coquitlam Community
Recreation Complex

Location: Port Coquitlam, B.C.

Copies to:

<input checked="" type="checkbox"/> To: Ventana Construction	Attn: Andrew Cameron Tallon O'Neill Jerry Brouwer Matt Fraser	email acameron@ventanaconstruction.com toneill@ventanaconstruction.com jbrouwer@ventanaconstruction.com mfraser@ventanaconstruction.com
<input checked="" type="checkbox"/> To: Tango Management Group	Attn: Lewis Reilly	email ireilly@tangomanagement.ca
<input checked="" type="checkbox"/> To: Architecture49 Inc	Attn: Stella Nicolet Simon Mellor Antonio Rigor	email Stella.Nicolet@architecture49.com Simon.mellor@architecture49.com Antonio.rigor@architecture49.com

Date of Visit: Nov 29, 2018	Weather: Sun & Cloud	Temperature: 9° C
------------------------------------	-----------------------------	--------------------------

Observations (General Work):

- Site works appears in general compliance with the construction documents.
- Health and site safety measures observed to be in place.

Work in Progress:

- Rink 2 refrigeration piping
- Rink 2 eastside glazing framing
- Rink 2 roofing
- Level 1 Service Point 1A125 masonry installation
- Level 1 Change Rooms ceiling framing.
- Phase B steel stud framing along 1B-E- between 1B- 11 &13
- Phase B flashing 1B-E- between 1B- 11 &13
- Public corridor steel stud framing
- Rink 3 pile cap excavation
- Phase C Level 1 blockwalls and ducting from gl 1C-8 to 13 between 1C-E to M
- Stair 3 reinforcing.

- Level 1 Library steel stud framing.
- Phase C Glulam structural bracing.
- Phase 1C curb formwork along gl 1C-A

Attachments:

- Structural, Mechanical and Electrical.

Information or Action required (carried forward):



Phase 1C Level 1 to Level 2 exterior face along GL 1C-1 concrete to be repaired.



Phase 1C Level 1 to Level 2 exterior face along GL 1C-1 concrete to be repaired.



Phase 1C Level 1 to Level 2 exterior face along GL 1C-1 concrete to be repaired.



Phase 1C Level 1 to Level 2 exterior face along GL 1C-1 concrete to be repaired.



Phase 1C Level 1 to Level 2 exterior face along GL 1C-1 concrete to be repaired.



Phase 1C Level 1 to Level 2 interior face along GL 1C-C Stair 1C3 concrete to be repaired.



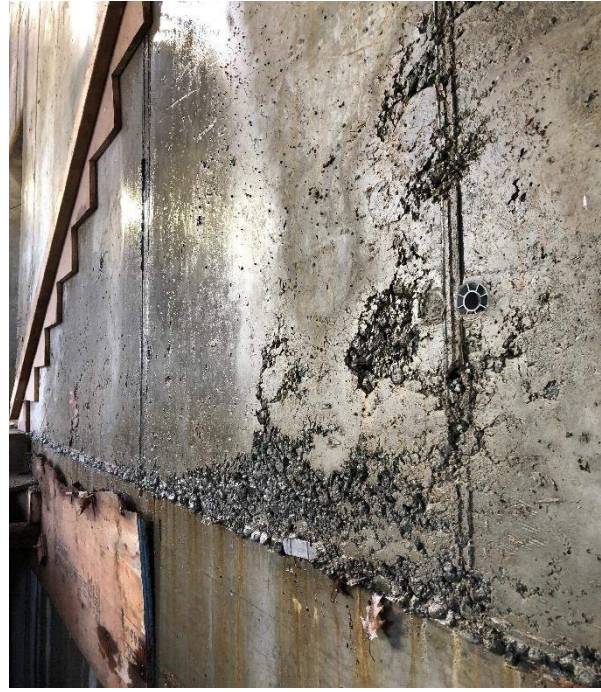
Phase 1C Level 1 to Level 2 interior face along GL 1C-C Stair 1C3 concrete to be repaired.



Phase 1C Level 1 to Level 2 interior face walls in Stair 1C3 concrete to be repaired.



Phase 1C Level 1 to Level 2 interior face walls in Stair 1C3 concrete to be repaired.



Phase 1C Level 1 to Level 2 interior face walls in Stair 1C3 concrete to be repaired.



Phase 1C Level 1 to Level 2 interior face walls in Stair 1C3 concrete to be repaired.



Phase 1C Level 1 to Level 2 south face wall Stair 1C3 along GL 1C-D concrete to be repaired.



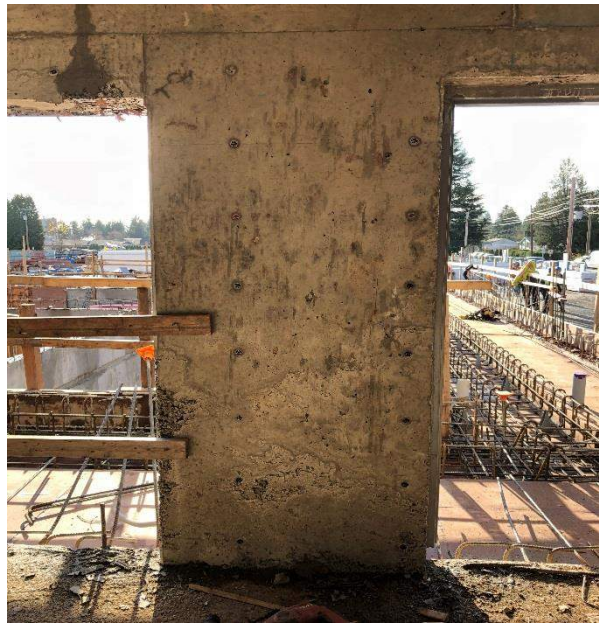
Phase 1C Level 1 to Level 2 along GL 1C-C



Phase 1C Level 1 to Level 2 along GL 1C-C



Phase 1C Level 1 to Level 2 along GL 1C-J



Phase 1C Level 1 to Level 2 along GL 1C-J



Phase 1C Level 1 to Level 2 along GL 1C-J



Phase 1C Level 1 to Level 2 along GL 1C-J

Site Photos:



Rink 2 north elevation looking southeast.



Rink 2 east elevation looking south



Rink 2 east elevation looking northwest.



Rink 3 east elevation looking west.



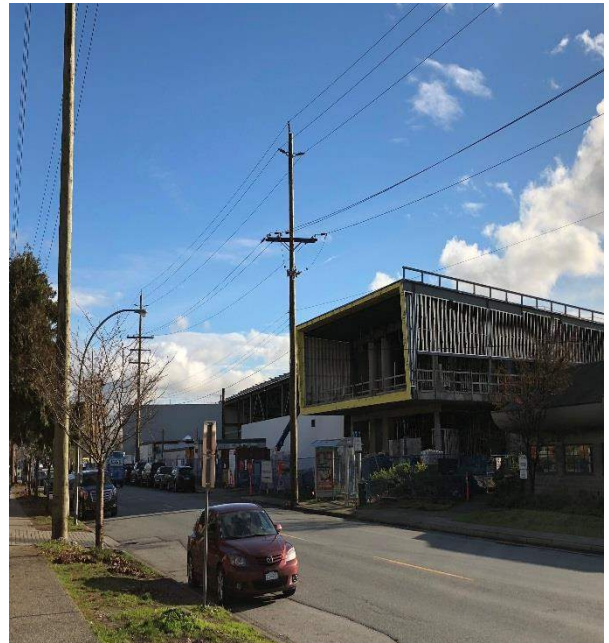
Rink 3 elevation looking southeast.



Rink 3 elevation looking southwest.



Library west elevation looking northeast.



Library northwest elevation looking southeast.



Corridor south elevation looking west.



South elevation Med. Multi-purpose/Lounge looking north.



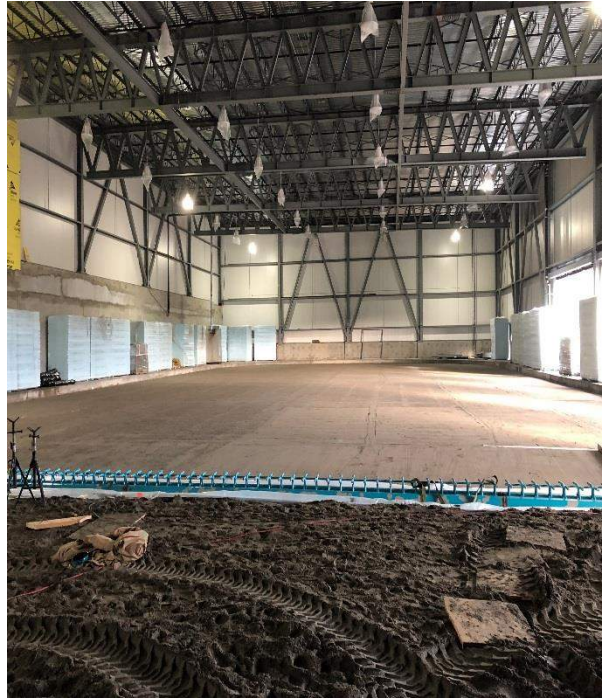
North elevation Fitness looking southeast



West elevation Fitness/Pool looking northeast.



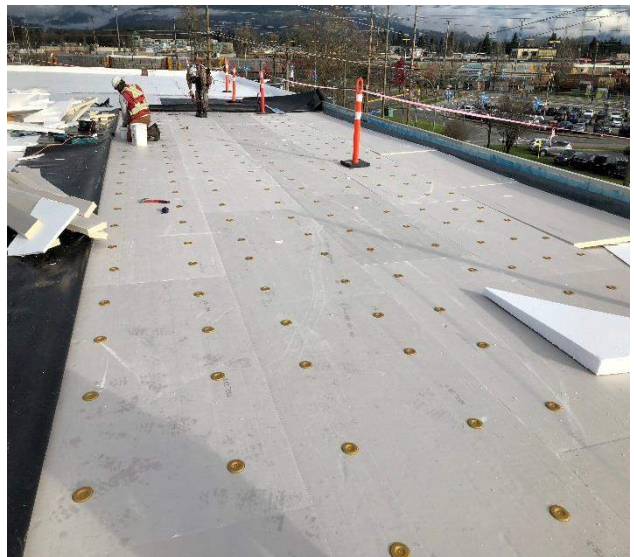
Rink 2 refrigeration piping.



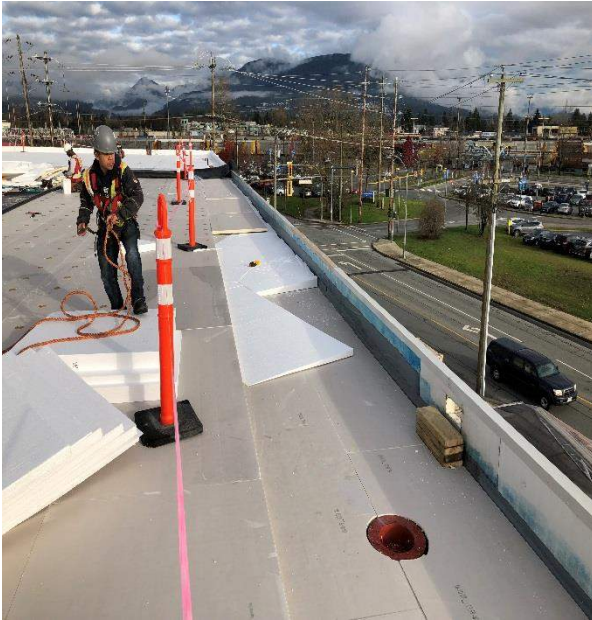
Rink 2 refrigeration piping looking north.



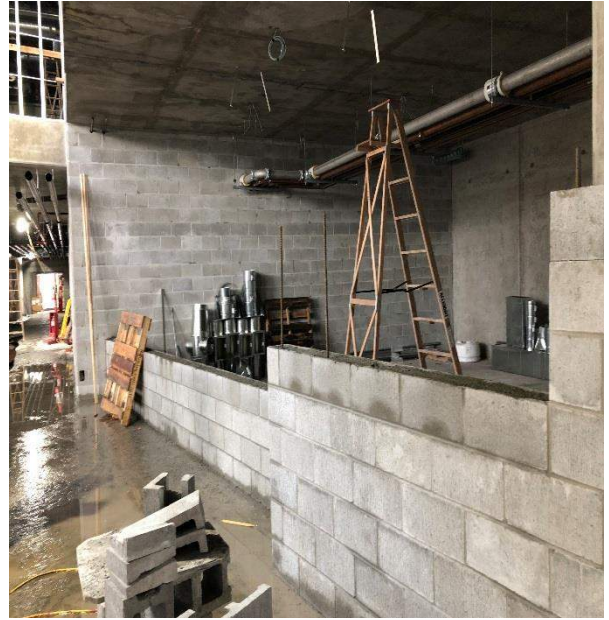
Rink 2 east elevation glazing framing



Rink 2 roofing



Rink 2 roofing



Level 1 Service Point 1A125 masonry installation



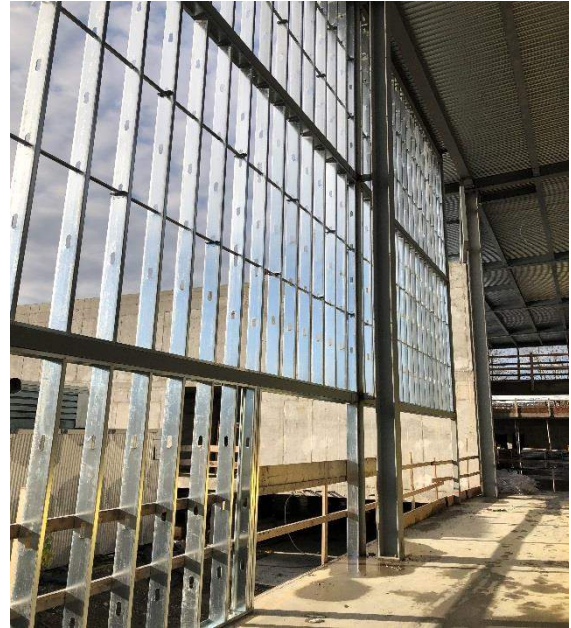
Level 1 Change Rooms ceiling framing.



Phase B steel stud framing along 1B-E-
between 1B- 11 &13



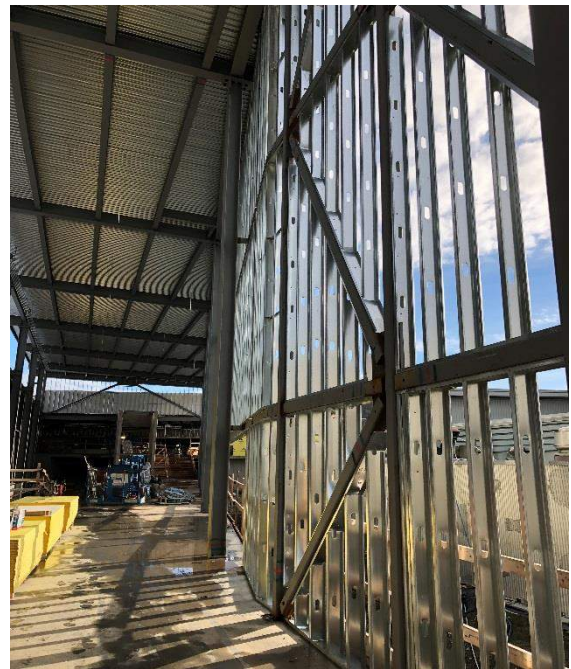
Phase B flashing installation 1B-E- between 1B- 11 &13



Public Corridor south wall steel stud framing



Public Corridor south wall steel stud framing



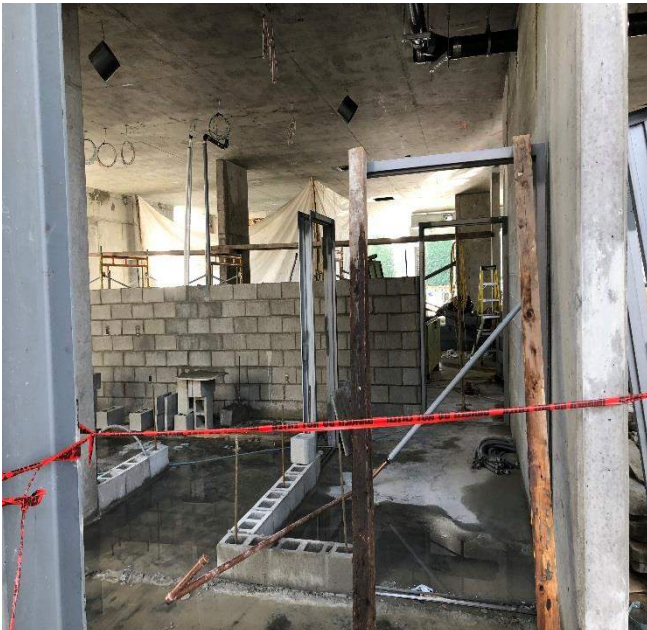
Public Corridor south wall steel stud framing



Rink 3 pile cap excavation



Phase C Level 1 blockwalls from gl 1C-8 to 13 between 1C-E to M



Phase C Level 1 blockwalls from gl 1C-8 to 13 between 1C-E to M



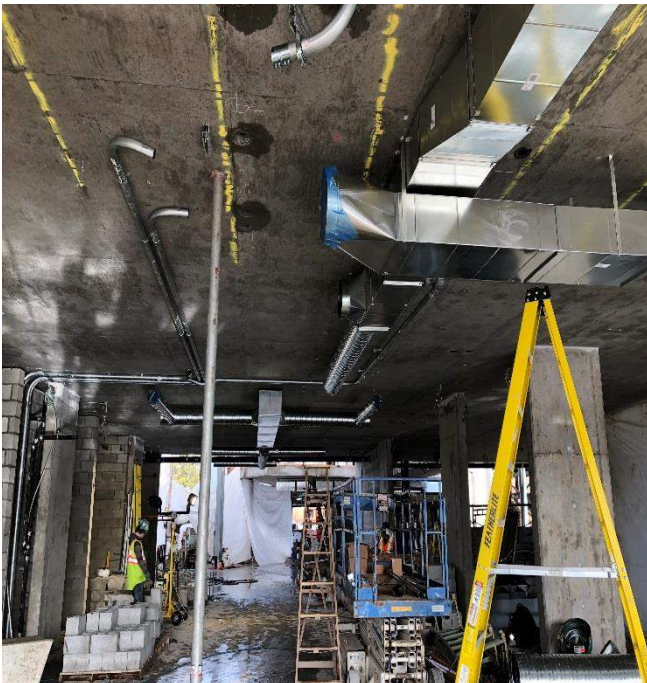
Phase C Level 1 blockwalls from gl 1C-8 to 13 between 1C-E to M



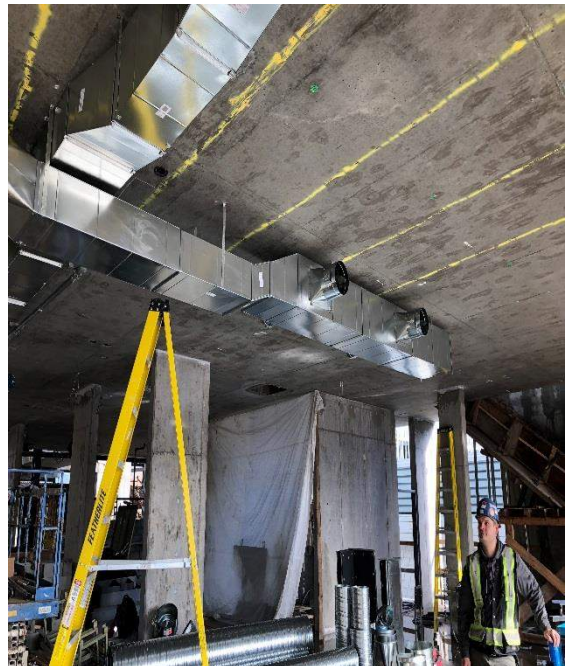
Phase C Level 1 blockwalls from gl 1C-8 to 13 between 1C-E to M



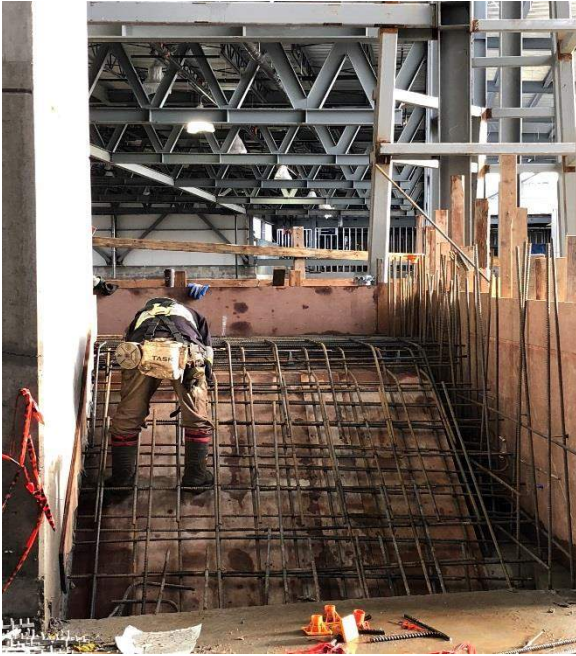
Phase C Level 1 blockwalls from gl 1C-8 to 13 between 1C-E to M



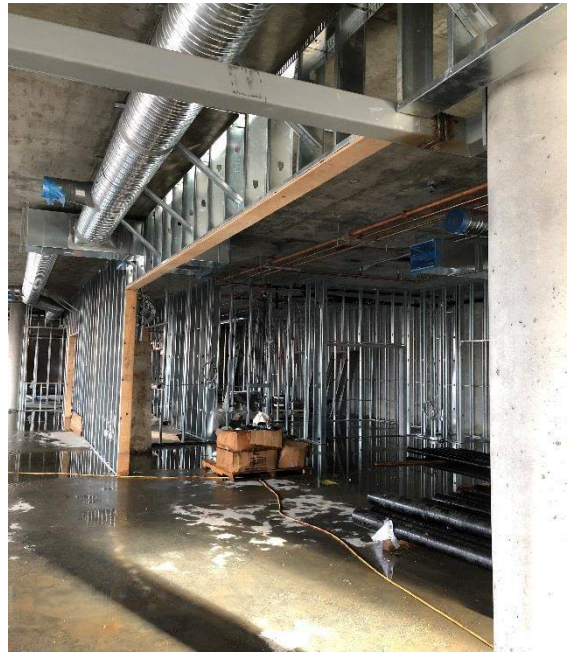
Phase C Level 1 ducting from gl 1C-8 to 13 between 1C-E to M



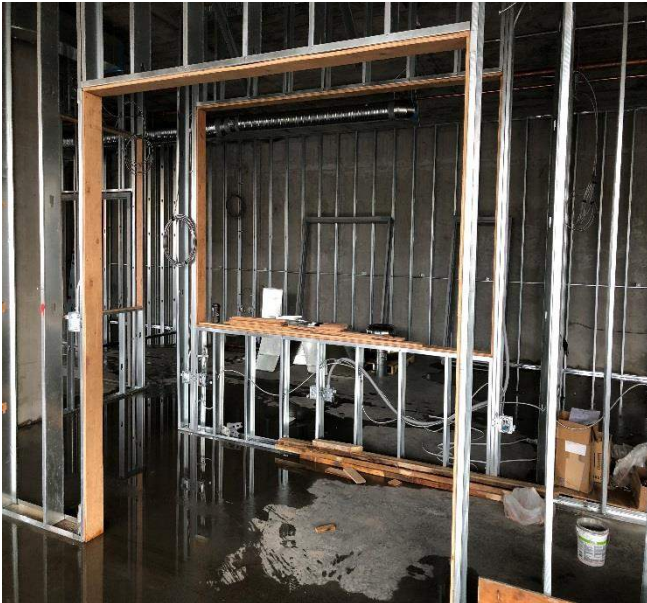
Phase C Level 1 ducting from gl 1C-8 to 13 between 1C-E to M



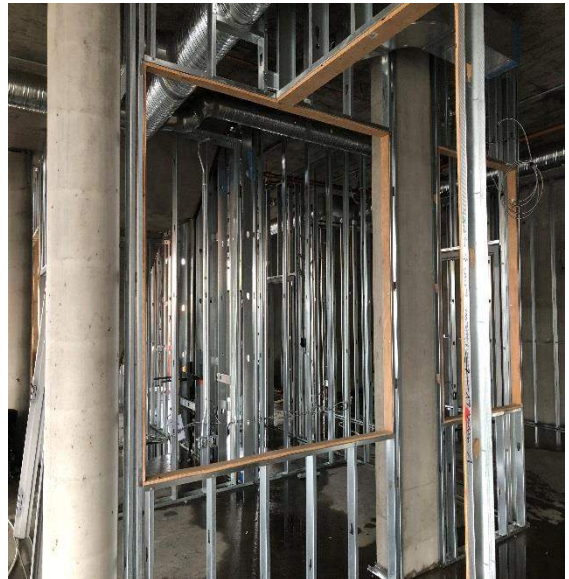
Stair 3 reinforcing.



