

Committee of Council Agenda

Tuesday, June 23, 2020

3:00 p.m.

Council Chambers

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

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the Tuesday, June 23, 2020, Committee of Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

1

Recommendation:

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

- *June 9, 2020.*

4. REPORTS

4.1 Development Permit Issuance - 1161 Kingsway Avenue

6

Recommendation:

That Committee of Council approve Development Permit DP000276 to regulate an industrial development at 1161 Kingsway Avenue.

4.2 Development Permit Amendment - 1940 Oxford Connector

25

Recommendation:

That Committee of Council approve an amendment to Development Permit DP000221 to allow changes to the building façade and landscaping for the existing commercial development at 1940 Oxford Connector.

4.3 Delay 2020 Tax Sale until 2021

34

Recommendation:

That Committee of Council direct staff to prepare a bylaw to delay the statutory date of property tax sale by one year.

4.4 April - May 2020 Community Centre Update

37

Recommendation:

None.

5. COUNCILLORS' UPDATE

6. MAYOR'S UPDATE

7. CAO UPDATE

8. RESOLUTION TO CLOSE

8.1 Resolution to Close

Recommendation:

That the Committee of Council Meeting of Tuesday, June 23, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

a. personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, June 23, 2020, Committee of Council Meeting be adjourned.

10. MEETING NOTES



Committee of Council Minutes

Tuesday, June 9, 2020

Council Chambers

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

Present: Chair - Mayor West
Councillor Darling
Councillor Dupont
Councillor McCurrach
Councillor Penner
Councillor Pollock
Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 2:03 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, June 9, 2020, Committee of Council Meeting Agenda be adopted as circulated.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

Moved-Seconded:

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

- May 12, 2020
- May 26, 2020.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

4. REPORTS

4.1 Coach House Development Permit Application – 3622 Liverpool Street

Moved