Level 1 Library steel stud framing.



Level 1 Library steel stud framing.



Level 1 Library steel stud framing.



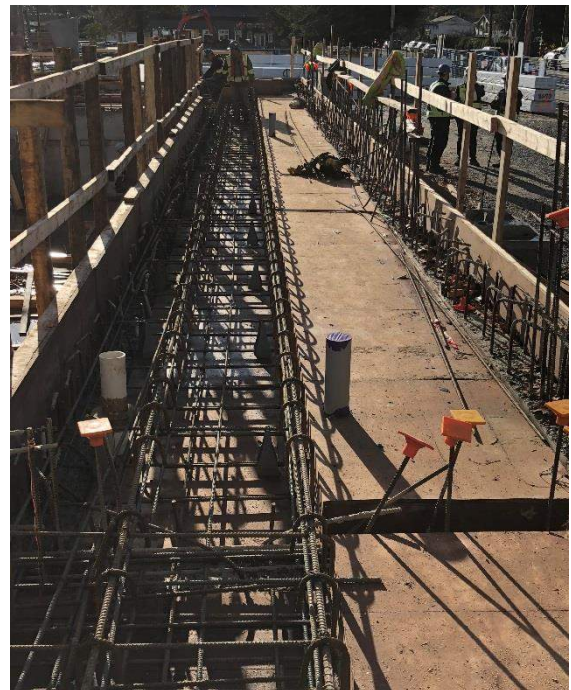
Level 1 Library steel stud framing.



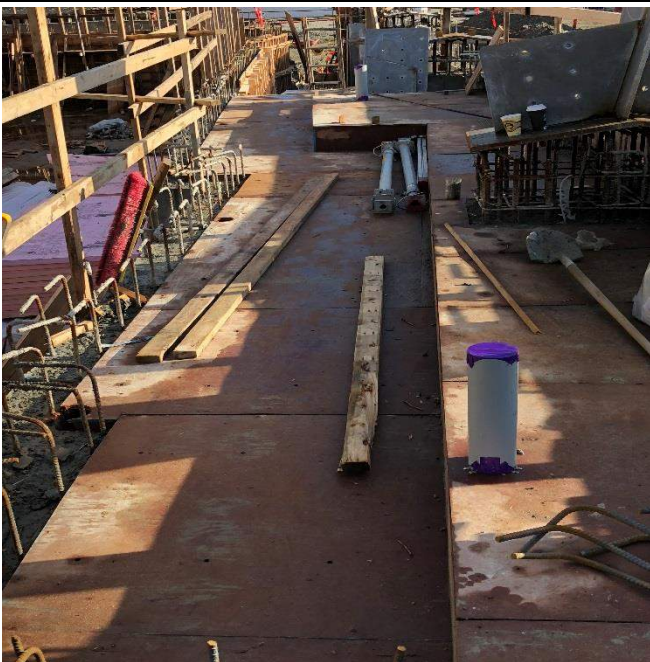
Phase C Glulam structural bracing installation looking southeast.



Phase C Glulam structural bracing installation looking southwest



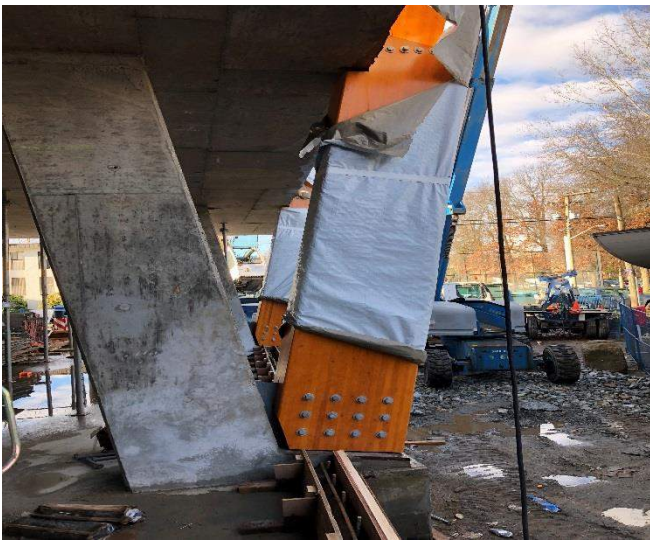
Phase 1C Level 1 Pool slab formwork.



Phase 1C Level 1 Pool slab formwork.



Phase 1C Level 1 Pool slab formwork.



Phase 1C curb formwork along gl 1C-A



Phase 1C curb formwork along gl 1C-A

Issued by the Consultant:

Dave Maté Sr. Contract
Administrator

A handwritten signature in black ink, appearing to read "Dave Maté".

December 3, 2018

Name and title of person signing

Signature

Date

BRYSON MARKULIN ZICKMANTEL
STRUCTURAL ENGINEERS

Reviewed by SER:

Initials

Suite #501 - 510 Burrard Street, Vancouver, B.C. V6C 3A8 • (604) 685-9533 • www.bmzse.com

CONSTRUCTION REVIEW MEMO

PROJECT: Para Rec Center **JOB #:** 80058-01 **DATE:** Nov 2018

Work reviewed: steel roof decking
grids: 1B5-1B10/1B1A-1B1C
1B1- → 1B4/1B1F-1B1G
1B1-1B4/1B1D-1B1E+

Level Foundation 300mm diaphragm
slab grid 1A1F-1A1G/1A17

Reinforcing + Work was in general conformance
with structural drawings

- complete epoxy doweling into existing wall within
diaphragm slab. *MM*

BMZ: 

Note: This memo reports observations made during construction review, only. Any comments requiring action by the contractor are to assist the contractor to comply with the contract documents and are not to be taken as a contract change notice. These observations do not, in any way, relieve the contractor of the sole responsibility to construct the work in accordance with the contract documents, nor do these observations in any way, represent a complete list of all work needed to comply with the contract documents. The contractor is required to independently check all his own work, and is not to rely on these observations, in any way, as relieving him of this important responsibility.

BRYSON MARKULIN ZICKMANTEL
STRUCTURAL ENGINEERS

Reviewed by SER:

Initials

Suite #501 – 510 Burrard Street, Vancouver, B.C. V6C 3A8 • (604) 685-9533 • www.bmzse.com

CONSTRUCTION REVIEW MEMO

POLO RAC
PROJECT: *Wilson Ave* **JOB #:** *90058-01* **DATE:** *Nov 23/18*
POLO

Structural Steel Review
Book 3 Library & Corridor
1C-6 to 1B-13
1A-H to 1BA

*Generally conforms to
spec 15 per*

BMZ: 

Note: This memo reports observations made during construction review, only. Any comments requiring action by the contractor are to assist the contractor to comply with the contract documents and are not to be taken as a contract change notice. These observations do not, in any way, relieve the contractor of the sole responsibility to construct the work in accordance with the contract documents, nor do these observations in any way, represent a complete list of all work needed to comply with the contract documents. The contractor is required to independently check all his own work, and is not to rely on these observations, in any way, as relieving him of this important responsibility.



MECHANICAL AND PLUMBING FIELD REPORT

DATE:	November 29, 2018	FR NO.:	MP.12
Contractor	Ventana Construction	FROM:	Arnie Saito/Seann Caldwell WSP Canada Inc. 840 Howe Street Vancouver BC V6Z 2A9
ATTN:	Andrew Cameron		
Cameron	acameron@ventanaconstruction.com		
Mechanical:	Omega Mechanical Ltd.		
ATTN:	Mitch Kelly/Nick Sciankowy	PROJECT NO.:	159-00406-02
EMAIL:	mitch@omegamechanical.com		
PROJECT:	Port Coquitlam Recreation Complex	LOCATION:	2150 Wilson Ave, Port Coquitlam
ATTACHMENTS:			

Distributed to:

<input checked="" type="checkbox"/>	Omega	Attn:	Gary Martin/Kyle Parhar	Email:	gmartin@omegamechanical.ca
<input type="checkbox"/>					

Date of Inspection: November 28, 2018 Weather: Cloudy/Rainy Temperature: 9°C

General (Work Reviewed):

- 1A Water Entry Room and Mechanical Rooms to date.
- Plumbing piping and rough-ins installed in 1ABC to date.
- Mechanical piping and HVAC in 1AB to date.

Work in Progress:

- Rough-in of Phase 1ABC plumbing piping (Water, Sanitary and Venting)
- Phase 1AB Storm piping from roof drains down to tie-in points above grade.
- Phase 1AB Gas piping mains inside building.
- Phase 1AB hydronic piping.
- Phase 1AB Sheet metal ductwork inside building
- Phase 1AB sprinkler piping inside building

Observations:

- Buried storm, sanitary and drain tile for 1A/B/C is substantially complete and backfilled.
- Phase 1C, Pool Area: Slab is completely poured below the pool. WSP discussed with Omega that domestic hot and cold for the foot shower could be fed from the Phase 1C mechanical room, thru the pool equipment room and follow the same routing as the pool piping serving the water park. WSP to issue SI after confirming details with

1000-840 Howe Street
Vancouver, BC, Canada V6Z 2M1

T T +1 604 685-9381
F +1 604 683-8655
www.wsp.com

FIELD REPORT

A49. Update: pipe coring thru foundation wall has been made to accommodate piping serving shower. Pool wood framing is being built-up – no piping installed as of yet.

3. Phase 1A: Various openings for duct and piping thru concrete CMU walls have been provided.
4. Phase 1A, Rink 2: Most of the sprinkler piping and heads are installed. RWLs and vent piping serving floor drains have been installed for Rink 2. Piping has been pressure tested – submit report for consultant records.
5. Phase 1A, Ice Resurface Room: Most of the Hydronic supply and return piping mains are installed. Majority of domestic water piping installed, including backflow assemblies. Most of the sprinkler piping and some of the sprinkler heads have been installed. Some of the sheet metal ductwork has been installed (photo #1).
6. Phase 1A, Water Entry Room: Majority of piping and valving complete. Meter and backflow preventer are installed. Building fire main has been teed off of combined service and main header installed. Wall openings for sprinkler piping zones have been provided. Individual sprinkler zone main piping installed beyond water entry room. Pre-action air compressor has arrived and placed in water entry room. Cleanout cover missing RWL drop at corner (photo #2)
7. Phase 1A, Changerooms: Majority of Domestic water, Zamboni Water, sanitary, storm and vent mains installed in the Change Room areas . Risers between level 1 and level 2 mechanical room are installed (photo #3). 4” cold water main has been changed to stainless steel from copper. Some insulation has been added to the domestic water piping. Most of the sprinkler mains have been installed along main corridor separating changerrooms – sprinkler branch piping and heads have been installed to approximately 50% of the changerrooms.
8. Phase 1A, Changerooms: Plumbing rough-in for individual fixtures is progressing in changerrooms (Photo #4).
9. Phase 1A: Majority of level 2 storm piping (approx. 90%) has been installed and connected to roof drains above.
10. Phase 1A, Refrigeration Room: Main sanitary piping and rough-ins for second floor concession space (located at refrigeration room ceiling and within mechanical shaft to roof above) have been installed (photo #5). Sprinkler piping installation is proceeding and in progress.
11. Phase 1A, Mechanical Room (second floor): Concrete pads have been formed in mechanical room. Most of the equipment in pallets for future install (photo #6). Equipment includes Boilers B-1, B-2, domestic hot water heaters, tanks, pumps, and heat pump heat exchanger.
12. Phase 1A: Gas Meter at NE corner of Rink 2 installed; not yet connected to Fortis service main. A portion of the gas piping downstream of the meter (inside building) has been installed, not yet connected.
13. Phase 1A, Rink 2: Gas lines serving Rink 2 radiant heaters have been installed (approximately 90% complete) and roof openings provided for flue connections.
14. Phase 1A Roof: Roof Curbs installed for most equipment. Cooling Tower has been installed at Rink 2 lower roof.
15. Phase 1A Changerooms (radiant): Most of the radiant piping manifolds have been installed. Radiant manifold (MF-2) in changerroom 8 was noted to be in a different location (adjacent to entry door swing). A wall furring is needed to encapsulate manifold (photo #7)
16. Phase 1AB: Sheet Metal Sleeves with fire damper installed at most walls.
17. Phase 1AB: Heat pumps serving Phase 1A and 1B are at the site and being stored in the parkade level of phase 1C.
18. Phase 1B, Rink 3: Storm RWLs installed in Rink 3. Roof drain in Rink 3 in process of being revised to dual drains. Dual drains have arrived on-site, not yet installed. Most of the hydronic heating mains have been installed. Gas mains are partially installed. Most of the sprinkler piping and heads are installed. No sheet metal installed yet.
19. Phase 1B: Library Area: Domestic water, storm, sanitary and vent line at ground floor ceiling level have been installed. Piping not yet insulated. Some water pooling noted (photo #8).

FIELD REPORT

20. Phase 1C: Some of the domestic water and storm mains have been installed at the level 1 ceiling. Plumbing rough-ins have started progressing. 150mm storm piping at phase 1C at the north side between gridlines 1C6 and 1C13 will have a potential conflict with 3300mm height dropped ceiling. Omega to provide sketch approximating revised dropped ceiling height needed (photo #9A). The RWL drop shown at the corner of Facility Manager office 1C120 will also need to be relocated due to a wall layout change during construction (photo #9B).
21. Phase 1ABC (Mechanical Equipment): The following HVAC equipment is on site and in storage: Boilers B-3, B-4, 38 heat pumps for phase 1AB, domestic hot water heaters, pumps, expansion tanks, roof curbs, and fire dampers.
22. Phase 1AB: Most main ductwork installed in phase 1AB (photo #10).
23. Phase 1A, Refrigerant Room: Ice refrigeration equipment including compressors, pumps, heat exchangers, tanks and fluid cooler are in place (photo #11).
24. Phase 1A, Rink 2: Ice rink refrigeration buried header and piping for rink #2 are on site, ready for installation (photo #12).
25. Mechanical and plumbing components to-date installed as per contract documents.

Photos:



Photo 1: Sheet metal ducting and piping inside Ice Resurface Room in progress

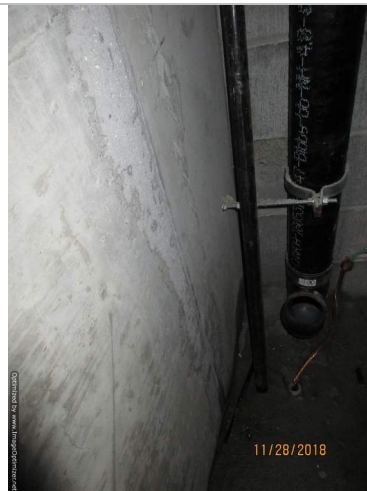


Photo 2: RWL cleanout missing in water entry room

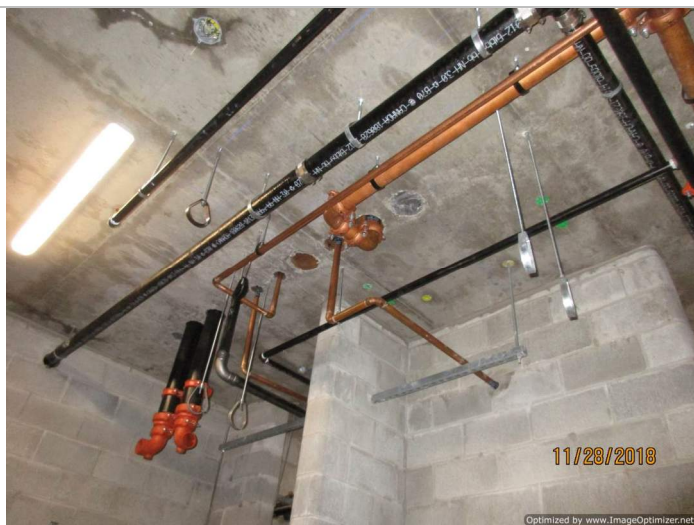


Photo 3: Piping risers from changeroom up to second floor mechanical room above



Photo 4: Piping Rough-ins for changeroom washroom fixtures in progress

FIELD REPORT



Photo 5: Sanitary piping in refrigeration room ceiling serving concession fixtures above. A portion of the ceiling is open for future mechanical service shaft install.



Photo 6: Phase 1A, second floor mechanical room – concrete pads installed and equipment currently in pallets.



Photo 7: Radiant manifold location by door swing Of changeroom 8



Photo 8: Some excess water pooling in the library area observed as a possible hazard to be addressed on site.

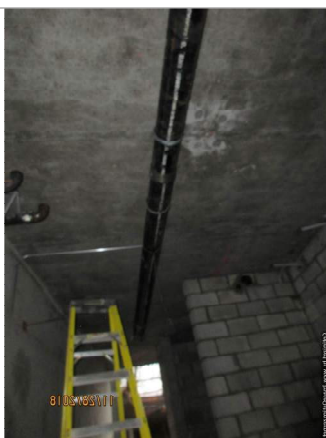


Photo 9A: 150mm storm piping at public corridor for phase 1C. Photo 9B: Marked RWL drop in room 1C120 appears to conflict with door entry.

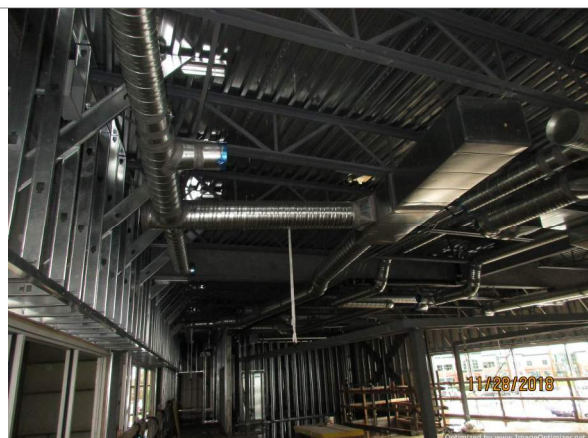


Photo 10: Phase 1A, second floor concession area – sheet metal ductwork install

FIELD REPORT



Photo 11: Refrigeration Room equipment and piping installation in progress

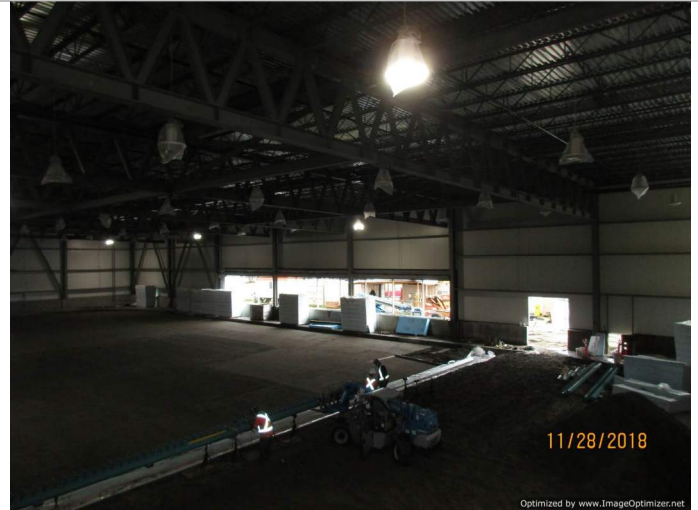


Photo 12: Rink #2 Refrigeration piping header below rink slab is in progress

Information or Action Required:

1. Items are currently in progress; Submit pipe pressure test reports for Consultant Records.
2. Protect radiant manifold MF-2 from damage. Furring to be provided for MF-2.
3. Ensure heat pumps are provided with internal acoustic insulation as noted on shop drawings
4. Further discussion/confirmation is needed for storm piping potentially interfering with 3300mm ceiling (item 20 above).
5. Provide cover/cap for clean-out in water entry room (item 6 above).
6. Ensure trap primers are installed for all sanitary p-traps as per contract documents.

Issued by the Consultant:

Arnie Saito, ASCT
Seann Caldwell, P. Eng



November 29, 2018

Name and Title

Signature

Date



Smith + Andersen

338 – 6450 Roberts Street Burnaby British Columbia V5G 4E1

604 294 8414 f 604 294 6405 smithandandersen.com

PROJECT NAME: Port Coquitlam Recreation Center

COMPANY: A49

ATTENTION: Antonio Rigor, David Mate

PROJECT NO.: 16590.000

DATE: 2018-11-29

JOB REPORT NO.: E-10

ISSUED BY: Ryan Blaney

General review is being performed in accordance with the requirements of the BRITISH COLUMBIA BUILDING CODE and Standard Guidelines of the Professional Engineers of BRITISH COLUMBIA to ensure that the work is generally being performed in accordance with the Contract Documents.

This list is submitted to assist the Contractor and must not be construed as being a complete list of non-conforming items for the purpose of determining whether the requirements of the Contract Documents have been met.

It is the responsibility of the Contractor to carry out their own inspection to determine that the Contract is being performed in accordance with the requirements of the Contract Documents.

The site was visited on 2018-10-24 to review the Electrical installations. The following observations have been made:

- 1.1 GENERAL OBSERVATIONS
 - 1.1.1 Electrical installation is ongoing.
 - 1.1.2 Rough-in at North Storage areas has commenced.
 - 1.1.3 Electrical equipment is located in Electrical Room #5 and is in the process of being installed.
 - 1.1.4 Lighting in Rink 3 is installed.
 - 1.1.5 Library main floor walls & electrical Panel roughed-in.
 - 1.1.6 Display wall at main entrance roughed-in.
 - 1.1.7 Main corridor lighting roughed-in.
 - 1.1.8 High voltage transformer placed and cover plates installed. (see item 1.2.1 & 1.3.1)
 - 1.1.9 Storage room transformer roughed-in.
 - 1.1.10 Ceiling rough in for lighting in Phase 1C is ongoing.
 - 1.1.11 Lighting is installed and operational in parkade level mechanical/equipment/electrical rooms.
 - 1.1.12 Conduits for Electrical Room #7B are stubbed in.

- 1.2 ITEMS REQUIRING ATTENTION-ITEMS WILL BE REMOVED UPON COMPLETION
 - 1.2.1 Coverplates in Main Electrical room have been installed. These plates' shop drawings were specifically rejected by the engineer and present a safety hazard while being worked on. They should be cut and reconfigured into manageable pieces prior to allowing personnel to work on them as was suggested by the superintendent.
- 1.3 DISCUSSIONS WITH CONTRACTOR
 - 1.3.1 Safety concerns regarding Main electrical room coverplate were discussed. The plate is considered too heavy to be worked with and hazardous.



Item 1.2.1



Item 1.1.4



Item 1.1.5



Item 1.1.6



Item 1.1.7



Item 1.1.11

END OF ELECTRICAL JOB REPORT #E-10

16590.000.E - Job Report #E-10.docx



PORT COQUITLAM COMMUNITY RECREATION CENTRE

Owner's Representative Progress Report #21

December 2018

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APPENDICES

Appendix 1 – Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: December 12th 2018 - Update

Appendix 2 – Progress Photographs: December 2018

Appendix 3 - Site Inspection Reports: December 2018

Appendix 4 – Certificate of Payment No.24: January 15, 2019

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Appendix 6 - Project Dash Board: December 31, 2018

Appendix 7 – Letter of Assurance: January 2, 2019

Appendix 8 – Architecture 49 Site Report #23: December 24, 2018

1.0 INTRODUCTION

Tango Management ("Tango") has been engaged by the City of Port Coquitlam ("Owner") to provide Owner's Representative Services for the design and construction of a new Community Recreation Complex in Port Coquitlam, BC ("Project").

Tango is pleased to submit its Monthly Progress Report #21 to the Owner. This report represents a summary of key project activities and issues that occurred up to December 31, 2018.

This report is for the sole and confidential use and reliance of the Owner. Tango, its directors, staff, sub-consultants or agents do not make any representation or warranty as to the factual accuracy of the information provided to us on behalf of the Owner, their Contractors, their sub-contractors or agents, upon which this report is based. This report shall not be reproduced or distributed to any party other than the recipients outlined above, without the express permission of Tango. Any use of this report which a third party makes, or any reliance on or decisions made based on it, are the responsibility of such third parties. Tango accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

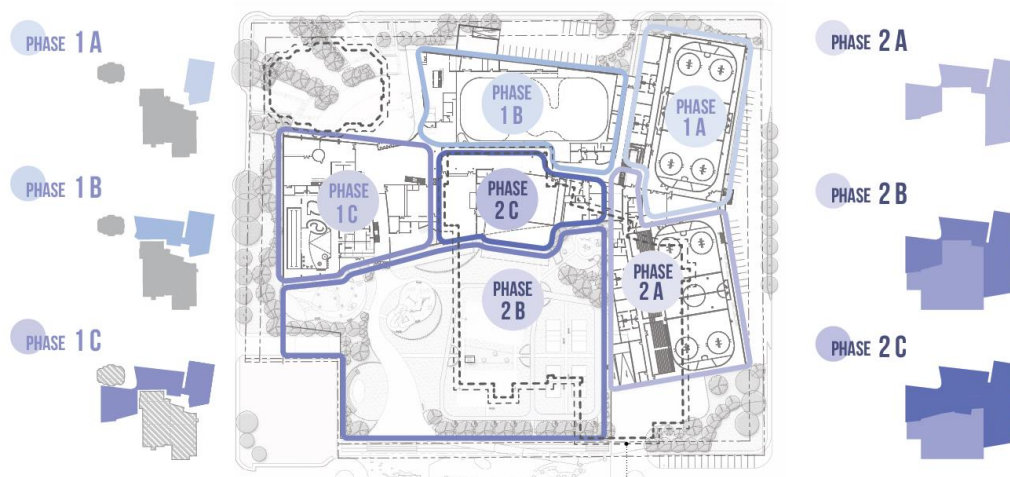
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

2.0 EXECUTIVE SUMMARY

During December 2018 numerous meetings, co-ordination, procurement, design and construction activities have taken place. The Design-Builder continues with Phase 1AB roofing, envelope and rink 2 preparation and M&E fit-out. Phase 1C concrete structure and underground mechanical is ongoing. Glulam installation is ongoing. Based on the information contained in this Monthly Progress Report #21 and during this reporting period, Tango believes the Project can be completed by the Substantial Performance Date of October 31, 2021 for the Project Budget of \$132,100,000, provided the current critical path milestone dates can be achieved.

3.0 PROJECT SCOPE

The project scope involves a phased replacement and addition to the Port Coquitlam Recreation Complex, Wilson Centre and Terry Fox Library. This scope will provide a vibrant community hub with three sheets of ice, an indoor leisure pool, new fitness facilities, a new library, a spacious outdoor plaza, and underground parking. The size of the new facility will be 205,000 SQF.

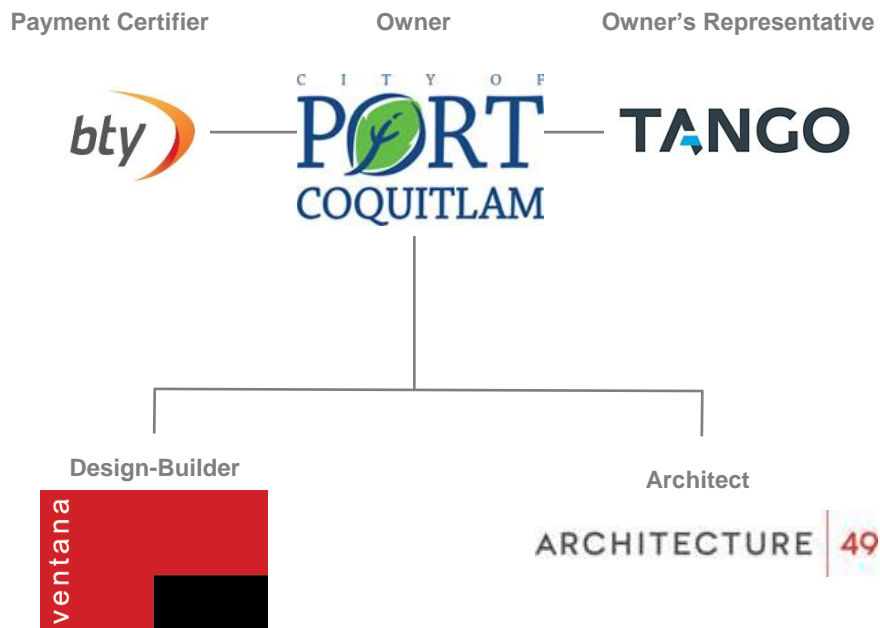


4.0 PROJECT TEAM

The following team members have been appointed to the Project:

Owner	City of Port Coquitlam
Owner's Representative	Tango Management
Design-Builder	Ventana Construction (POCO) Corp
Architect	Architecture 49
Civil Engineer	Hub Engineering
Structural Engineer	BMZ
Mechanical Engineer	WSP Canada
Electrical Engineer	Smith & Anderson
Payment Certifier	BTY Group

City of Port Coquitlam Community Recreation Complex Project Team



5.0 DESIGN AND APPROVALS STATUS

Conceptual Design

Conceptual design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Conceptual Design.

Schematic Design

Schematic design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Schematic Design.

Design Development & Working Drawings and Construction Documents

The Design-Builder is developing design packages in phases. These include design packages for Building Permits, Tendering and Issued for Construction.

Below is an updated summary of the key design milestone submissions, as per the revised project schedule - updated December 12, 2018:

Drawing Package	Planned Date	Actual Date	Status	Comments
Ground Works / Piling (1ABC)				
BP Submission	24-Feb-17	13-Apr-17	Complete	Construction Ongoing
IFT Drawings	24-Feb-17	6-Apr-17	Complete	Construction Ongoing
IFC Drawings	10-Apr-17	18-Aug-17	Complete	Construction Ongoing
Phase 1ABC - Structure				
IFT Drawings (F/R/C)	31-Aug-17	6-Oct-17	Complete	Construction Ongoing
IFC Drawings (F/R/C)	26-Oct-17	12-Dec-17	Complete	Construction Ongoing
IFT Drawings (S/Steel)	19-Oct-17	19-Dec-17	Complete	Construction Ongoing
IFC Drawings (S/Steel)	30-Nov-17	10-Jan-18	Complete	Construction Ongoing
Phase 1ABC Balance of Design				
BP Submission	14-Jul-17	28-Sep-17	Complete	Construction Ongoing
IFT Drawings	5-Oct-17	3-Oct-17	Complete	Construction Ongoing
IFC Drawings	16-Nov-17	31-Jan-18	Complete	Construction Ongoing
Phase 2ABC - Design				
BP Submission	19-Jan-18		TBC	1-Jan-19
IFT Drawings	18-Mar-18		Ongoing	19-Mar-19
IFC Drawings	12-Jul-18		Ongoing	30-Apr-19

5.0 Design and Approval Status (continued)

Permits / Regulatory Approvals

The following Building Permits have been issued for the construction works:

Regulatory Approval	Planned Date	Award Date	Status	Comments
Conservation Permit	1-Mar-17		Awarded	
Phase 1ABC Ground Works	24-Feb-17	19-Apr-17	Awarded	BP011873
Phase 1ABC Full BP	28-Sep-17	11-Oct-17	Awarded	BP011897
Phase 2ABC Full BP	18-Mar-18	11-Oct-17	Awarded	BP011897

A Development Permit was issued on August 18, 2017.

An Environmental Conservation Development Permit was scheduled to be issued to the Design-Builder on March 1, 2017. We understand this has now been issued.

Note – a part demolition permit (BP011822) was issued on March 9, 2017 for the part demolition of the Wilson Centre.

A Building Permit (BP011822) was issued to the Design-Builder on October 17, 2017. This Building Permit covers all phases of the Project. The Design-Builder will continue to submit design submissions in phases to the Owner, as per the design schedule.

6.0 PROCUREMENT & CONTRACT ADMINISTRATION

Procurement Summary

We understand that procurement and tendering is ongoing. The Design-Builder has confirmed that we will not be receiving a detailed procurement schedule, as part of their monthly reporting. The Design-Builder has included a summary of the trades awarded to date in their monthly progress report, dated January 11, 2019:

Bulk and detailed excavation Phases 1ABC;	Glazing;
Piling Phases 1ABC;	Roofing;
Mechanical and Electrical;	Metal Decking;
Refrigeration;	Pump / Place / Finish;
Formwork Phases 1AB;	Structural Steel;
Reinforcement Phases 1ABC;	Soil Anchors;
Cladding;	Insulated Metal Panels;
Steel Stud;	Paint;
Doors & Hardware;	Flooring;
Tile;	Dasher Boards;
Rink Slabs;	Overhead Doors;
Public Address; and	Washroom Accessories, Partitions, & Lockers.

6.0 *Procurement & Contract Administration (continued)*

The following procurement milestones have been identified in the Design-Builder's schedule:

Phases 1ABC & 2ABC

- Phase 2ABC Tendering Complete by March 19, 2019.

NOTE – The Design-Builder previously indicated that this will be complete by July 26, 2018.

Furniture, Fixtures and Equipment (FF&E) Procurement

A Master Procurement Schedule has been developed that identifies all items with vendors, lead-in times, delivery and installation details. We are coordinating with the Design-Builder to ensure all enabling works and infrastructure requirements get incorporated into the design. An FF&E Coordination follow up meeting was held on August 10, 2017, that finalized the draft list. We submitted a revised FF&E list to the Design-Builder on October 18, 2017 for review and coordination. Final feedback was received on October 12, 2018.

Final points of clarification are being worked through and coordinated in-line with the Design-Builder's schedule.

An FF&E Budget will be available in January 2019.

Project Coordination / Meeting

The Owner's Meeting #16 was held on December 19, 2018. Please refer to Appendix 5 of this Monthly Progress Report for a copy of the Owners Meeting Minutes #16.

The next Owner's Meeting is scheduled for January 15, 2019.

7.0 PROJECT BUDGET

Project Budget Summary

The Project Budget is summarized below:

A Design and Construction	Dollar Value
1 Design-Builder Pre Contract Costs	\$983,000
2 Design-Builder Contract Price	\$116,717,000
3 Approved Changes	\$5,173,558
4 Current (Revised) Contract Price	\$121,890,558
5 Work Certified as Completed (Base Contract)	\$49,803,088
6 Current Cost to Complete (Base Contract)	\$72,087,470
7 Lien Holdback (Base Contract)	\$4,480,309
B Non-Contract Costs	Dollar Value
8 Furniture, Fixtures & Equipment (FF&E)	\$3,750,000
9 Off-Site	\$940,876
10 Professional Services	\$2,200,000
11 Communications	\$30,000
12 Project Contingency	\$2,305,566
C Total Project Budget	\$132,100,000

The Design and Construction Budget was prepared by the Design-Builder and forms part of their CCDC14 Design-Build Stipulated Price Contract (2013).

Payment Certification

BTY Group, the Payment Certifier has issued Certificate of Payment No. 24 dated January 15, 2019, which certifies the current payment due to the Design-Builder, under the terms of the Design-Build Contract ("DBC") for the period ending December 31, 2018.

In summary, the current payment liabilities of the Owner are:

Item	Dollar Value
Current Net	\$3,905,062
Current GST (5.0%)	\$195,253
Total Current Payable to the Design-Builder	\$4,100,315
Total Current Builders Lien Holdback	\$4,480,309

Please refer to Appendix 4 of this report for a copy of Certificate of Payment No. 24.

7.0 Project Budget (continued)

Change Order Management

A summary of the approved Change Orders relative to the Project Budget between the Owner and the Design-Builder up to December 31, 2018 is as follows:

CO#	Description	Dollar Value	Contingency Allocation
1	Bonding Requirements	\$1,800,000	Project Contingency
2	Temporary Power to Site	\$34,751	Project Contingency
3	Floor Area Changes	\$1,003,236	Project Contingency
4	Off Site Design Services	\$269,998	Off Sites
5	Additional Back-Up Power	\$90,713	Project Contingency
6	Additional Off Site Design Services	\$55,875	Off Sites
7	Card Readers and Key Pads	\$16,698	Project Contingency
8	Library User Group Changes	\$86,287	Project Contingency
9	Accessible Washroom Emergency Alert	\$28,204	Project Contingency
10	Auto Door Openers	\$55,440	Project Contingency
11	Daycare - Card Readers & Alarms	\$9,834	Project Contingency
12	Additional CCTV	\$24,024	Project Contingency
MOU	Offsite Scope of Work (Phase 1A)	\$1,698,500	Off Sites
TOTAL		\$5,173,558	

Project Contingency

Design and Construction Contingency – The design and construction contingency is being managed by the Design-Builder and forms part of the DBC. Any changes to the Design and Construction Budget will have been a result of an Owner originated Change Order.

Project Contingency – The Owner is currently carrying \$2,305,566 in revised Project Contingency.

Claims Management

There were no formal claims that we are aware of during this reporting period.

8.0 PROJECT SCHEDULE

Construction Progress (December End 2018)

We conducted site inspections on November 5, 13, 19 & 22, 2018. At the time of the inspections the status of work can be summarized as follows:

- **Phase 1A: Participant Ice:** Site strip, bulk excavation and backfill is complete. Steel piling is complete. Foundation and suspended slab formwork, rebar and concrete placement is complete. Mechanical & Electrical rough-in is ongoing. Structural Steel is complete. Roof deck, masonry, internal/external framing, glazing and densglass is ongoing. Refrigeration is ongoing. Insulated Metal Panels are complete. Rink slab preparation is complete.
- **Phase 1B: Leisure Ice and Library:** Site strip, bulk excavation and backfill is complete. Steel piling is complete. Foundation formwork, rebar and concrete placement is near completion. Mechanical & Electrical rough-in is ongoing. Structural steel is complete. Masonry is ongoing. Internal and external framing is ongoing. Rink slab preparation has commenced.
- **Phase 1C Aquatic and Fitness Centre, All Age and Admin Areas:** Foundation formwork, rebar and concrete placement is ongoing. Suspended slabs are ongoing. Mechanical and electrical rough-in is ongoing. Glulam installation is ongoing.

We received a copy of the Design-Builder's updated schedule – ***"Port Coquitlam Community Recreation Complex – Owner's Schedule: December 12th 2018 - Update"***.

This schedule remains very "aggressive" and accelerates the trades through Phases 1ABC, broken into nine sub-divisions. This mitigation strategy attempts to sequentially have the nine sub-divisions of Phases 1ABC weather tight to allow succeeding fit-out trades to commence on schedule.

There is zero margin for error and all critical path milestone dates need to be achieved in order for this strategy to be successful. The critical path items for Phase 1AB are now steel stud/framing to Div 1&2 exterior, level 2 Div 2 framing, fire alarm installation and verification and occupancy.

We did not receive an updated schedule during this reporting period. A revised and updated Project Schedule will be issued by the Design-Builder at the end of January 2019, that should clearly show the completion or staged completion dates for Phase 1.

We will continue to monitor the schedule very closely, focusing on the critical path activities and any associated risks that may impact Substantial Performance.

Please refer to Appendix 2 of this report for progress photographs recording construction activities during December 2018.

8.0 Project Schedule (continued)

Monthly Look Ahead

During January 2019, the following key construction activities are scheduled (based on ***“Port Coquitlam Community Recreation Complex – Owner’s Schedule: December 12th 2018 - Update”***).

- **Phase 1ABC – Rinks 2&3, Library and Div 9**
 - Commence roofing to library and main corridor;
 - Continue with Rink 3 roofing;
 - Complete level 2 ceilings GL 1B11 to 1A7;
 - Continue with drywall boarding and taping;
 - Commence metal cladding along main corridor;
 - Complete water cure of Rink 2 slab;
 - Complete Rink 2 interior painting;
 - Complete main corridor and Rink 2 glazing;
 - Commence Rink 3 glazing;
 - Complete exterior masonry to change rooms;
 - Commence Rink 2 exterior masonry;
 - Commence interior painting;
 - Continue tile installation;
 - Commence door installation;
 - Commence exterior envelope and roofing to Div 9;
 - Commence Div 9 exterior glazing;
 - Complete Div 9 tiling; and
 - Continue with M&E rough-in.
- **Phase 1C – Aquatics and Fitness Area**
 - Complete glulam installation;
 - Complete metal decking;
 - Commence exterior envelope; and
 - Commence tile in change rooms..

Please refer to Appendix 1 of this report for a copy of the revised Design-Builder’s Owner’s Schedule: December 12th 2018 - Update.

9.0 QUALITY ASSURANCE & QUALITY CONTROL

Construction Inspection & Monitoring

The Design-Builder is implementing a Quality Assurance and Quality Control (QAQC) program through the design and construction of the project. We are working closely with the Design-Builder and provide random audits of that program, review and opine on independent testing, physically review the quality of the construction activities, identify key inspections and tests that are completed, witness critical construction activities and collaborate with the Design-Builder to ensure optimum quality is achieved and maintained at all stages of the project.

We received a copy of Architect 49's Site Report 23, dated December 24, 2018. Numerous actions have been noted to be remedied by the Design-Builder. The Lead Consultant has confirmed that the works on site are progressing generally in accordance with the IFC drawings, specifications and building permits issued to date. A copy of the Assurance Statement dated January 2, 2019 is included in Appendix 7 of this report.

We received multiple copies of Metro Testing's Concrete Reports dated December 3, 2018 through December 10, 2018. No critical non-conformances or we recorded, or instructions issued to the Design-Builder that compromised the progress of the work.

We received a copy of BMZ's Construction Review Memos dated December 5, 13 & 19, 2018. Numerous actions have been noted to be remedied by the Design-Builder.

We received a copy of Smith and Anderson's Job Report, dated December 19, 2018. Numerous actions have been noted to be remedied by the Design-Builder.

We received a copy of WSP's Plumbing Field Report, dated December 20, 2018. Numerous actions have been noted to be remedied by the Design-Builder.

We performed site inspections on December 3, 10 & 18, 2018 to witness and monitor the progress of the works. Please refer to Appendix 3 of this report for copies of the Site Inspection Reports for this reporting period. Please refer to historic monthly progress reports for commentary on various QAQC inspection and monitoring activities, relative to specific reporting periods.

10.0 SAFETY AND ENVIRONMENTAL

We are not aware of any major Health & Safety incidents during this reporting period.

The Design-Builder is implementing a robust and professional Health and Safety program on site.

11.0 AREAS OF CONCERN & OUTSTANDING ISSUES

In general, all issues and actions raised within meetings and communications during December 2018 have been addressed or remain ongoing as part of the forthcoming design, procurement and construction phases.

The Design-Builder did not issue a revised and updated Project Schedule during this reporting period.

The Project Schedule continues to be an area of concern and risk. Numerous planned activities in the Design-Builder's previous schedule have not been achieved during this reporting period. Please refer to Section 8.0 of this report for further detail on the status of the construction progress.

The main risk that remains is the commissioning of the refrigeration for Rinks 2 & 3. These activities are driven by the completion of the permanent power, that was previously scheduled for May 15, 2019) for Phase 1AB, with refrigeration commenced and started up by June 26, 2019.

In an attempt to support the Design-Builder with these risks the Owner has part approved the hydro design for the off-site work, to expedite the install of the permanent power into this phase of the project.

We are monitoring this schedule closely on a weekly and monthly basis and will opine on any risks as they develop.

We understand that a revised schedule will be issued at the end of January 2019 that will detail what the Design-Builder expects to handover to the Owner and when areas of the Project will be available for Occupancy.

APPENDIX 1

Port Coquitlam Community Recreation Centre Complex – Owner's
Schedule: December 12th 2018 - Update



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
December 12th 2018 - Update

Ventana Construction Corporation
3875 Henning Dr. || Burnaby, BC || V5C 6N5
Office 604.291.9000
Fax 604.291.9992
Web VentanaConstruction.com

ID	Task Name	Duration	Start	Finish													
					1st Quarter						4th Quarter						3rd Q
					Jan	May	Sep	Jan	May								
1	1 Port Coquitlam Recreation Centre	1194 days	Fri 2/24/17	Mon 10/25/21	Port Coquitlam Recreation Centre												
2	1.1 Design Phases	144 days	Fri 2/24/17	Wed 9/20/17	Design Phases												
3	1.1.1 Phase 1ABC - Groundworks	55 days	Fri 2/24/17	Fri 5/12/17	Phase 1ABC - Groundworks												
9	1.1.2 Pile tender and award	60 days	Mon 6/26/17	Wed 9/20/17	Pile tender and award												
13	1.2 Phase 1ABC - Design - Structure	545 days	Fri 2/24/17	Tue 4/30/19	Phase 1ABC - Design - Structure												
14	1.2.1 Formwork/Reinforcing	190 days	Fri 2/24/17	Mon 11/27/17	Formwork/Reinforcing												
19	1.2.2 Structural Steel & Glulam	90 days	Fri 9/22/17	Fri 2/2/18	Structural Steel & Glulam												
24	1.2.3 Phase 1ABC - Design - Balance	329 days	Mon 5/8/17	Fri 8/31/18	Phase 1ABC - Design - Balance												
34	1.2.4 Phase 2ABC - Design	145 days	Tue 10/2/18	Tue 4/30/19	Phase 2ABC - Design												
35	1.2.4.1 IFT Drawings	0 days	Tue 10/2/18	Tue 10/2/18	IFT Drawings												
36	1.2.4.2 Internal Review and Revisions	10 days	Wed 10/3/18	Wed 10/17/18	Internal Review and Revisions												
37	1.2.4.3 Full BP Submission	50 days	Thu 10/18/18	Tue 1/1/19	Full BP Submission												
38	1.2.4.4 Permit Review	15 days	Wed 1/2/19	Tue 1/22/19	Permit Review												
39	1.2.4.5 Tender	40 days	Wed 1/23/19	Tue 3/19/19	Tender												
40	1.2.4.6 IFC Drawings	10 days	Wed 4/17/19	Tue 4/30/19	IFC Drawings												
41	1.3 Construction Phases	676 days	Fri 2/24/17	Wed 10/30/19	Construction Phases												
42	1.3.1 Phase 1AB	478.5 days	Tue 9/5/17	Wed 7/31/19	Phase 1AB												
43	1.3.1.1 Bulk Excavation	15 days	Tue 9/5/17	Mon 9/25/17	Bulk Excavation												
44	1.3.1.2 Piling	60 days	Thu 9/21/17	Fri 12/15/17	Piling												
45	1.3.1.3 Parkade Foundations(GL 1B-F)	20 days	Mon 6/11/18	Mon 7/9/18	Parkade Foundations(GL 1B-F)												
46	1.3.1.4 Backfill Parkade Walls	10 days	Tue 7/10/18	Mon 7/23/18	Backfill Parkade Walls												
47	1.3.1.5 M&E Rough In	250 days	Mon 6/11/18	Wed 6/5/19	M&E Rough In												
48	1.3.1.6 Footings/Column/Wall	80 days	Mon 12/18/17	Tue 4/17/18	Footings/Column/Wall												
49	1.3.1.7 SOG(at suspended)	20 days	Mon 3/19/18	Tue 4/17/18	SOG(at suspended)												
50	1.3.1.8 Suspended Slabs area AB	55 days	Fri 6/8/18	Mon 8/27/18	Suspended Slabs area AB												
51	1.3.1.9 Structural Steel	98.5 days	Tue 6/19/18	Thu 11/8/18	Structural Steel												
52	1.3.1.9.1 div 1	10 days	Tue 6/19/18	Tue 7/3/18	div 1												
53	1.3.1.9.2 div 2 refrigeration	10 days	Mon 7/9/18	Fri 7/20/18	div 2 refrigeration												
54	1.3.1.9.3 div 3&4 rink 2	3 wks	Mon 7/23/18	Mon 8/13/18	div 3&4 rink 2												
55	1.3.1.9.4 div 5 library	1.5 wks	Tue 8/14/18	Thu 8/23/18	div 5 library												
56	1.3.1.9.5 div 6 corridor	2 wks	Thu 8/23/18	Fri 9/7/18	div 6 corridor												
57	1.3.1.9.6 div 7 & 8 rink 3	3 wks	Fri 9/21/18	Mon 10/15/18	div 7 & 8 rink 3												
58	1.3.1.9.7 Metal Decking	65 days	Wed 7/25/18	Mon 10/29/18	Metal Decking												
59	1.3.1.9.8 IMP cladding install	50.5 days	Tue 8/28/18	Thu 11/8/18	IMP cladding install												
60	1.3.1.9.8.1 IMP to refrigeration	1.5 wks	Wed 9/26/18	Fri 10/5/18	IMP to refrigeration												
61	1.3.1.9.8.2 IMP to rink 2	4 wks	Tue 8/28/18	Tue 9/25/18	IMP to rink 2												
62	1.3.1.9.8.3 IMP above change rooms	2 wks	Mon 10/15/18	Mon 10/29/18	IMP above change rooms												
63	1.3.1.9.8.4 IMP to rink 3	8 days	Mon 10/29/18	Thu 11/8/18	IMP to rink 3												
64	1.3.1.10 Roofing	107.5 days	Wed 9/19/18	Fri 2/22/19	Roofing												
65	1.3.1.10.1 roofing div 1 & 2	10 days	Fri 11/16/18	Thu 11/29/18	roofing div 1 & 2												
66	1.3.1.10.2 roofing div 3& 4	40 days	Wed 9/19/18	Thu 11/15/18	roofing div 3& 4												
67	1.3.1.10.3 roofing div 5	15 days	Fri 2/1/19	Fri 2/22/19	roofing div 5												
68	1.3.1.10.4 roofing div 6	15 days	Fri 2/1/19	Fri 2/22/19	roofing div 6												
69	1.3.1.10.5 roofing div 7& 8	25 days	Fri 12/28/18	Fri 2/1/19	roofing div 7& 8												
70	1.3.1.11 Exterior steel stud/densglass	115.5 days	Wed 8/1/18	Fri 1/18/19	Exterior steel stud/densglass												
71	1.3.1.11.1 steel stud framing to div 1 exterior	4 days	Wed 8/1/18	Tue 8/7/18	steel stud framing to div 1 exterior												
72	1.3.1.11.2 steel stud framing div 2 exterior	3 wks	Wed 8/8/18	Tue 8/28/18	steel stud framing div 2 exterior												
73	1.3.1.11.3 steel stud framing div 5 exterior	3 wks	Fri 12/28/18	Fri 1/18/19	steel stud framing div 5 exterior												
74	1.3.1.11.4 steel stud framing div 6 exterior	5 wks	Tue 11/20/18	Fri 12/28/18	steel stud framing div 6 exterior												
75	1.3.1.11.5 steel stud framing div 6 interior	3 wks	Fri 12/28/18	Fri 1/18/19	steel stud framing div 6 interior												
76	1.3.1.11.6 steel stud to facia div 7&8	15 days	Tue 11/20/18	Tue 12/11/18	steel stud to facia div 7&8												
77	1.3.1.12 Interior steel stud/drywall/ceilings	185 days	Wed 8/8/18	Wed 5/1/19	Interior steel stud/drywall/ceilings												
78	1.3.1.12.1 level 2 mechanical room framing	3 days	Wed 8/8/18	Fri 8/10/18	level 2 mechanical room framing												
79	1.3.1.12.2 level 2 div 2 area framing	3 wks	Mon 12/3/18	Fri 12/21/18	level 2 div 2 area framing												
80	1.3.1.12.3 level 1 elevator 2 lobby framing	5 days	Thu 2/21/19	Wed 2/27/19	level 1 elevator 2 lobby framing												
81	1.3.1.12.4 level 2 ceilings grid 1b11 to 1A7 framing	20 days	Thu 12/27/18	Wed 1/23/19	level 2 ceilings grid 1b11 to 1A7 framing												



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ID	Task Name	Duration	Start	Finish												
					1st Quarter						4th Quarter					
					Jan		May		Sep		Jan		May		3rd Q	
82	1.3.1.12.5 library level 1 framing	5 days	Fri 3/15/19	Fri 3/22/19						library level 1 framing						
83	1.3.1.12.6 library level 2 framing	5 days	Fri 3/22/19	Fri 3/29/19						library level 2 framing						
84	1.3.1.12.7 library level 1 ceiling framing	3 days	Fri 3/22/19	Wed 3/27/19						library level 1 ceiling framing						
85	1.3.1.12.8 library level 2 ceiling framing	10 days	Fri 3/29/19	Fri 4/12/19						library level 2 ceiling framing						
86	1.3.1.12.9 drywall boarding and taping	90 days	Thu 12/27/18	Wed 5/1/19						drywall boarding and taping						
87	1.3.1.12.10 tbar install 1b11 to 1A7	20 days	Thu 2/21/19	Wed 3/20/19						tbar install 1b11 to 1A7						
88	1.3.1.12.11 tbar install library	10 days	Thu 3/21/19	Wed 4/3/19						tbar install library						
89	1.3.1.13 Metal cladding installation	85 days	Fri 1/4/19	Fri 5/3/19						Metal cladding installation						
90	1.3.1.13.1 metal cladding to rink 2	30 days	Fri 2/22/19	Fri 4/5/19						metal cladding to rink 2						
91	1.3.1.13.1.1 metal cladding rink 2 exterior	15 days	Fri 2/22/19	Fri 3/15/19						metal cladding rink 2 exterior						
92	1.3.1.13.1.2 metal cladding above change rooms	15 days	Fri 3/15/19	Fri 4/5/19						metal cladding above change rooms						
93	1.3.1.13.2 corridor (Div 6)	30 days	Fri 1/4/19	Fri 2/15/19						corridor (Div 6)						
94	1.3.1.13.2.1 metal cladding to corridor exterior	20 days	Fri 1/18/19	Fri 2/15/19						metal cladding to corridor exterior						
95	1.3.1.13.2.2 metal cladding temporary	20 days	Fri 1/4/19	Fri 2/1/19						metal cladding temporary						
96	1.3.1.13.3 metal cladding rink 3	20 days	Fri 2/15/19	Fri 3/15/19						metal cladding rink 3						
97	1.3.1.13.3.1 metal cladding rink 3 exterior	20 days	Fri 2/15/19	Fri 3/15/19						metal cladding rink 3 exterior						
98	1.3.1.13.4 library	35 days	Fri 3/15/19	Fri 5/3/19						library						
99	1.3.1.13.4.1 metal cladding library	35 days	Fri 3/15/19	Fri 5/3/19						metal cladding library						
100	1.3.1.14 Refrigeration plant &rinks 2&3	111 days								Refrigeration Plant equipment install						
101	1.3.1.15 Refrigeration Plant equipment install	188.5 days	Mon 11/5/18	Wed 7/31/19						rink 2 place sand						
102	1.3.1.15.1 rink 2 place sand	10 days	Mon 11/5/18	Mon 11/19/18						rink 2 insulation install						
103	1.3.1.15.2 rink 2 insulation install	10 days	Tue 11/20/18	Mon 12/3/18						rink 2 refrigeration pipe install						
104	1.3.1.15.3 rink 2 refrigeration pipe install	2 wks	Tue 12/4/18	Mon 12/17/18						cast rink 2 slab						
105	1.3.1.15.4 cast rink 2 slab	1 day	Tue 12/18/18	Tue 12/18/18						water cure slab						
106	1.3.1.15.5 water cure slab	2 wks	Wed 12/19/18	Fri 1/4/19						paint rink 2 interior						
107	1.3.1.15.6 paint rink 2 interior	10 days	Mon 1/7/19	Fri 1/18/19						rink 3 complete perimeter slab						
108	1.3.1.15.7 rink 3 complete perimeter slab	5 days	Fri 12/28/18	Fri 1/4/19						rink 3 install structural slab						
109	1.3.1.15.8 rink 3 install structural slab	5 days	Fri 12/14/18	Fri 12/21/18						rink 3 place sand						
110	1.3.1.15.9 rink 3 place sand	5 days	Fri 2/1/19	Fri 2/8/19						rink 3 insulation install						
111	1.3.1.15.10 rink 3 insulation install	5 days	Fri 2/8/19	Fri 2/15/19						rink 3 refrigeration pipe install						
112	1.3.1.15.11 rink 3 refrigeration pipe install	2 wks	Fri 2/15/19	Fri 3/1/19						cast rink 3 slab						
113	1.3.1.15.12 cast rink 3 slab	1 day	Fri 3/1/19	Mon 3/4/19						water cure slab						
114	1.3.1.15.13 water cure slab	2 wks	Mon 3/4/19	Mon 3/18/19						paint rink 3						
115	1.3.1.15.14 paint rink 3	10 days	Mon 3/18/19	Mon 4/1/19						refrigeration plant commissioning and startup						
116	1.3.1.15.15 refrigeration plant commissioning and startup	27 days	Mon 6/24/19	Wed 7/31/19						Dasher Boards						
117	1.3.1.15.16 Dasher Boards	35 days	Mon 3/18/19	Mon 5/6/19						score clocks						
118	1.3.1.15.17 score clocks	10 days	Mon 4/1/19	Mon 4/15/19						Rink puck netting						
119	1.3.1.15.18 Rink puck netting	15 days	Mon 4/15/19	Mon 5/6/19						mech and elect finishes						
120	1.3.1.15.19 mech and elect finishes	60 days	Mon 1/21/19	Fri 4/12/19						Glazing						
121	1.3.1.16 Glazing	112.5 days	Thu 11/1/18	Fri 4/12/19						Rink 2 exterior glazing						
122	1.3.1.16.1 Rink 2 exterior glazing	30 days	Thu 11/1/18	Thu 12/13/18						Public corridor glazing						
123	1.3.1.16.2 Public corridor glazing	20 days	Wed 1/2/19	Tue 1/29/19						rink 3 exterior glazing						
124	1.3.1.16.3 rink 3 exterior glazing	3 wks	Wed 1/30/19	Tue 2/19/19						rink 2 interior glazing						
125	1.3.1.16.4 rink 2 interior glazing	2 wks	Fri 12/14/18	Tue 1/1/19						rink 3 interior glazing						
126	1.3.1.16.5 rink 3 interior glazing	3 wks	Wed 2/20/19	Tue 3/12/19						Library exterior glazing						
127	1.3.1.16.6 Library exterior glazing	4 wks	Fri 2/15/19	Fri 3/15/19						Library interior glazing						
128	1.3.1.16.7 Library interior glazing	4 wks	Fri 3/15/19	Fri 4/12/19						Interior and Exterior Block Walls &Masonry						
129	1.3.1.17 Interior and Exterior Block Walls &Masonry	133 days	Tue 8/7/18	Fri 2/15/19						hockey change rooms						
130	1.3.1.17.1 hockey change rooms	4 wks	Tue 8/7/18	Tue 9/4/18						rink 3 storage rooms						
131	1.3.1.17.2 rink 3 storage rooms	2 wks	Wed 9/5/18	Tue 9/18/18						elevator 2 machine room						
132	1.3.1.17.3 elevator 2 machine room	3 days	Wed 9/19/18	Fri 9/21/18						exterior masonry changerooms						
133	1.3.1.17.4 exterior masonry changerooms	10 days	Mon 1/7/19	Fri 1/18/19						exterior masonry rink 2						
134	1.3.1.17.5 exterior masonry rink 2	10 days	Mon 1/21/19	Fri 2/1/19						exterior masonry refrigeration						
135	1.3.1.17.6 exterior masonry refrigeration	10 days	Mon 2/4/19	Fri 2/15/19						Elevators						
136	1.3.1.18 Elevators	40 days	Fri 3/22/19	Fri 5/17/19						elevator 2						
137	1.3.1.18.1 elevator 2	4 wks	Fri 3/22/19	Fri 4/19/19												



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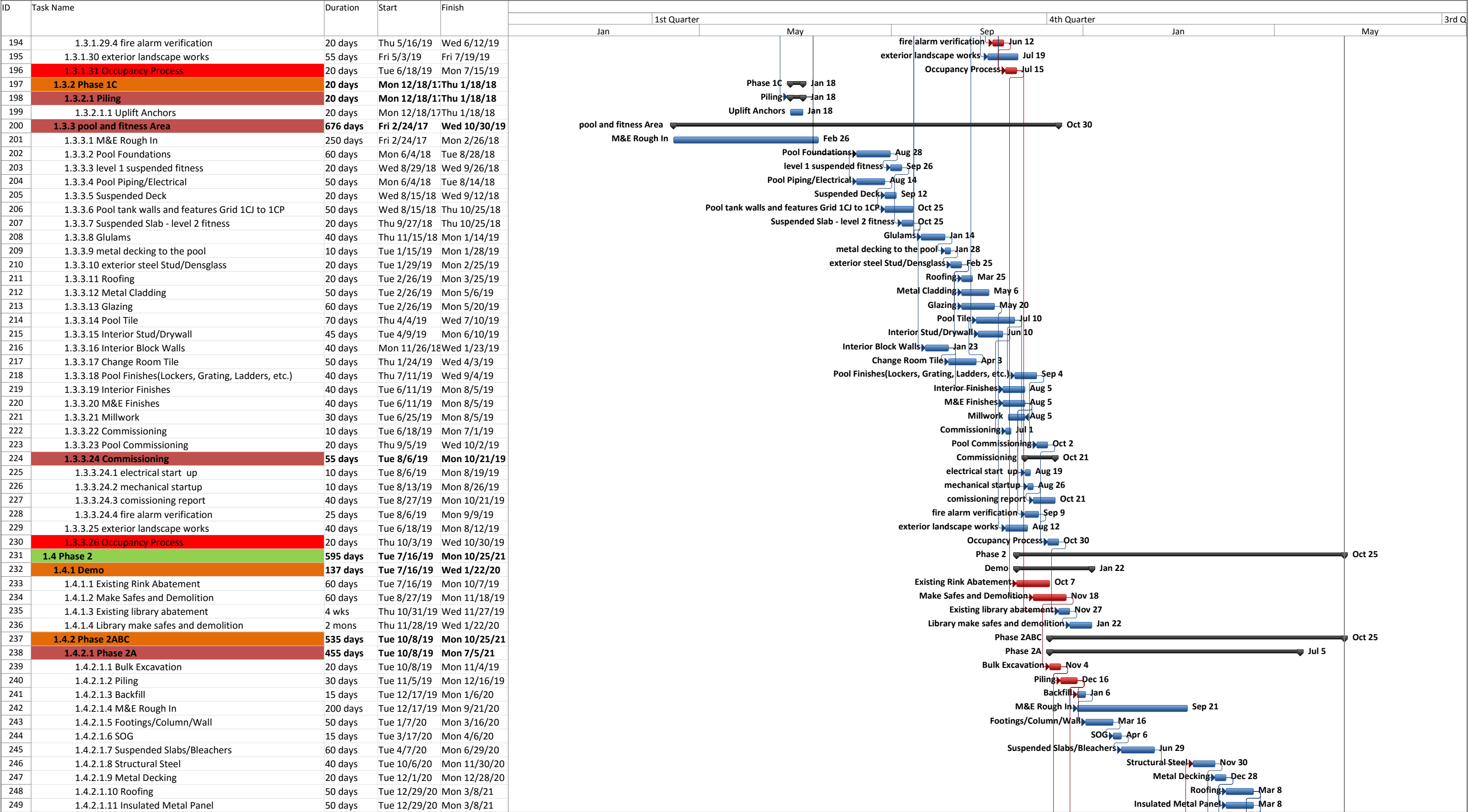
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ID	Task Name	Duration	Start	Finish												
					1st Quarter			4th Quarter			3rd Q					
					Jan		May		Sep		Jan		May			
138	1.3.1.18.2 elevator 1	4 wks	Fri 4/19/19	Fri 5/17/19					elevator 1	May 17						
139	1.3.1.19 Interior Finishes	144 days	Tue 12/18/18	Wed 7/10/19					Interior Finishes	Jul 10						
140	1.3.1.19.1 interior painting	100 days	Thu 1/10/19	Wed 5/29/19					interior painting	May 29						
141	1.3.1.19.2 roll up doors	2 wks	Wed 2/20/19	Tue 3/5/19					roll up doors	Mar 5						
142	1.3.1.19.3 rubber skate floor installation	6 wks	Thu 3/21/19	Wed 5/1/19					rubber skate floor installation	May 1						
143	1.3.1.19.4 polished concrete floors	6 wks	Thu 5/2/19	Wed 6/12/19					polished concrete floors	Jun 12						
144	1.3.1.19.5 sheet flooring installation	4 wks	Thu 5/2/19	Wed 5/29/19					sheet flooring installation	May 29						
145	1.3.1.19.6 ceramic tile	8 wks	Tue 12/18/18	Thu 2/14/19					ceramic tile	Feb 14						
146	1.3.1.19.7 pedimats	5 days	Thu 5/2/19	Wed 5/8/19					pedimats	May 8						
147	1.3.1.19.8 Millwork	30 days	Thu 5/30/19	Wed 7/10/19					Millwork	Jul 10						
148	1.3.1.19.9 sliding grills	1 wk	Thu 6/13/19	Wed 6/19/19					sliding grills	Jun 19						
149	1.3.1.19.10 doors and hardware installation	4 mons	Thu 1/10/19	Wed 5/1/19					doors and hardware installation	May 1						
150	1.3.1.20 Mechanical and electrical	265 days	Mon 6/4/18	Wed 6/19/19					Mechanical and electrical	Jun 19						
151	1.3.1.20.1 mechanical and electrical roughin	180 days	Mon 6/4/18	Wed 2/20/19					mechanical and electrical roughin	Feb 20						
152	1.3.1.20.2 fire sprinkler system install	115 days	Tue 9/4/18	Mon 2/18/19					fire sprinkler system install	Feb 18						
153	1.3.1.20.3 M&E Finishes	60 days	Thu 3/28/19	Wed 6/19/19					M&E Finishes	Jun 19						
154	1.3.1.20.4 Fire alarm installation	115 days	Mon 12/3/18	Wed 5/15/19					Fire alarm installation	May 15						
155	1.3.1.21 Div 9 admin and kitchen grid 1c6 to 1c13	183 days	Mon 6/4/18	Mon 2/25/19					Div 9 admin and kitchen grid 1c6 to 1c13	Feb 25						
156	1.3.1.21.1 Basement Foundations & slab on grade div 9	50 days	Mon 6/4/18	Tue 8/14/18					Basement Foundations & slab on grade div 9	Aug 14						
157	1.3.1.21.2 Suspended Slab - Level 1 kitchen	20 days	Wed 8/22/18	Wed 9/19/18					Suspended Slab - Level 1 kitchen	Sep 19						
158	1.3.1.21.3 suspended slab level 2 admin	10 days	Thu 9/27/18	Thu 10/11/18					suspended slab level 2 admin	Oct 11						
159	1.3.1.21.4 Structural Steel div 9 Grid 1C-8 to 1C-13	10 days	Wed 10/31/18	Wed 11/14/18					Structural Steel div 9 Grid 1C-8 to 1C-13	Nov 14						
160	1.3.1.21.5 Metal Decking div 9 Grid 1C-8 to 1C-13	5 days	Tue 11/13/18	Mon 11/19/18					Metal Decking div 9 Grid 1C-8 to 1C-13	Nov 19						
161	1.3.1.21.6 Structural steel div 9 Grid 1C-7 to 1C-8	5 days	Thu 12/13/18	Wed 12/19/18					Structural steel div 9 Grid 1C-7 to 1C-8	Dec 19						
162	1.3.1.21.7 Metal deck Div 9 Grid 1C-7 to 1C-8	5 days	Thu 12/20/18	Mon 12/31/18					Metal deck Div 9 Grid 1C-7 to 1C-8	Dec 31						
163	1.3.1.21.8 Exterior Steel Stud/Densglass	35 days	Tue 1/1/19	Mon 2/18/19					Exterior Steel Stud/Densglass	Feb 18						
164	1.3.1.21.9 Roofing	25 days	Tue 1/22/19	Mon 2/25/19					Roofing	Feb 25						
165	1.3.1.22 Div 9 - Metal cladding	10 days	Tue 2/19/19	Mon 3/4/19					Div 9 - Metal cladding	Mar 4						
166	1.3.1.22.1 metal cladding to Div 9	10 days	Tue 2/19/19	Mon 3/4/19					metal cladding to Div 9	Mar 4						
167	1.3.1.23 Div-9 Glazing	65 days	Tue 1/22/19	Mon 4/22/19					Div-9 Glazing	Apr 22						
168	1.3.1.23.1 exterior glazing	4 wks	Tue 1/22/19	Mon 2/18/19					exterior glazing	Feb 18						
169	1.3.1.23.2 interior glazing	2 wks	Tue 4/9/19	Mon 4/22/19					interior glazing	Apr 22						
170	1.3.1.24 interior block walls	20 days	Tue 11/20/18	Mon 12/17/18					interior block walls	Dec 17						
171	1.3.1.25 interior stud and drywall div 9	40 days	Tue 2/12/19	Mon 4/8/19					interior stud and drywall div 9	Apr 8						
172	1.3.1.26 Div 9 Commercial Kitchen	69 days	Tue 4/9/19	Fri 7/12/19					Div 9 Commercial Kitchen	Jul 12						
173	1.3.1.26.1 Ceramic tile	10 days	Tue 4/9/19	Mon 4/22/19					Ceramic tile	Apr 22						
174	1.3.1.26.2 FRP	4 days	Tue 4/23/19	Fri 4/26/19					FRP	Apr 26						
175	1.3.1.26.3 Kitchen Buildout	2 mons	Mon 4/29/19	Fri 6/21/19					Kitchen Buildout	Jun 21						
176	1.3.1.26.4 Commissioning	2 wks	Mon 6/24/19	Fri 7/5/19					Commissioning	Jul 5						
177	1.3.1.26.5 Fraser Health Inspections and Certification	1 wk	Mon 7/8/19	Fri 7/12/19					Fraser Health Inspections and Certification	Jul 12						
178	1.3.1.27 Div 9 Interior Finishes	134 days	Tue 12/18/18	Wed 6/26/19					Div 9 Interior Finishes	Jun 26						
179	1.3.1.27.1 sheet flooring installation	25 days	Tue 4/9/19	Mon 5/13/19					sheet flooring installation	May 13						
180	1.3.1.27.2 ceramic tile	20 days	Tue 12/18/18	Thu 1/17/19					ceramic tile	Jan 17						
181	1.3.1.27.3 carpet installation	15 days	Tue 5/14/19	Mon 6/3/19					carpet installation	Jun 3						
182	1.3.1.27.4 doors and hardware installation	15 days	Tue 4/9/19	Mon 4/29/19					doors and hardware installation	Apr 29						
183	1.3.1.27.5 interior painting	30 days	Tue 4/9/19	Mon 5/20/19					interior painting	May 20						
184	1.3.1.27.6 Millwork	15 days	Thu 6/6/19	Wed 6/26/19					Millwork	Jun 26						
185	1.3.1.28 Div 9 Mechanical and electrical	157 days	Tue 11/20/18	Mon 7/1/19					Div 9 Mechanical and electrical	Jul 1						
186	1.3.1.28.1 mechanical and electrical roughin	75 days	Tue 11/20/18	Thu 3/7/19					mechanical and electrical roughin	Mar 7						
187	1.3.1.28.2 fire sprinkler system install	20 days	Tue 3/26/19	Mon 4/22/19					fire sprinkler system install	Apr 22						
188	1.3.1.28.3 Fire alarm installation	90 days	Tue 2/26/19	Mon 7/1/19					Fire alarm installation	Jul 1						
189	1.3.1.28.4 M&E Finishes	30 days	Mon 4/22/19	Fri 5/31/19					M&E Finishes	May 31						
190	1.3.1.29 Commissioning	45 days	Thu 5/2/19	Wed 7/3/19					Commissioning	Jul 3						
191	1.3.1.29.1 electrical start up	10 days	Thu 5/2/19	Wed 5/15/19					electrical start up	May 15						
192	1.3.1.29.2 mechanical startup	10 days	Thu 5/9/19	Wed 5/22/19					mechanical startup	May 22						
193	1.3.1.29.3 comissioning report	30 days	Thu 5/23/19	Wed 7/3/19					comissioning report	Jul 3						



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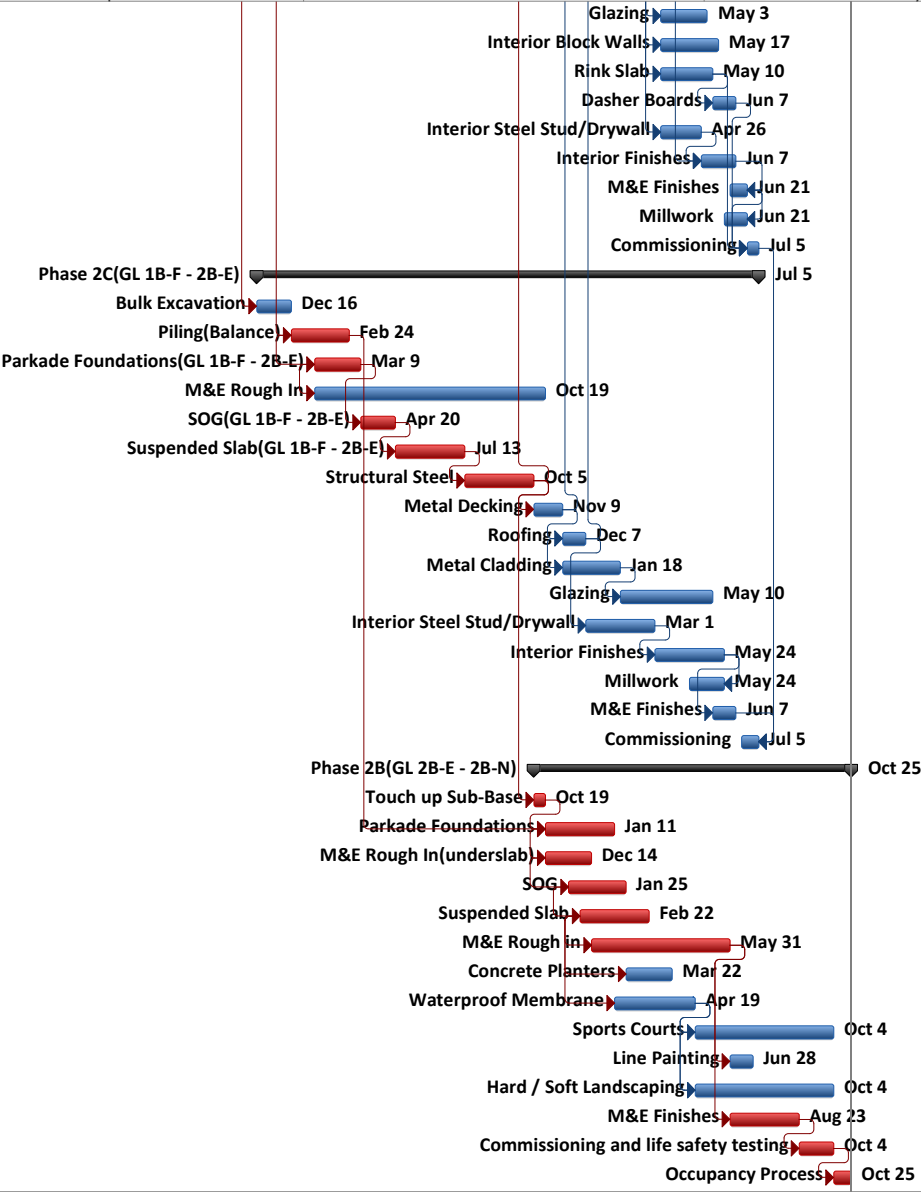




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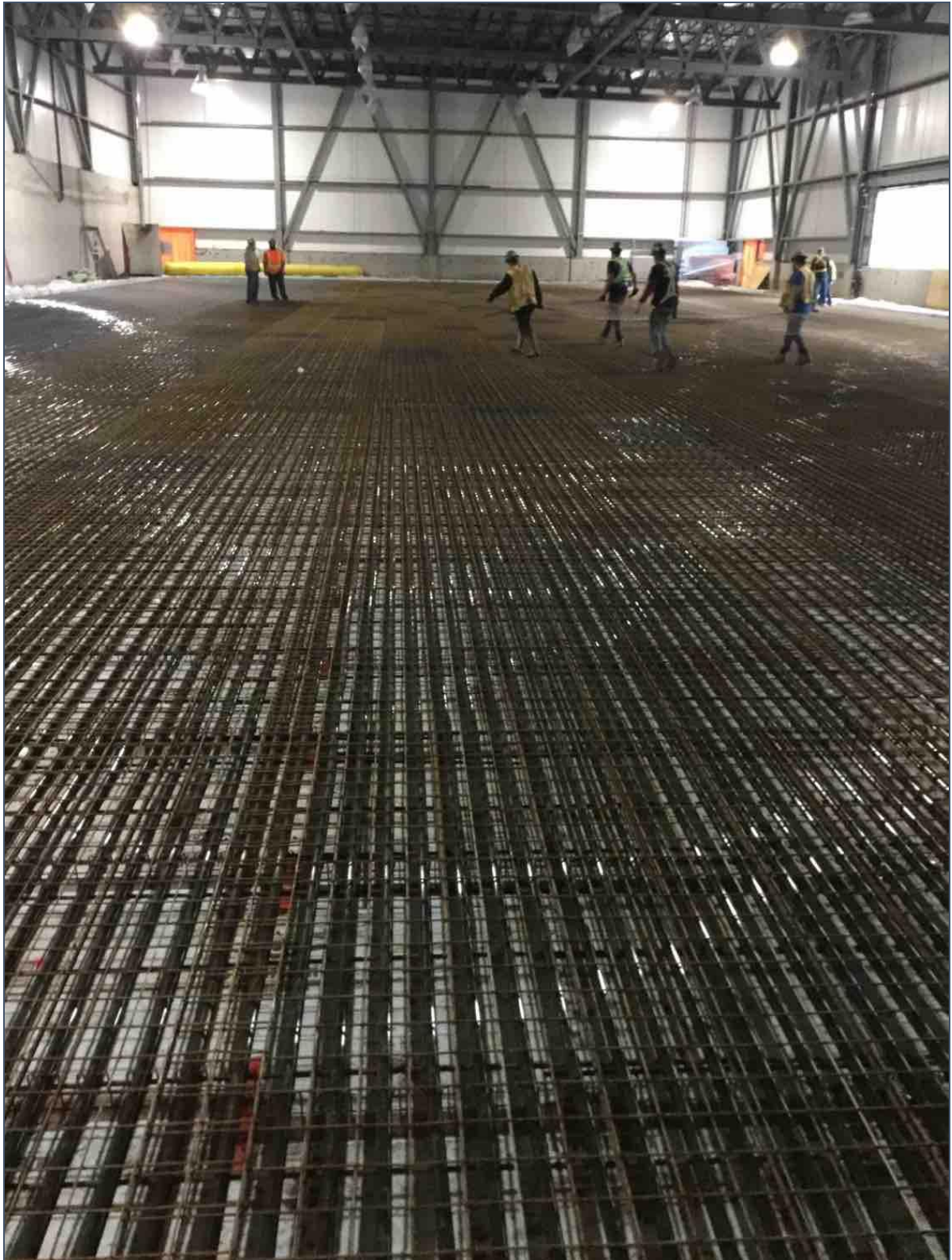
D	Task Name	Duration	Start	Finish												
					1st Quarter				4th Quarter							
					Jan		May		Sep		Jan		May		3rd Q	
250	1.4.2.1.12 Glazing	40 days	Tue 3/9/21	Mon 5/3/21	<div><div>Glazing</div><div>May 3</div></div>											
251	1.4.2.1.13 Interior Block Walls	50 days	Tue 3/9/21	Mon 5/17/21	<div><div>Interior Block Walls</div><div>May 17</div></div>											
252	1.4.2.1.14 Rink Slab	45 days	Tue 3/9/21	Mon 5/10/21	<div><div>Rink Slab</div><div>May 10</div></div>											
253	1.4.2.1.15 Dasher Boards	20 days	Tue 5/11/21	Mon 6/7/21	<div><div>Dasher Boards</div><div>Jun 7</div></div>											
254	1.4.2.1.16 Interior Steel Stud/Drywall	35 days	Tue 3/9/21	Mon 4/26/21	<div><div>Interior Steel Stud/Drywall</div><div>Apr 26</div></div>											
255	1.4.2.1.17 Interior Finishes	30 days	Tue 4/27/21	Mon 6/7/21	<div><div>Interior Finishes</div><div>Jun 7</div></div>											
256	1.4.2.1.18 M&E Finishes	15 days	Tue 6/1/21	Mon 6/21/21	<div><div>M&E Finishes</div><div>Jun 21</div></div>											
257	1.4.2.1.19 Millwork	20 days	Tue 5/25/21	Mon 6/21/21	<div><div>Millwork</div><div>Jun 21</div></div>											
258	1.4.2.1.20 Commissioning	10 days	Tue 6/22/21	Mon 7/5/21	<div><div>Commissioning</div><div>Jul 5</div></div>											
259	1.4.2.2 Phase 2C(GL 1B-F - 2B-E)	435 days	Tue 11/5/19	Mon 7/5/21	<div><div>Phase 2C(GL 1B-F - 2B-E)</div><div>Jul 5</div></div>											
260	1.4.2.2.1 Bulk Excavation	30 days	Tue 11/5/19	Mon 12/16/19	<div><div>Bulk Excavation</div><div>Dec 16</div></div>											
261	1.4.2.2.2 Piling(Balance)	50 days	Tue 12/17/19	Mon 2/24/20	<div><div>Piling(Balance)</div><div>Feb 24</div></div>											
262	1.4.2.2.3 Parkade Foundations(GL 1B-F - 2B-E)	40 days	Tue 1/14/20	Mon 3/9/20	<div><div>Parkade Foundations(GL 1B-F - 2B-E)</div><div>Mar 9</div></div>											
263	1.4.2.2.4 M&E Rough In	200 days	Tue 1/14/20	Mon 10/19/20	<div><div>M&E Rough In</div><div>Oct 19</div></div>											
264	1.4.2.2.5 SOG(GL 1B-F - 2B-E)	30 days	Tue 3/10/20	Mon 4/20/20	<div><div>SOG(GL 1B-F - 2B-E)</div><div>Apr 20</div></div>											
265	1.4.2.2.6 Suspended Slab(GL 1B-F - 2B-E)	60 days	Tue 4/21/20	Mon 7/13/20	<div><div>Suspended Slab(GL 1B-F - 2B-E)</div><div>Jul 13</div></div>											
266	1.4.2.2.7 Structural Steel	60 days	Tue 7/14/20	Mon 10/5/20	<div><div>Structural Steel</div><div>Oct 5</div></div>											
267	1.4.2.2.8 Metal Decking	25 days	Tue 10/6/20	Mon 11/9/20	<div><div>Metal Decking</div><div>Nov 9</div></div>											
268	1.4.2.2.9 Roofing	20 days	Tue 11/10/20	Mon 12/7/20	<div><div>Roofing</div><div>Dec 7</div></div>											
269	1.4.2.2.10 Metal Cladding	50 days	Tue 11/10/20	Mon 1/18/21	<div><div>Metal Cladding</div><div>Jan 18</div></div>											
270	1.4.2.2.11 Glazing	80 days	Tue 1/19/21	Mon 5/10/21	<div><div>Glazing</div><div>May 10</div></div>											
271	1.4.2.2.12 Interior Steel Stud/Drywall	60 days	Tue 12/8/20	Mon 3/1/21	<div><div>Interior Steel Stud/Drywall</div><div>Mar 1</div></div>											
272	1.4.2.2.13 Interior Finishes	60 days	Tue 3/2/21	Mon 5/24/21	<div><div>Interior Finishes</div><div>May 24</div></div>											
273	1.4.2.2.14 Millwork	30 days	Tue 4/13/21	Mon 5/24/21	<div><div>Millwork</div><div>May 24</div></div>											
274	1.4.2.2.15 M&E Finishes	20 days	Tue 5/11/21	Mon 6/7/21	<div><div>M&E Finishes</div><div>Jun 7</div></div>											
275	1.4.2.2.16 Commissioning	15 days	Tue 6/15/21	Mon 7/5/21	<div><div>Commissioning</div><div>Jul 5</div></div>											
276	1.4.2.3 Phase 2B(GL 2B-E - 2B-N)	275 days	Tue 10/6/20	Mon 10/25/21	<div><div>Phase 2B(GL 2B-E - 2B-N)</div><div>Oct 25</div></div>											
277	1.4.2.3.1 Touch up Sub-Base	10 days	Tue 10/6/20	Mon 10/19/20	<div><div>Touch up Sub-Base</div><div>Oct 19</div></div>											
278	1.4.2.3.2 Parkade Foundations	60 days	Tue 10/20/20	Mon 1/11/21	<div><div>Parkade Foundations</div><div>Jan 11</div></div>											
279	1.4.2.3.3 M&E Rough In(underslab)	40 days	Tue 10/20/20	Mon 12/14/20	<div><div>M&E Rough In(underslab)</div><div>Dec 14</div></div>											
280	1.4.2.3.4 SOG	50 days	Tue 11/17/20	Mon 1/25/21	<div><div>SOG</div><div>Jan 25</div></div>											
281	1.4.2.3.5 Suspended Slab	60 days	Tue 12/1/20	Mon 2/22/21	<div><div>Suspended Slab</div><div>Feb 22</div></div>											
282	1.4.2.3.6 M&E Rough in	120 days	Tue 12/15/20	Mon 5/31/21	<div><div>M&E Rough in</div><div>May 31</div></div>											
283	1.4.2.3.7 Concrete Planters	40 days	Tue 1/26/21	Mon 3/22/21	<div><div>Concrete Planters</div><div>Mar 22</div></div>											
284	1.4.2.3.8 Waterproof Membrane	70 days	Tue 1/12/21	Mon 4/19/21	<div><div>Waterproof Membrane</div><div>Apr 19</div></div>											
285	1.4.2.3.9 Sports Courts	120 days	Tue 4/20/21	Mon 10/4/21	<div><div>Sports Courts</div><div>Oct 4</div></div>											
286	1.4.2.3.10 Line Painting	20 days	Tue 6/1/21	Mon 6/28/21	<div><div>Line Painting</div><div>Jun 28</div></div>											
287	1.4.2.3.11 Hard / Soft Landscaping	120 days	Tue 4/20/21	Mon 10/4/21	<div><div>Hard / Soft Landscaping</div><div>Oct 4</div></div>											
288	1.4.2.3.12 M&E Finishes	60 days	Tue 6/1/21	Mon 8/23/21	<div><div>M&E Finishes</div><div>Aug 23</div></div>											
289	1.4.2.3.13 Commissioning and life safety testing	30 days	Tue 8/24/21	Mon 10/4/21	<div><div>Commissioning and life safety testing</div><div>Oct 4</div></div>											
290	1.4.2.3.14 Occupancy Process	15 days	Tue 10/5/21	Mon 10/25/21	<div><div>Occupancy Process</div><div>Oct 25</div></div>											





APPENDIX 2

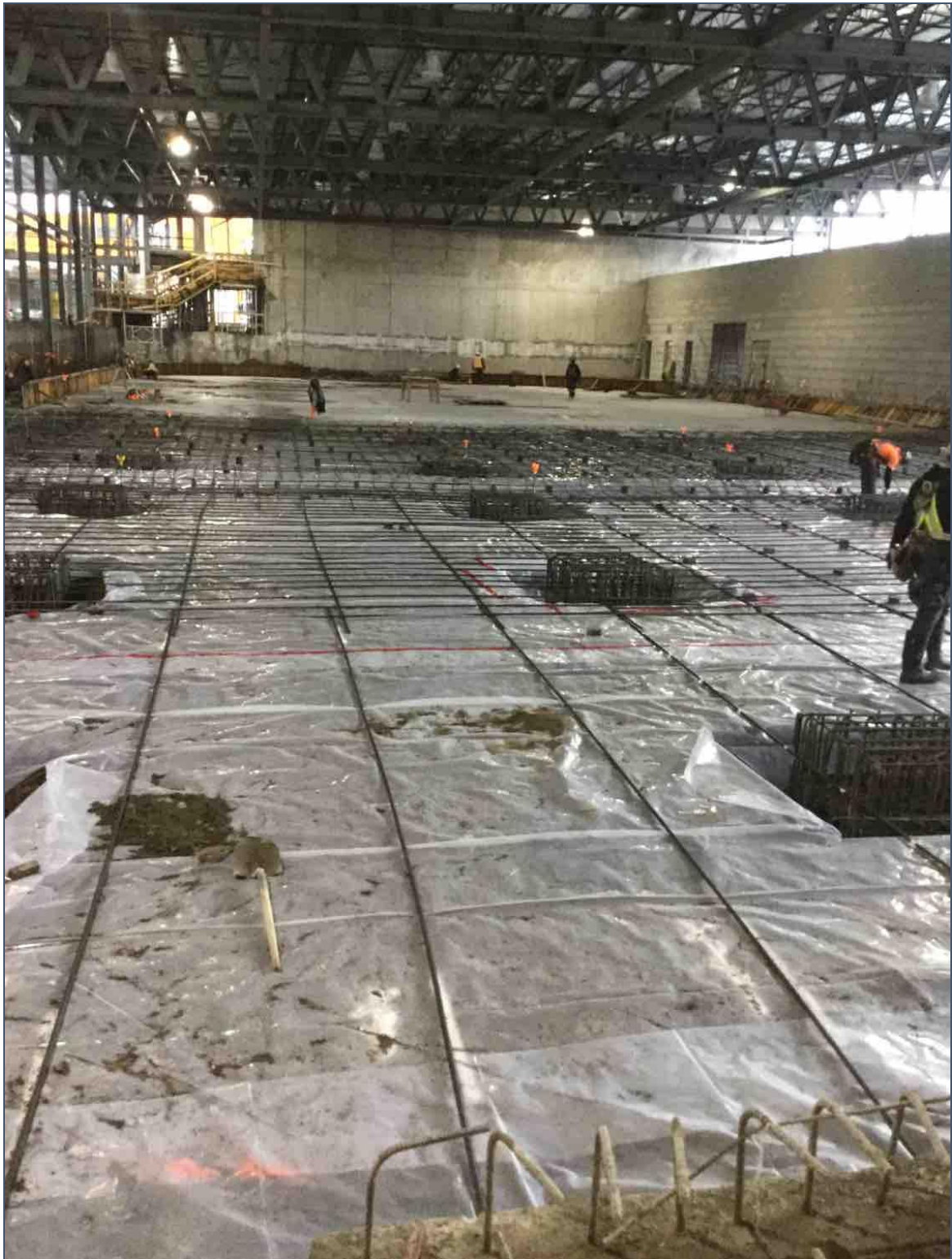
Progress Photographs – December 2018



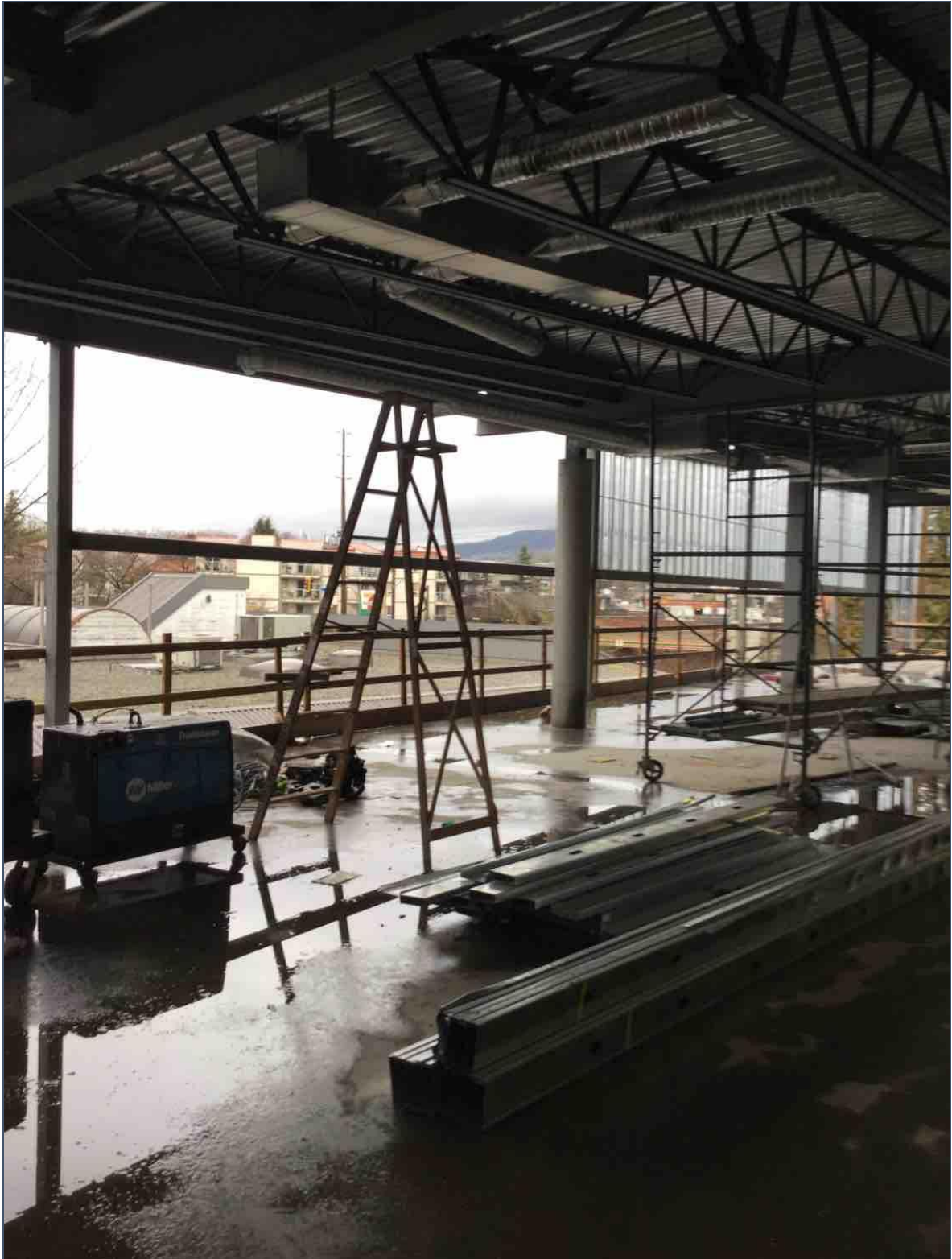
Phase 1A - Rink slab preparation



Phase 1A - Glazing install



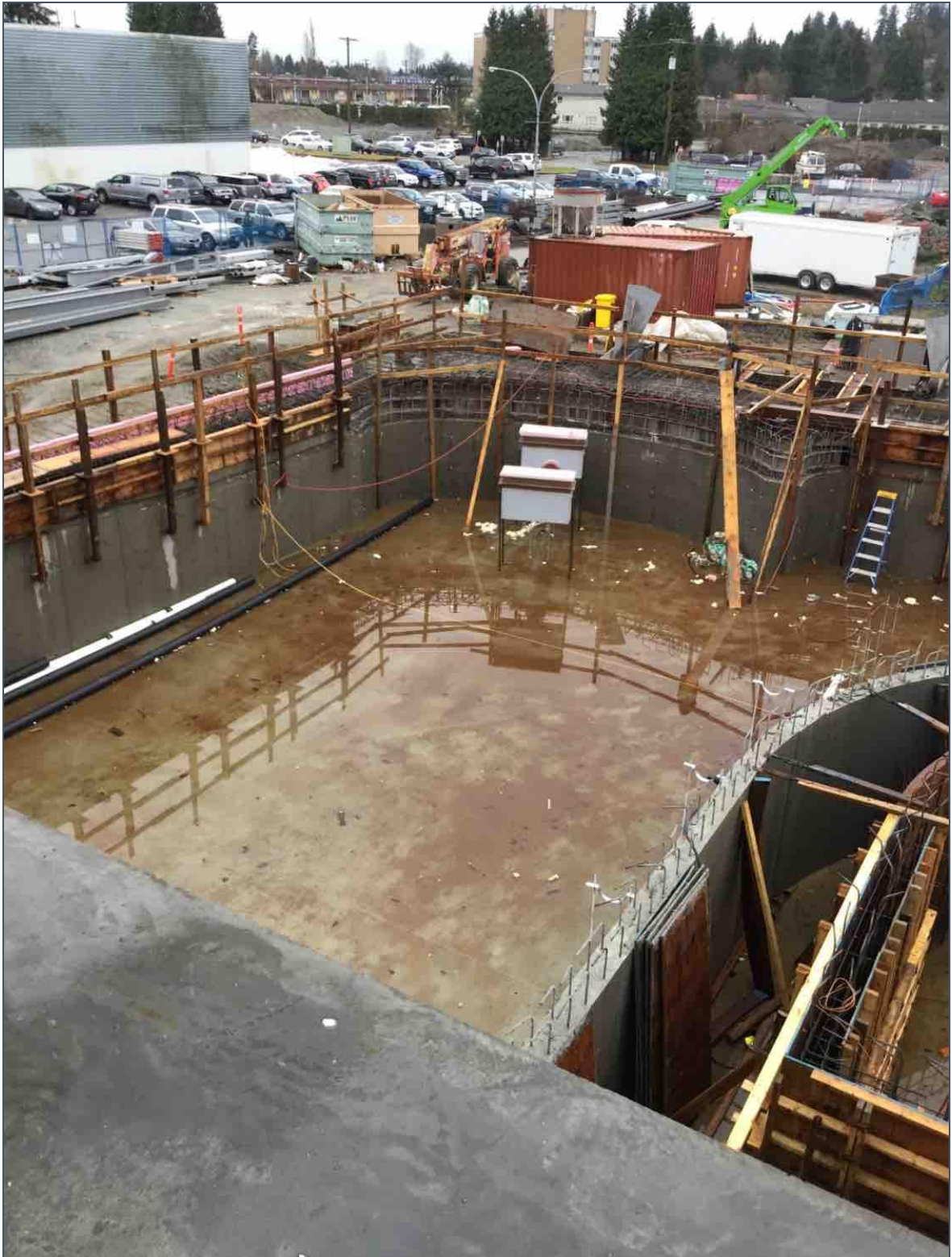
Phase1B – Slab on grade



Phase 1B – Library: 2nd Floor



Phase 1C – Glulam installation



Phase 1C – Leisure pool walls progressing

APPENDIX 3

Site Inspection Reports: December 2018

Field Review Report



Project: City of Port Coquitlam Community Recreation Complex

Reporting Date: 2018-03-12

Prepared By: Alun Lewis

Weather: Sunny: x
Cloudy: x

Rain:
Snow:

Wind:
Other:

Temperature: High of: 8
Low of: 0

Tango's Staff: (# on site)		Trade's Manpower: (# on site)	
Superintendents	1	Demolition	Waterproofing
Engineers		Site Work	2 Insulation
Office Staff		Landscaping	Spray Insul/Fire Proof
CSO / First Aid		Paving	Caulking/Firestopping
Carpenters		Concrete Formwork	31 Roofing
Labourers		Rink prep / conc	5 Doors & Hardware
Operators		Reinforcing Steel	Windows/Glazing
		Structural Steel	9 Exterior Cladding
		Metal Decking	5 SS/Drywall
		Masonry	6 Drywall Taper
		Rough Carpentry	Resilient Tile
		Finish Carpentry	Ceramic Tile
		Millwork	Elevator
			Tango's Subtotal
			Trade's Subtotal
			105
			SITE TOTAL

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against newly updated Nov 19th schedule
Item 48 - Phase 1B N foundation wall to complete (access point), pile cap excavation commenced (completion April 17 '18)
Item 49 - Slab aprons to complete to NE of phase 1B (sched completion April 17 '18)
Item 56 - Div 6 corridor steelwork (complete Sept 7). Still have steelwork for window openings at corridor / rink roof transition
Item 60 - SW corner to be completed (sched completion Oct 05 '18)
Item 61 - E elevation cladding panels to complete (completion Sept 25 '18). Steel installed yesterday & caldding recommenced today
Item 66 - Section along E elevation to complete (see item 61) (Oct 12 sched Sept 19 '18 - Oct 31 '18, Nov 19 sched complete Nov 20)
Item 68 - Roofing to div 6 (public corridor) not commenced (sched Oct 12th, Nov 01 - Nov 22, now Nov 20 - Dec 11)
Item 72 - Densglas to be completed to W elevation of concessions (schedule completion shwon as Aug 28 '18)
Item 74 - Steelstud progressing to public corridor (schedule Oct 12th as Oct 15th - 29th, moved from Sept sched of Sept 21 - Oct 05, now moved to complete Nov 13).
Item 75 - Steelstud to interior public corridor to be commenced (sched Oct 12th start Oct 29, now Nov 13 - Dec 4)
Item 76 - Steelstud to div 7 & 8 fascia (sched Nov 20 - Dec 4). Not commenced
Item 80 - Steelstud not commenced to elevator lobby (sched Aug 13 - 17).
Items 82 & 83 - Steelstud to appear nearing completion & ahead of schedule
Item 84 - Main level of library ceiling framing not commenced (Oct 12 sched Nov 13 - Nov 20, now Feb 8 - Feb 13)
Item 90-92 - Metal cladding rink 2 not commenced (Oct 12 sched Oct 05 - Dec 27, now Nov 5 - Dec 27)
Item 93-95 - Metal cladding to corridor (div 6), not commenced (Oct 12 sched Oct 29 - Dec 18, now Dec 13 - Jan 04)
Item 103 - Insulation nearing completion (Oct 12 sched Oct 29 - Nov 09, now Nov 15 - Nov 29)
Item 104 - Refrigeration pipe install not commenced (Oct 12th sched Nov 13 - Nov 26, now Nov 29 - Dec 13)
Item 122 - Phase 1A exterior frames commenced (Oct 12th sched Oct 25 - Nov 22, now Nov 1 - Nov 29)
Item 133 - Exterior masonry to refrigeration not commenced (Oct 12th sched Oct 17 - Oct 30, now Dec 19 - Jan 4)
Item 134 - Exterior masonry to Phase 1A rink not commenced (Oct 12th sched Oct 31 - Nov 14, now Jan 7 - Jan 18)
Item 140 - Interior painting (Nov 20 - Apr 12). No walls complete and ready for boarding, building not enclosed and no heat
Item 145 - Cermaic tile not commenced (schedule Sept 05 '18 - Oct 31 '18)
Item 152 - Sprinkler system install appears behind schedule although has picked up
Item 154 - FA installation appears behind schedule
Item 156 - Div 9 basement foundations & SOG not complete, being used as access for erection (sched completion Aug 14 '18)
Item 157 - Suspended slab (div 9) main floor to be completed (see item 156) (sched Aug 22 '18 - Sept 19 '18)
Item 158 - Suspended slab (div 9) 2nd floor to be completed (see items 156 & 157) (sched Sept 27 '18 - Oct 11 '18)
Item 163 - Exterior steelstud & densglass not commenced (sched Nov 20 - Jan 10 '19)
Item 204 - Pool piping minimal (schedule completion shown as Aug 14). Only sleeves through walls placed to date. Piping has arrived & is stored in parkade
Item 205 - Main pool suspended deck not commenced (schedule start shwon Aug 15 '18 & completion Sept 12 '18). Pool perimeter deck commenced
Item 206 - Pool walls progressing but behind schedule (schedule completion shown as Oct 25 '18)
Item 208 - Glulams (Nov 15 - Jan 14). No glulam install today, as no glulams available for install, due to delivery / scheduling
Item 216 - Interior CMU to pool & fitness not commenced (sched Nov 26 - Jan 23)

QAQC		
As previously noted, plus as noted below and discussed with Ventana		
Knife plate / embed connection along N elevation of Phase 1C has been corrected		
Significant water damage along W elevation of Phase 1A rink has saturated and damaged the finished graded sand elevation		
GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)		
		Comments
Site work	2	Phase 1A - Grading rink around pile cap excavation
Formwork	31	Phase 1B - Formwork to stiar 3 stringers
		Phase 1C - Concrete repairs to shear walls (main - 2nd floor - see photos & previous QA comments). Strip formwork to pool walls
Rink prep	5	Phase 1A - Place vapour barrier and insulation to sides and base of rink slab
Structural Steel	9	Phase 1B - Welding roof joists above rink / along public corridor. Cut off parapet steel to W elevation of library to new profile (tapers out to N end, rather than same height parapet full length)
		Phase 1C - Nailing of splice palte to glulam beams
		General - Re arranging steelwork that is still to be erected in div 6 and div 9
Masonry	6	Phase 1C - Masonry to café walls on main floor
Roofing	5	Phase 1B - Dry off roof above rink & place peal & stick
Glazing	3	Phase 1A - Prep & caulk frames to S elevation of concessions. Place peal & stick to sill along E elevation of rink
Steelstud	5	Phase 1B - Steelstud to exterior wall of public corridor
Plumbing	14	Phase 1B - Copper water lines to change rooms. Connections to showers
		Phase 1C - Rough in to CMU walls. Re arrange pool piping from parade to boiler room
Mechanical	4	Phase 1A - Place hoods on roof curbs above M&E rooms & public viewing and concessions
Refrigeration	2	Phase 1A - Welding pipework in refrigeration room
Srpinklers	5	Phase 1A - Main and branches to public viewing area
		Phase 1B - Branches to changerooms
Electrical	13	Phase 1A - Energizze lights to changerooms
		Phase 1B - Rough in to library walls. Lights being energized to elec room under main entrance
		Energize lights to changerooms
		Phase 1C - Rough in to CMU walls
Controls	1	Phase 1A - Controls programming in electrical room
		Structural this week
		Phase 1B - Cutting library parapet to new elevataion profile. Welding joists
		Phase 1C - 6 glulam columns, 1 glulam beam, 9 steel roof beams (between glulams) & 2 diagonal steel braces GL 1C-2 - 1C-3 / 1C-A, nailing splice plates of glulams and bolting glulams

Field Review Report



Project: City of Port Coquitlam Community Recreation Complex

Reporting Date: 2018-10-12

Prepared By: Alun Lewis

Weather: Sunny: x Rain: Wind: **Temperature:** High of: 8
 Cloudy: x Snow: Other: Low of: 4

Tango's Staff: (# on site)		Trade's Manpower: (# on site)	
Superintendents	1	Demolition	
Engineers		Site Work	3
Office Staff		Landscaping	
CSO / First Aid		Paving	
Carpenters		Concrete Formwork	25
Labourers		Rink prep / conc	
Operators		Reinforcing Steel	6
		Structural Steel	11
		Metal Decking	
		Masonry	6
		Rough Carpentry	
		Finish Carpentry	
		Millwork	
		Waterproofing	
		Insulation	
		Spray Insul/Fire Proof	
		Caulking/Firestopping	
		Roofing	5
		Doors & Hardware	4
		Windows/Glazing	
		Exterior Cladding	
		SS/Drywall	5
		Drywall Taper	
		Resilient Tile	
		Ceramic Tile	
		Elevator	
		Painting	
		Misc. Specialties	
		Cleaners	
		Plumbing	15
		Mechanical	2
		Refrigeration	4
		Sprinklers	3
		Electrical	15
		Controls	
		Pool Piping	
		Tango's Subtotal	
		Trade's Subtotal	104
		SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against newly updated Nov 19th schedule
Item 48 - Phase 1B N foundation wall to complete (access point), pile cap excavation commenced (completion April 17 '18)
Item 49 - Slab aprons to complete to NE & E of phase 1B (sched completion April 17 '18). Rink primary SOG rebar commenced
Item 56 - Div 6 corridor steelwork (complete Sept 7). Still have steelwork for window openings at corridor / rink roof transition
Item 60 - IMP to concessions - SW corner to be completed (sched completion Oct 05 '18)
Item 68 - Roofing to div 6 (public corridor) not commenced (sched Oct 12th, Nov 01 - Nov 22, now Nov 20 - Dec 11)
Item 72 - Densglas to be completed to W elevation of concessions (schedule completion shown as Aug 28 '18)
Item 74 - Steelstud progressing to public corridor (schedule Oct 12th as Oct 15th - 29th, moved from Sept sched of Sept 21 - Oct 05, now moved to complete Nov 13). Densglass commenced
Item 75 - Steelstud to interior public corridor to be commenced (sched Oct 12th start Oct 29, now Nov 13 - Dec 4)
Item 80 - Steelstud not commenced to elevator lobby (sched Aug 13 - 17).
Item 81 - Level 2 ceilings, not commenced (sched Dec 04 - Dec 18)
Items 82 & 83 - Steelstud to appear nearing completion & ahead of schedule
Item 84 - Main level of library ceiling framing not commenced (Oct 12 sched Nov 13 - Nov 20, now Feb 8 - Feb 13)
Item 90-92 - Metal cladding rink 2 not commenced (Oct 12 sched Oct 05 - Dec 27, now Nov 5 - Dec 27)
Item 93-95 - Metal cladding to corridor (div 6), not commenced (Oct 12 sched Oct 29 - Dec 18, now Dec 13 - Jan 04)
Item 104 - Refrigeration pipe install commenced (Oct 12th sched Nov 13 - Nov 26, now Nov 29 - Dec 13)
Item 122 - Phase 1A exterior frames commenced (Oct 12th sched Oct 25 - Nov 22, now Nov 1 - Nov 29). Glass installed to concessions
Item 125 - Phase 1A interior glazing (sched Nov 30 - Dec 13). Frames installed
Item 133 - Exterior masonry to refrigeration not commenced (Oct 12th sched Oct 17 - Oct 30, now Dec 19 - Jan 4)
Item 134 - Exterior masonry to Phase 1A rink not commenced (Oct 12th sched Oct 31 - Nov 14, now Jan 7 - Jan 18)
Item 140 - Interior painting (Nov 20 - Apr 12). No walls complete and ready for boarding, building not enclosed and no heat
Item 145 - Ceramic tile not commenced (schedule Sept 05 '18 - Oct 31 '18)
Item 152 - Sprinkler system install appears behind schedule although has picked up
Item 154 - FA installation appears behind schedule
Item 156 - Div 9 basement foundations & SOG not complete, being used as access for erection (sched completion Aug 14 '18)
Item 157 - Suspended slab (div 9) main floor to be commenced (see item 156) (sched Aug 22 '18 - Sept 19 '18)
Item 158 - Suspended slab (div 9) 2nd floor to be commenced (see items 156 & 157) (sched Sept 27 '18 - Oct 11 '18)
Item 161 - Structural steel (div 9) to be commenced (see items 156, 157 & 158) (sched Dec 06 - Dec 12)
Item 163 - Exterior steelstud & densglass not commenced (sched Nov 20 - Jan 10 '19)
Item 204 - Pool piping minimal (schedule completion shown as Aug 14). Drain body install commenced
Item 205 - Main pool suspended deck not commenced (schedule start shown Aug 15 '18 & completion Sept 12 '18). Pool perimeter deck commenced
Item 206 - Pool walls progressing but behind schedule (schedule completion shown as Oct 25 '18)
Item 208 - Glulams (Nov 15 - Jan 14). Install not progressing to meet schedule completion date
Item 216 - Interior CMU to pool & fitness layout commenced today (sched Nov 26 - Jan 23)

QAQC		
As previously noted and discussed with Ventana		
GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)		
		Comments
Site work	3	Phase 1A - Excavate and place electrical ducting along Wilson Ave to electrical room
Formwork	25	Phase 1B - Re& re of ramp wall
		Phase 1C - Strip forms to boiler room & pool equipment room. Re&re of concrete shear walls to main floor. Pool deck susepnded slab falsework and forms for deck & gutter drainage
Rebar	6	Phase 1B - Pile cap cages & rink primary SOG
Structural Steel	11	Phase 1C - Erect 2 glulam beams and structural steel roof beams. Prep glulams for next delivery. Second crane was for glulam erection along E elevation but delivery has not shown
Masonry	6	Phase 1C - CMU walls to games room / café, offices (adj lounge) & commence layout to staff changerooms
Roofing	5	Phase 1A - Welding of top membrane. Install patch repairs
		Phase 1B - Patching to parpaet peal & stick above rink
Glazing	4	Phase 1A - Install glass to S elevation of concessions
Steelstuf	5	Phase 1A - Steelstud above concessions steelwork
		Phase 1B - Steelstud to changeroom & washroom ceilings. Boarding to shower ceilings
Plumbing	15	Phase 1A & 1B - Pressure test all pipwork
		Phase 1C - Commence drain body & pipe install
Mechanical	2	Phase 1B - HVAC ducting to changerooms and corridor
		Phase 1C - HVAC to lounge / games room
Refrigeration	4	Phase 1A - Commence refrigeration pipe istall to rink slab
Sprinklers	3	Phase 1A - Sprinkler install to concessions area
Electrical	15	Phase 1B - Install conduits and pull wiring and cables
		Structural this week
		Phase 1C - 6 glulam columns, 4 glulam beams, 19 steel beams, associated plates, saddles and bolts. Weld knife plates to embeds to S elevation

Field Review Report



Project: City of Port Coquitlam Community Recreation Complex

Reporting Date: 2018-10-12

Prepared By: Alun Lewis

Weather: Sunny: _____ Rain: x Wind: _____ Temperature: High of: 10
Cloudy: x Snow: _____ Other: _____ Low of: 8

Tango's Staff: (# on site)		Trade's Manpower: (# on site)	
Superintendents	1	Demolition	2
Engineers		Waterproofing	
Office Staff		Painting	
CSO / First Aid		Site Work	2
Carpenters		Landscaping	
Labourers		Spray Insul/Fire Proof	
Operators		Caulking/Firestopping	
		Paving	16
		Concrete Formwork	25
		Roofing	6
		Doors & Hardware	
		Windows/Glazing	
		Reinforcing Steel	8
		Structural Steel	9
		Exterior Cladding	
		Metal Decking	7
		SS/Drywall	
		Masonry	5
		Drywall Taper	
		Rough Carpentry	
		Resilient Tile	
		Finish Carpentry	3
		Ceramic Tile	
		Millwork	
		Elevator	
		Tango's Subtotal	
		Trade's Subtotal	118
		SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against newly updated Nov 19th schedule

Item 48 - Phase 1B N foundation wall to complete (access point), pile caps to be poured (in conjunction with sub slab SOG - item 49)

Item 49 - Slab aprons to complete to phase 1B (sched completion April 17 '18). Rink sub SOG poured 1/2 way. Completion - Dec 20

Item 56 - Div 6 corridor steelwork (complete Sept 7). Window opening steelwork being installed

Item 60 - IMP to concessions - SW corner to be completed (sched completion Oct 05 '18)

Item 68 - Roofing to div 6 (public corridor) peel & stick commenced (sched Oct 12th, Nov 01 - Nov 22, now Nov 20 - Dec 11)

Item 74 - Steelstud completed to public corridor (schedule Oct 12th as Oct 15th - 29th, moved from Sept sched of Sept 21 - Oct 05, now moved to complete Nov 13). Densglass nearing completion

Item 75 - Steelstud to interior public corridor to be commenced (sched Oct 12th start Oct 29, now Nov 13 - Dec 4)

Item 80 - Steelstud not commenced to elevator lobby (sched Aug 13 - 17).

Item 81 - Level 2 ceilings, not commenced (sched Dec 04 - Dec 18)

Items 82 & 83 - Steelstud to appear nearing completion & ahead of schedule

Item 84 - Main level of library ceiling framing not commenced (Oct 12 sched Nov 13 - Nov 20, now Feb 8 - Feb 13)

Item 90-92 - Metal cladding rink 2 not commenced (Oct 12 sched Oct 05 - Dec 27, now Nov 5 - Dec 27)

Item 93-95 - Metal cladding to corridor (div 6), not commenced (Oct 12 sched Oct 29 - Dec 18, now Dec 13 - Jan 04)

Item 104 - Mesh being placed above refrigeration lines (Nov 29 - Dec 13) but behind schedule approx 1 week

Item 105 - Cast rink slab (Dec 13). As above, mesh being placed, concrete scheduled for Dec 20 @ 8am start

Item 106 - Water cure slab (Dec 14 - Jan 2). As above, works ahead approx 1 week delay

Item 108 - Complete perimeter slab (Dec 4 - Dec 11) - Perimeter apron slab has to be completed after the sub SOG (item 109)

Item 109 - Install sub SOG (Dec 11 - Dec 18). Half of slab cast to date. Remainder scheduled for Dec 20, which will release the perimeter slab (line item above)

Item 110 - Place sand (Dec 18 - Dec 28), not commenced. See line items 108 & 109 above

Item 123 - Public corridor glazing (Dec 14 - Jan 15), not commenced

Item 125 - Phase 1A interior glazing (sched Nov 30 - Dec 13). Glazing commenced, to concessions but not to public viewing

Item 133 - Exterior masonry to refrigeration not commenced (Oct 12th sched Oct 17 - Oct 30, now Dec 19 - Jan 4)

Item 134 - Exterior masonry to Phase 1A rink not commenced (Oct 12th sched Oct 31 - Nov 14, now Jan 7 - Jan 18)

Item 140 - Interior painting (Nov 20 - Apr 12). No walls complete and ready for boarding, building not enclosed and no heat

Item 145 - Ceramic tile prep works commenced (schedule Sept 05 '18 - Oct 31 '18)

Item 152 - Sprinkler system install appears behind schedule although has picked up

Item 154 - FA installation appears behind schedule

Item 156 - Div 9 basement foundations & SOG not complete, being used as access for erection (sched completion Aug 14 '18). Pile cap excavation to this area, recommenced today (Dec 18)

Item 157 - Suspended slab (div 9) main floor to be commenced (see item 156) (sched Aug 22 '18 - Sept 19 '18)

Item 158 - Suspended slab (div 9) 2nd floor to be commenced (see items 156 & 157) (sched Sept 27 '18 - Oct 11 '18)

Item 161 - Structural steel (div 9) to be commenced (see items 156, 157 & 158) (sched Dec 06 - Dec 12)

Item 162 - Metal deck (div 9) to be commenced (see items 156, 157, 158 & 161) (sched Dec 6 - Dec 12)

Item 163 - Exterior steelstud & densglass not commenced (sched Nov 20 - Jan 10 '19)		
Item 164 - Roofing (sched Dec 11 - Jan 17), not commenced		
Item 180 - Ceramic tile (Dec 18 - Jan 17), not commenced and no where ready to commence for some considerable time		
Item 204 - Pool piping progressing (schedule completion shown as Aug 14). Drain bodies to leisure & lap pool installed. Some supply piping installed		
Item 205 - Main pool suspended deck not commenced (schedule start shown Aug 15 '18 & completion Sept 12 '18). Pool perimeter deck falsework completed and rebar placed. Drain blockouts to be installed. Section along W elevation has been poured		
Item 206 - Pool walls progressing but behind schedule (schedule completion shown as Oct 25 '18). Hot tub walls being closed in		
Item 208 - Glulams (Nov 15 - Jan 14). Install progressing but may not meet end schedule date		
Item 216 - Interior CMU to pool & fitness progressing (sched Nov 26 - Jan 23)		
QAQC		
As previously noted and discussed with Ventana		
GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)		
		Comments
Site work	2	Phase 1C - Excavate pile caps and pump water
Formwork	25	Phase 1C - Forms to hot tub walls. Embed placement to pool wall GL 1C-1
		Phase 1B - Rink apron forms to W & S elevations
Rink prep	6	Phase 1A - Place mesh above refrigeration lines
Rebar	8	Phase 1B - Rebar to sub rink SOG to East half
		Phase 1C - Rebar to pool wall GL 1C-1
Structural Steel	9	Phase 1B - Install steelwork to windows to N elevation of public corridor
		Phase 1C - Place glulams. Install bolts, plates and steelwork. Weld knife plates along S elevation
Masonry	5	Phase 1C - CMU walls to staff changerooms & E wall of first aid room
Roofing	6	Phase 1B - Peel & stick to public corridor metal deck
Steelstud	7	Phase 1A - Commence shaft wall to mechanical riser in concessions
		Phase 1B - Norht parapet to rink roof
Ceramic tile	3	Phase 1A - Commence grinding prep works to shower slabs
Plumbing	16	Phase 1A - Chip out concrete & install w/c floor connection in changerooms.
		Phase 1C - Rough in to womens changerooms. Install hangers to pool equipment room.
Mechanical	4	Phase 1C - HVAC install to lounge, secure store & elec / tele room. Layout locations of
		penetrations through CMU walls, ahead of masons
Refrigeration	4	Phase 1A - Install pipes and welding in refrigeration room
Sprinklers	4	Phase 1B - Sprinkler branches to library main floor
		Phase 1C - Sprinkler lines to lounge & games room
Electrical	16	Phase 1B - Install conduit to public corridor. Install lights to stores, elec room, ice resurface room
		to N side of rink. Install conduit and panels in electrical room
		Phase 1C - Install panels in parakde elevation electrical room. Pull wires through slab conduits
Controls	3	Phase 1A - Controls programming in electrical room
		Structural progress this week
		Phase 1B - 5 beams (for windows to public corridor), 4 columns and 4 bams (for multipurpose room to library 2nd floor)
		Phase 1C - 2 glulam columns, 2 glulam beams, 16 roof beams, saddles & bolts, welded knife plates along S elevation embeds



APPENDIX 4

Certificate of Payment No.24: January 15, 2019

CERTIFICATE OF PAYMENT

24 (Progress Claim 25)



PROJECT:	City of Port Coquitlam Community Recreation Complex	FILE:	3 - 9308
LOCATION:	2579 - 188th Street Surrey, BC	INSPECTION DATE:	08-Jan-19
		CERTIFICATE DATE:	15-Jan-19

Owner The City of Port Coquitlam 2580 Shaughnessy St Port Coquitlam, BC V3C 3G3 Attention: Ms. Kristen Dixon	Design-Builder Ventana Construction (Poco) Corp. 3875 Henning Dr. Burnaby, BC V5C 6N5 Attention: Mr. Andrew Cameron
--	---

		Contract Price	Change orders	Revised Contract Price
Total Contract Amount		\$ 116,717,000	\$ 5,173,558	\$ 121,890,558

PAYMENT CALCULATION	Gross Amount to Date	Previous Period	Gross Amount This Period	Holdback	Net Payment This Period
Total Work Completed	\$ 49,803,088	\$ 45,464,130	\$ 4,338,957	\$ 433,896	\$ 3,905,062
Total Work Completed	\$ 49,803,088	\$ 45,464,130	\$ 4,338,957	\$ 433,896	\$ 3,905,062
Add: Holdback Released	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Current Net Payable			\$ 4,338,957	\$ 433,896	\$ 3,905,062
Plus GST (5.0%) on Net Payable					\$ 195,253
Total Current Payable Amount					\$ 4,100,315
Holdback Retained to Date (incl. this Certificate)					\$ 4,480,309
Total GST Paid to Date (incl. this Certificate)					\$ 2,016,139
PROJECT COST TO COMPLETE					\$ 72,087,470

This is to Certify that, for the Port Coquitlam Community Recreational Centre, a payment of \$4,100,315 (incl. GST) will be due to the Design Builder after the City of Port Coquitlam's Representative has given approval for payment for the work completed during the period ending December 31, 2018. As per the Builder's Lien Act, a 10% Holdback amount has been deducted amounting to \$433,896. The total Holdback retained to date is \$4,480,309 and the total GST paid to date is \$2,016,139 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$72,087,470 (Not incl. GST & holdback).

CERTIFIED BY: 	REVIEWED BY: 
Neil Murray, MRICS Associate Director	Rob Wilson, MRICS, PQS Director



APPENDIX 5

Owner's Meeting Minutes #16: December 12, 2018

Date Issued	2019-01-10
Project	Port Coquitlam Community Recreation Complex, 2150 Wilson Ave, Port Coquitlam
Meeting	Owners Meeting Minutes #16
Meeting Held On	2018-12-19

Present:

Lori Bowie	City of Port Coquitlam	POCO	604.927.5411	bowiel@portcoquitlam.ca
Lewis Reilly	Tango Managment	TM	604.734.6416	lreilly@tangomanagement.ca
Andrew Cameron	Ventana Construction (Poco) Corporation	VCC	604.291.9000	acameron@ventanaconstruction.com
Jerry Brouwer	Ventana Construction (Poco) Corporation	VCC	604.291.9000	jbrouwer@ventanaconstruction.com
Joseph Lenz	Ventana Construction (Poco) Corporation	VCC	604.291.9000	jlenz@ventanaconstruction.com
Tallon O'Neill	Ventana Construction (Poco) Corporation	VCC	604.291.9000	TONeill@ventanaconstruction.com

Copies To:

Kristen Dixon	City of Port Coquitlam	POCO	604.927.5411	dixonk@portcoquitlam.ca
Alun Lewis	Tango Managment	TM	604.734.6416	alewis@tangomanagement.ca
John Bowser	Tango Managment	TM	604.734.6416	bowser@tangomanagement.ca
Dan Marsolais	Ventana Construction (Poco) Corporation	VCC	604.291.9000	dmarsolais@ventanaconstruction.com
Haley Hartley	Ventana Construction (Poco) Corporation	VCC	604.291.9000	hhartley@ventanaconstruction.com
Lloyd Froome	Ventana Construction (Poco) Corporation	VCC	604.291.9000	lfroome@ventanaconstruction.com
Matt Fraser	Ventana Construction (Poco) Corporation	VCC	604.291.9000	mfraser@ventanaconstruction.com
Marco Bordignon	Ventana Construction Corporation	VCC	604.291.9000	mbordignon@ventanaconstruction.com

Old Business

DESCRIPTION	ACTION BY	REQUIRED BY
1.01 SAFETY		
16.1 No Safety incidents to report	Info	-
1.02 DESIGN		

14.1	Play Structure- VCC to RFI types to Tango. Meeting 15 - Tango RFI via owner RFI 85. JL to review with MB. Meeting 16- Poco advised the play structure is to be fenced in with lockable gate.		-
15.3	POCO/ Tango to review if daycare demographic will require structure, and if age-group prompts a specific structure.	POCO, TM	2018-12-19
16.1	VCC to reconfirm and coordinate childcare spaces meet Fraser Health requirements with A49. VCC to then advise Poco what parameters space is designed for.	VCC, Arc49	-

1.04 SCHEDULE

16.1	VCC noted the following milestones:	Info	-
	<ul style="list-style-type: none"> • VCC advised Rink 2 slab is to be poured Dec 20/18. • Rink 3 East structural slab and perimeter slab to be poured Dec 21/18. • P1A mechanical room build-out has commenced. • Duct work nearly complete P1A • Tile work in change rooms is progressing • VCC advised corridor is nearly sheathed, site to commence hoarding for heat to allow interior finishes to follow. • Temp wall cladding to commence in the next couple days. • Roof air vapour barrier installed up to library, corridor is in progress. • Last glulam delivery scheduled for tomorrow Dec 20/18, column install starting in the South today. • VCC noted glazing install is in progress, next area of install is Rink 3/Library. • Ductwork in progress in library/Div 9 • VCC advised roof progress to follow AVM membrane install as weather permits. • Main electrical room commissioning is complete. 		

1.05 CITY/STAKE HOLDERS MEETING

15.1	Tango to advise on when next skate-holder meeting to take place (Feb onward).	TM	-
------	---	----	---

1.07 OFFSITE WORK

11.1	VCC confirmed design drawings have been received and is out for tender. VCC noted that bulk of the pricing is expected by mid-August. VCC to generate rough schedule of work for POCO to remind BCH of schedule in relation to Grant date (March 2019)	VCC	2018-08-07
14.1	VCC advised they are striving to commence in two weeks. Tango noted POCO has reviewed Hydro scope with BCH.	Info	-
15.1	VCC requires PoCo confirmation of phase 2 offsite pricing in order to	POCO	-

award balance of offsite scope.

15.2	VCC to review balance of offsite costing between POCO and Quantum and then will coordinate suggestions with Tango/Poco.	VCC	2018-12-11
16.1	Tango advised Poco through BTY must undertake quantity take off review for phase 2 scope. VCC will request early approval.		-

5.03 INTERIOR FINISHES / COLOUR SCHEME

9.1	VCC to provide sports flooring layout, carpet at seniors center and photos of boards to POCO/Tango.	VCC	2018-06-01
16.1	VCC advised that the Poco approved the finishes and flooring has been ordered.	Info	-

7.02 TERRY FOX ITEMS

8.1	POCO to advise on Terry Fox items and where they are to be located in the main entry/corridor. POCO to advise if additional power/data is required. POCO requested for a meeting with A49 to envision the design, VCC to arrange meeting and mark up the drawings showing location. Once the meeting the sketch is complete POCO is to meet with Terry Fox Family. VCC advised that this all needs to be a decision on this within 3 weeks.	VCC	2018-10-31
-----	---	-----	------------

Meeting 11- VCC confirmed they provided a QCO for electrical rough in and arch design coordination. Tango confirmed display cases are already specified.

Meeting 12- VCC to have A49 provide break down and review the amount of hours.

Meeting 13- Signed QCO is still outstanding. VCC to send sketches.

Meeting 14- VCC advised on upcoming meeting with A49 to review CSCR and will forward to Tango for final approval.

Meeting 15- VCC advised this will be reviewed with A49, then advise on any revisions of consultant service change request.

Meeting 16- VCC to finalize with A49 and advise on change order amount.

8.01 FFE P1C

15.1	Tango to forward FFE final comments to VCC for coordination as they are relatively minor in nature.	TM	2018-12-21
------	---	----	------------

Meeting 16- Tango to finalize P1AB FFE mark-ups before the xmas break, all other area FFE comments to be provided in the New Year.

15.2	Tango/ PoCo to review sponsorship, banners, signage 10:30am for implementation ahead of occupancy.	Info	-
------	--	------	---

Meeting 16- PoCo advised this work will happen during operations.

8.03 FT. DRESSING RM.

- | | | | |
|-----|---|-------|------------|
| 9.1 | VCC to review feature dressing room at Langley Event Centre for sqft. Tango to review Coquitlam Rec Centre, together decide feasibility of feature room for the rec centre. | Arc49 | 2018-10-25 |
|-----|---|-------|------------|

Meeting 10- POCO noted that proceeding with the feature change room is dependent on stake holder buy in.

Meeting 12- VCC noted sketch is to be per Arch progress set.

Meeting 13- BTY is reviewing rough order of magnitude.

Meeting 14- VCC to review with BTY.

Meeting 15- Done. A49 to comment on design rough-in hours.

9.01 OWNER RFI'S

- | | | | |
|------|--|---------|------------|
| 15.2 | VCC to forward critical owner RFI's to Tango for action. | VCC, TM | 2018-12-11 |
|------|--|---------|------------|

10.02 TREE REMOVAL

- | | | | |
|------|---|------|------------|
| 15.1 | VCC advised wood is being milled and will advise on usable product. | Info | - |
| 16.1 | VCC to forward photos of woof for Poco/Tango to review. | VCC | 2018-12-21 |

11.01 GLAZING REDUCTION AT S. SIDE OF GYMNASIUM

- | | | | |
|------|---|---------|------------|
| 11.1 | VCC to look into reduction of glazing or alternate glazing material at South side of the gymnasium in phase 2 to reduce glare facing score board. | VCC | 2018-08-21 |
| 12.1 | South gym wall is under design review. VCC to advise when design is complete. | VCC | 2018-09-07 |
| 15.1 | A49 has requested opportunity to present semi-opaque glazed walls. VCC/Tango to arran | VCC, TM | 2018-12-06 |
| 16.1 | After VCC receives CPI material slideshow, VCC will forward to Poco/Tango for review. | | - |

11.03 OWNER DELIVERABLES

- | | | | |
|------|---|------|---|
| 14.2 | LED Signage- Tango to provide direction on LED building signage by Oct 19/18. | Info | - |
| | Meeting 15- Tango review direction with PoCO and advise. | | |
| | Meeting 16- Approved. ASI/ESI will be produced. | | |
| 16.1 | Keyway manufacturer finalization pending review by Poco (Rana) | Info | - |

11.05 FIBRE OPTIC

16.1	VCC to provide as-builts of additional conduit/fibre lines that have been located. Tango to have Poco IT (Robin) review.	VCC	-
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15.01 ACTIVENET

16.1	VCC to advise when the gate- kicker is required for electrical rough in.	VCC	-
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New Business

DESCRIPTION	ACTION BY	REQUIRED BY
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16.01 DECOMMISSIONING

16.1	Team discussed 2-week decommissioning process for phase 1 and 2. Poco confirmed 2 weeks is achievable. VCC to provide schedule update in January to refine occupancy/decommissioning.	VCC	2019-01-25
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16.02 PARKING

16.1	VCC reiterated that parking during phase 2 construction will be extremely limited.	Info	-
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16.03 NEXT MEETING

16.1	The next meeting will be held Tuesday January 15, 2019 at 10:00am	Info	2019-01-15
------	--	------	------------

These minutes are believed to be a true and accurate record of all items discussed. Any errors and/or omissions should be reported, in writing, to Ventana Construction (POCO) Corp. as soon as possible.

Recorded by:

Ventana Construction (POCO) Corp.

Joseph Lenz



APPENDIX 6

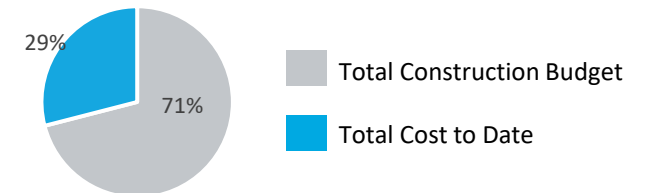
Project Dash Board: December 31, 2018

PROJECT DASH BOARD

Updated: 2018-12-31

PROJECT SCHEDULE							
Task / Activity	Start	Finish	2017	2018	2019	2020	2021
Design	Dec-16	Jan-19					
Permits	Feb-17	Jan-19					
Procurement	Feb-17	Mar-19					
Phase 1A - Participant Ice	Mar-17	Jul-19					
Phase 1B - Leisure Ice & Library	Apr-17	Jul-19					
Phase 1C - Aquatics, Fitness, All Age & Admin	Aug-17	Oct-19					
Phase 2A - Spectator Ice	Oct-19	Jul-21					
Phase 2B - Underground Parking	Oct-20	Oct-21					
Phase 2C - MP, Flex Hall & Child Care	Jan-20	Jul-21					

CONSTRUCTION BUDGET



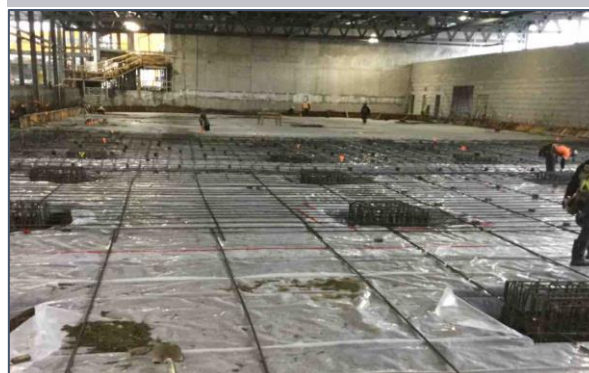
PHASING PLAN



PHASE 1A - Overview



PHASE 1B - Overview



PHASE 1C - Overview





APPENDIX 7

Letter of Assurance – January 2, 2019



Architecture49 Inc.
270 - 1075 West Georgia
Vancouver BC
V6E 3C9

T 1.604.736.5329
F 1.604.736.1519
architecture49.com

January 2, 2019

Tango Management Group
2288 Manitoba Street
Vancouver, BC V5Y 4B5

Attention: Lewis Reilly, Director
lreilly@tangomanagment.ca

**Reference: Port Coquitlam Community Recreation Complex, Port
Coquitlam, BC**

To whom it may Concern:

We reviewed the project on-site on December 19, 2018 and via photographs, and based on the visit, review, photos, inspection reports and ongoing correspondence with the site supervisor to date, we verify that to the best of knowledge the work is progressing generally in accordance with the project's IFC drawings, specifications and building permits issued to date.

Sincerely,
ARCHITECTURE49 INC.

Stella Nicolet, Architect AIBC, AAA, AIA, LEED AP BD+C, CCCA, CCA
Managing Principal

APPENDIX 8

Architecture 49 Site Report #23: December 24, 2018

Date: December 24, 2018

FR No.: 023

Contractor: Ventana Construction (Poco) Corp.
Attn: Joseph Lenz
Email: jlenz@ventanaconstruction.com

From: Dave Maté
Architecture49 Inc.
270 – 1075 West Georgia
Vancouver, BC, V6J 4Y3
Tel: (604) 736-5329
Fax: (604) 736-1519

Owner: City of Port Coquitlam
c/o: Tango Management Group
Email: ltreilly@tangomanagement.ca

Attachments No. of Pages: 25

Project/File: 159-00406-02 Field Reports

Project: Port Coquitlam Community
Recreation Complex

Location: Port Coquitlam, B.C.

Copies to:

<input checked="" type="checkbox"/> To: Ventana Construction	Attn: Andrew Cameron Tallon O'Neill Jerry Brouwer Matt Fraser	email acameron@ventanaconstruction.com toneill@ventanaconstruction.com jbrouwer@ventanaconstruction.com mfraser@ventanaconstruction.com
<input checked="" type="checkbox"/> To: Tango Management Group	Attn: Lewis Reilly	email ltreilly@tangomanagement.ca
<input checked="" type="checkbox"/> To: Architecture49 Inc	Attn: Stella Nicolet Simon Mellor Antonio Rigor	email Stella.Nicolet@architecture49.com Simon.mellor@architecture49.com Antonio.rigor@architecture49.com

Date of Visit: Dec 19, 2018	Weather: Cloudy/Showers/Wind	Temperature: 7° C
------------------------------------	-------------------------------------	--------------------------

Observations (General Work):

- Site works appears in general compliance with the construction documents.
- Health and site safety measures observed to be in place.

Work in Progress:

- Rink 2 glazing east side.
- Rink 2 top wire mesh
- Electrical Room 1A118 Genset
- Phase 1A Change Room shower ceilings.
- Phase 1A Change Room concrete preparation for tiling.
- Phase 1A Concession ducting, electrical and steel stud framing and GWB
- Phase 1A Mechanical Room 1A202 GWB painting.
- Phase 1A Electrical room 1A201 electrical panel backing
- Rink 2 roof membrane welding.
- Mechanical roof membrane around penetrations.
- Densglass Public Corridor 1B118 south elevation.

- Public Corridor 1B118 south elevation mullions.
- Rink 3 slab reinforcing.
- Rink 3 north elevation parapet framing.
- Library roof parapet framing.
- Public Corridor roof AVB installation.
- Level 2 Library ducting.
- Phase 1C Level blockwalls from GL 1C-1 to 3 between 1C-D+ to J.
- Phase C Glulam structural framing.
- Phase 1C Level 1 Pool slab formwork.
- Phase 1C Level 1 to 2 wall formwork and reinforcing along GL 1C—1 between 1C-J & 1C-P.

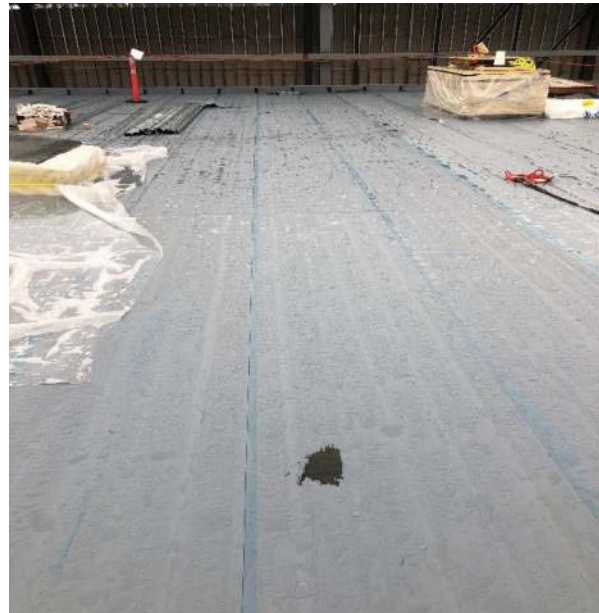
Attachments:

- Structural, Mechanical & Electrical.

Information or Action required (carried forward):



FR#19 - Rink 3 bolt protruding through AVB to be repaired. This occurs in a few locations.



Rink 3 bolt protruding through AVB repairs in progress.



Rink 2 roof. Glue to be removed and area repaired if required.



Stair 3 concrete wall to be repaired.



Phase 1C Level 2 wall along GL 1C-1 rebar protruding through top of wall.

Site Photos:



Rink 2 east elevation.



Rink 2 glazing east elevation.



Rink 2 top wire mesh.



Electrical Room 1A118 Genset



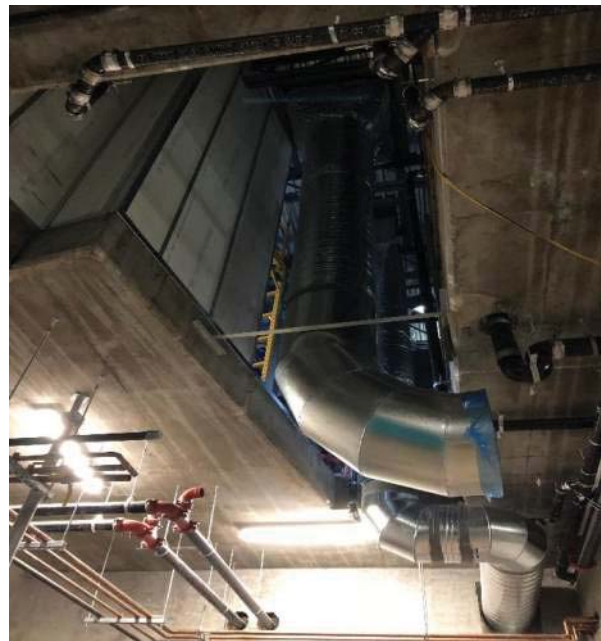
Phase 1A Change Room shower ceilings



Phase 1A Change Room shower ceilings



Phase 1A Change Room concrete preparation for tiling



Phase 1A Refrigeration Room 1A102 Mechanical Shaft ducting



Phase 1A Concession ducting at Mechanical Shaft.



Phase 1A Concession 1A210



Phase 1A Concession 1A210



Phase 1A Concession Storage 1A212



Phase 1A Mechanical Room 1A202 GWB painting.



Phase 1A Mechanical Room 1A202 GWB painting.



Phase 1A Electrical room 1A201 electrical panel backing.



Rink 2 roof membrane welding.



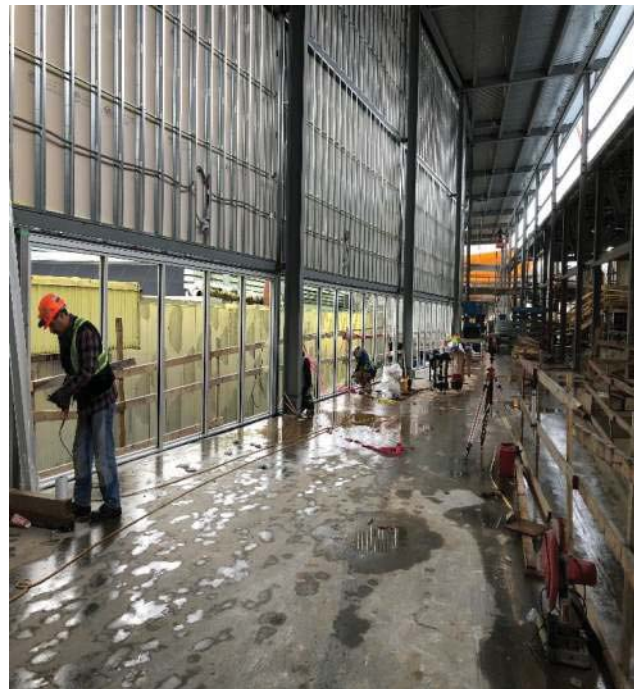
Rink 2 roof membrane welding.



Mechanical roof membrane around penetrations.



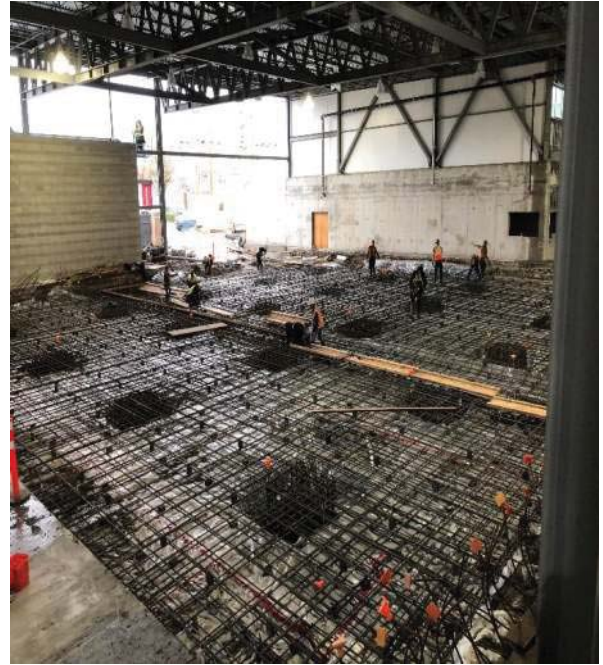
Densglass Public Corridor 1B118 south elevation



Public Corridor 1B118 south elevation mullions.



Public Corridor 1B118 south elevation mullions.



Rink 3 slab reinforcing.



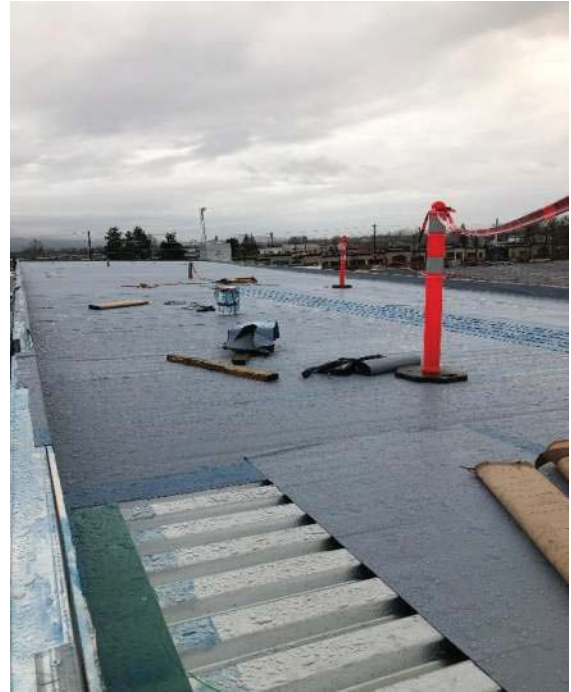
Rink 3 slab reinforcing.



Rink 3 north elevation parapet framing.



Library roof parapet framing



Public Corridor roof AVB installation.



Public Corridor roof AVB installation.



Public Corridor roof AVB installation.



Phase 1C metal roof decking from GL 1C- 6 to13 between 1C-E to N.



Stair 3 Level 1 to Level 2 poured.



Stair 3 Level 1 to Level 2 poured.



Level 2 Library ducting installation



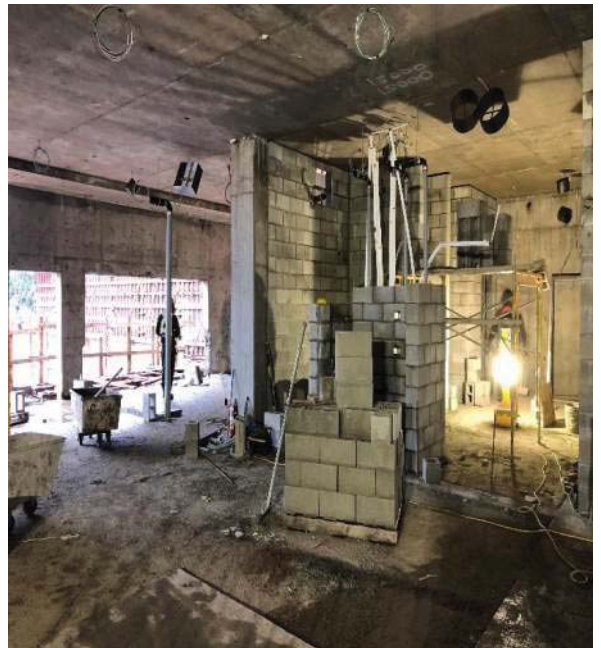
Phase 1C Level 1 blockwalls from gl 1C-8 to 13 between 1C-E to M



Phase 1C Level 1 blockwalls from gl 1C-8 to 13 between 1C-E to M



Phase 1C Level 1 blockwalls from gl 1C-8 to 13 between 1C-E to M



Phase 1C Level blockwalls from GL 1C-1 to 3 between 1C-D+ to J.



Phase 1C Level blockwalls from GL 1C-1 to 3 between 1C-D+ to J.



Phase 1C Glulam's looking northwest.



Phase C Glulam structural framing looking southeast.



Phase 1C Level 1 Pool slab formwork.



Phase 1C Level 1 to 2 wall formwork and reinforcing along GL 1C—1 between 1C-J & 1C-P.



Phase 1C Level 1 curbs poured along GL 1C-A.

Issued by the Consultant:

Dave Maté Sr. Contract
Administrator

December 24, 2018

Name and title of person signing

Signature

Date

BRYSON MARKULIN ZICKMANTEL
STRUCTURAL ENGINEERS

Reviewed by SER:

Initials

Suite #501 - 510 Burrard Street, Vancouver, B.C. V6C 3A8 • (604) 685-9533 • www.bmzse.com

CONSTRUCTION REVIEW MEMO

PROJECT: Poco Rec Center **JOB #:** 80058-01 **DATE:** Dec 5/18

Work reviewed: Level 1-2 stairs x 3 location
grid 1C8, 1C13/1CK

Suspended slab grid 1CA/1CK-1CP

Level 1-2 stairs grid 1B4/1BF

~~Be~~ Roof decking grid 1C9-1C13/1CE-1CN

Reinforcing is in general conformance with
structural drawings.

When placing concrete in cold weather, follow
requirements within structural general notes.

Suspended slab per break must be approved
by BMZ-SE

BMZ: 

Note: This memo reports observations made during construction review, only. Any comments requiring action by the contractor are to assist the contractor to comply with the contract documents and are not to be taken as a contract change notice. These observations do not, in any way, relieve the contractor of the sole responsibility to construct the work in accordance with the contract documents, nor do these observations in any way, represent a complete list of all work needed to comply with the contract documents. The contractor is required to independently check all his own work, and is not to rely on these observations, in any way, as relieving him of this important responsibility.

BRYSON MARKULIN ZICKMANTEL
STRUCTURAL ENGINEERS

Reviewed by SER:

Initials

Suite #501 – 510 Burrard Street, Vancouver, B.C. V6C 3A8 • (604) 685-9533 • www.bmzse.com

CONSTRUCTION REVIEW MEMO

PROJECT: Poco Rec Center **JOB #:** 80058-01 **DATE:** Dec 13/18

Work reviewed: Foundation 300mm slab on piles
within risk grid 1B4-1B8/1B6-1B8+

Reinforcing is in general accordance with
structural drawings.

Remove water from pile cap locations.

Ensure proper pouring procedure to allow
concrete to completely fill piles.

BMZ: 

Note: This memo reports observations made during construction review, only. Any comments requiring action by the contractor are to assist the contractor to comply with the contract documents and are not to be taken as a contract change notice. These observations do not, in any way, relieve the contractor of the sole responsibility to construct the work in accordance with the contract documents, nor do these observations in any way, represent a complete list of all work needed to comply with the contract documents. The contractor is required to independently check all his own work, and is not to rely on these observations, in any way, as relieving him of this important responsibility.

BRYSON MARKULIN ZICKMANTEL
STRUCTURAL ENGINEERS

Reviewed by SER:

Initials

Suite #501 – 510 Burrard Street, Vancouver, B.C. V6C 3A8 • (604) 685-9533 • www.bmzse.com

CONSTRUCTION REVIEW MEMO

PROJECT: Poco Rec Centre **JOB #:** 80058-01 **DATE:** Dec 19/18

Work reviewed: Level Foundation, 300mm thick
slab on piles grid 1B8-1B11/1B12-1B15

Reinforcing is in general accordance
with structural drawings

MM - Complete Z-bars along inside slope 4/402

MM - Complete extra lap steel top upper over piles

MM - Drill + epoxy to match bed steel into east PC8

BMZ: 

Note: This memo reports observations made during construction review, only. Any comments requiring action by the contractor are to assist the contractor to comply with the contract documents and are not to be taken as a contract change notice. These observations do not, in any way, relieve the contractor of the sole responsibility to construct the work in accordance with the contract documents, nor do these observations in any way, represent a complete list of all work needed to comply with the contract documents. The contractor is required to independently check all his own work, and is not to rely on these observations, in any way, as relieving him of this important responsibility.



MECHANICAL AND PLUMBING FIELD REPORT

DATE:	December 20, 2018	FR NO.:	MP.13
Contractor	Ventana Construction	FROM:	Arnie Saito/Seann Caldwell WSP Canada Inc. 840 Howe Street Vancouver BC V6Z 2A9
ATTN:	Andrew Cameron		
Cameron	acameron@ventanaconstruction.com		
Mechanical:	Omega Mechanical Ltd.		
ATTN:	Mitch Kelly/Nick Sciankowy	PROJECT NO.:	159-00406-02
EMAIL:	mitch@omegamechanical.com		
PROJECT:	Port Coquitlam Recreation Complex	LOCATION:	2150 Wilson Ave, Port Coquitlam
ATTACHMENTS:			

Distributed to:

<input checked="" type="checkbox"/>	Omega	Attn:	Gary Martin/Kyle Parhar	Email:	gmartin@omegamechanical.ca
<input type="checkbox"/>					

Date of Inspection: December 13, 2018 Weather: Cloudy/Rainy Temperature: 7°C

General Note: Strike-thru items are completed or fully addressed and will be deleted in the next report.

General (Work Reviewed):

1. 1A Water Entry Room and Mechanical Rooms to date.
2. Plumbing piping and rough-ins installed in 1ABC to date.
3. Mechanical piping and HVAC in 1ABC to date.

Work in Progress:

1. Rough-in of Phase 1ABC plumbing piping (Water, Sanitary and Venting)
2. Phase 1ABC Storm piping from roof drains down to tie-in points above grade.
3. Phase 1AB Gas piping mains inside building.
4. Phase 1AB hydronic piping.
5. Phase 1ABC Sheet metal ductwork inside building
6. Phase 1AB sprinkler piping inside building

Observations:

- ~~1. Buried storm, sanitary and drain tile for 1A/B/C is substantially complete and backfilled.~~
2. Phase 1C, Pool Area: Slab is completely poured below the pool. WSP discussed with Omega that domestic hot and cold for the foot shower could be fed from the Phase 1C mechanical room, thru the pool equipment room and

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follow the same routing as the pool piping serving the water park. WSP to issue SI after confirming details with A49. Pipe coring thru foundation wall has been made to accommodate piping serving shower. Pool wood framing is being built-up – no piping installed as of yet. Update: Deck Drainage openings are installed.

3. Phase 1A: Various openings for duct and piping thru concrete CMU walls have been provided.
4. Phase 1A, Rink 2: Most of the sprinkler piping and heads are installed. RWLs and vent piping serving floor drains have been installed for Rink 2. Piping has been pressure tested – submit report for consultant records.
- ~~5. Phase 1A, Ice Resurface Room: Most of the Hydronic supply and return piping mains are installed. Majority of domestic water piping installed, including backflow assemblies. Most of the sprinkler piping and some of the sprinkler heads have been installed. Some of the sheet metal ductwork has been installed.~~
- ~~6. Phase 1A, Water Entry Room: Majority of piping and valving complete. Meter and backflow preventer are installed. Building fire main has been teed off of combined service and main header installed. Wall openings for sprinkler piping zones have been provided. Individual sprinkler zone main piping installed beyond water entry room. Pre-action air compressor has arrived and placed in water entry room. Cleanout cover missing RWL drop at corner.~~
7. Phase 1A, Changerooms: Dropped ceilings are being installed where domestic water, Zamboni Water, sanitary, storm and vent mains are installed in the Change Room areas. Risers between level 1 and level 2 mechanical room are installed (photo #3). 4" cold water main has been changed to stainless steel from copper. Some insulation has been added to the domestic water piping. Most of the sprinkler mains, branches and heads have been installed.
8. Phase 1A, Changerooms: Plumbing rough-in for individual fixtures is progressing in changerooms.
9. Phase 1A: Majority of level 2 storm piping (approx. 90%) has been installed and connected to roof drains above.
- ~~10. Phase 1A, Refrigeration Room: Main sanitary piping and rough-ins for second floor concession space (located at refrigeration room ceiling and within mechanical shaft to roof above) have been installed. Sprinkler piping installation is proceeding and in progress.~~
11. Phase 1A, Mechanical Room (second floor): Concrete pads have been formed in mechanical room. Most of the equipment in pallets for future install. Equipment includes Boilers B-1, B-2, domestic hot water heaters, tanks, pumps, and heat pump heat exchanger.
12. Phase 1ABC: Gas Meter at NE corner of Rink 2 installed. A portion of the gas piping downstream of the meter (inside building) has been installed and connected. Gas is being used for temporary heat (photo #5).
13. Phase 1A, Rink 2: Gas lines serving Rink 2 radiant heaters have been installed (approximately 90% complete) and roof openings provided for flue connections.
- ~~14. Phase 1A Roof: Roof Curbs installed for most equipment. Cooling Tower has been installed at Rink 2 lower roof.~~
- ~~15. Phase 1A Changerooms (radiant): Most of the radiant piping manifolds have been installed. Radiant manifold (MF-2) in changerroom 8 was noted to be in a different location (adjacent to entry door swing). A wall furring is needed to encapsulate manifold.~~
- ~~16. Phase 1AB: Sheet Metal Sleeves with fire damper installed at most walls.~~
17. Phase 1AB: Heat pumps serving Phase 1A and 1B are being installed (photo #4).
18. Phase 1B, Rink 3: Storm RWLs installed in Rink 3. Roof drain in Rink 3 in process of being revised to dual drains. Dual drains have arrived on-site, not yet installed. Most of the hydronic heating mains have been installed. Gas mains are partially installed. Most of the sprinkler piping and heads are installed. No sheet metal installed yet.
19. Phase 1B: Library Area: Domestic water, storm, sanitary and vent line at ground floor ceiling level have been installed. Piping not yet insulated. Some water pooling noted.

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20. Phase 1C: Some of the domestic water and storm mains have been installed at the level 1 ceiling. Plumbing rough-ins have started progressing. 150mm storm piping at phase 1C at the north side between gridlines 1C6 and 1C13 will have a potential conflict with 3300mm height dropped ceiling. Omega to provide sketch approximating revised dropped ceiling height needed. The RWL drop shown at the corner of Facility Manager office 1C120 will also need to be relocated due to a wall layout change during construction.
21. Phase 1ABC (Mechanical Equipment): The following HVAC equipment is on site and in storage: Boilers B-3, B-4, 38 heat pumps for phase 1AB, domestic hot water heaters, pumps, expansion tanks, roof curbs, and fire dampers.
22. Phase 1AB: Most main ductwork installed in phase 1AB.
- ~~23. Phase 1A, Refrigerant Room: Ice refrigeration equipment including compressors, pumps, heat exchangers, tanks and fluid cooler are in place (photo #11).~~
24. Phase 1A, Rink 2: Ice rink refrigeration buried header and 75% of the piping for rink #2 are installed (photo #6).
25. Phase 1A, Refrigeration Room: Exhaust Duct risers from refrigeration room to second floor are complete (Photo #1)
26. Phase 1C: Sheet metal for phase 1C, electrical room is complete (Photo #2)
27. Phase 1C: Some sheet metal/ductwork has been installed.
28. Phase 1C: Domestic hot water heaters and tanks are located in the mechanical room (Photo #3)
29. Phase 1C: Plumbing rough-ins are in progress.
30. Mechanical and plumbing components to-date installed as per contract documents.

Photos:



Photo 1: Exhaust Duct Riser



Photo 2: Phase 1C electrical room



Photo 3: Equipment in Phase 1C mechanical room



Photo 4: Heat Pump Installation in progress



Photo 5: Temporary gas heaters in-use.

Information or Action Required:

1. Items are currently in progress; Submit pipe pressure test reports for Consultant Records.
- ~~2. Protect radiant manifold MF-2 from damage. Furring to be provided for MF-2.~~
- ~~3. Ensure heat pumps are provided with internal acoustic insulation as noted on shop drawings.~~
4. Further discussion/confirmation is needed for storm piping potentially interfering with 3300mm ceiling (item 20 above).
- ~~5. Provide cover/cap for clean-out in water entry room (item 6 above).~~
6. Ensure trap primers are installed for all sanitary p-traps as per contract documents.
7. Ensure temporary heaters provide a minimum of 10 deg. Space temperature or as required by the structural engineer when pouring and curing the concrete rink slabs.
8. Maintain record as-built redline drawings on site.

FIELD REPORT

Issued by the Consultant:

Arnie Saito, ASCT
Seann Caldwell, P. Eng



December 20, 2018

Name and Title

Signature

Date



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JOB REPORT

PROJECT NAME: Port Coquitlam Recreation Center

COMPANY: A49

ATTENTION: Antonio Rigor, David Mate

PROJECT NO.: 16590.000

DATE: 2018-12-19

JOB REPORT NO.: E-10

ISSUED BY: Ryan Blaney

General review is being performed in accordance with the requirements of the BRITISH COLUMBIA BUILDING CODE and Standard Guidelines of the Professional Engineers of BRITISH COLUMBIA to ensure that the work is generally being performed in accordance with the Contract Documents.

This list is submitted to assist the Contractor and must not be construed as being a complete list of non-conforming items for the purpose of determining whether the requirements of the Contract Documents have been met.

It is the responsibility of the Contractor to carry out their own inspection to determine that the Contract is being performed in accordance with the requirements of the Contract Documents.

The site was visited on 2018-12-17 to review the Electrical installations. The following observations have been made:

- 1.1 GENERAL OBSERVATIONS
 - 1.1.1 Electrical installation is ongoing.
 - 1.1.2 Sprinkler tree electrical roughed in.
 - 1.1.3 Refrigeration Room control panels and equipment roughed in.
 - 1.1.4 Workshop electrical panel roughed in.
 - 1.1.5 East Elevator Room switches installed.
 - 1.1.6 Electrical Room #6 distribution connected.
 - 1.1.7 Future Main Corridor exit signs roughed in (for use in P2ABC).
 - 1.1.8 Electrical Room #2 prepped for equipment installation.
 - 1.1.9 Electrical Room #9 conduits stubbed in.
 - 1.1.10 Phase 1C lighting and ceiling F/A roughed in.
 - 1.1.11 Electrical Room #7 roughed in and equipment mustered within room.
 - 1.1.12 Boiler Room electrical panel in place c/w pullbox.

1.2 ITEMS REQUIRING ATTENTION-ITEMS WILL BE REMOVED UPON COMPLETION

- 1.2.1 Coverplates in Main Electrical room have been installed. These plates' shop drawings were specifically rejected by the engineer and present a safety hazard while being worked on. They should be cut and reconfigured into manageable pieces prior to allowing personnel to work on them as was suggested by the superintendent.

1.3 DISCUSSIONS WITH CONTRACTOR

- 1.3.1 N/A



Item 1.2.1



Item 1.1.2



Item 1.1.3



Item 1.1.5



Item 1.1.8



Item 1.1.9

END OF ELECTRICAL JOB REPORT #E-11

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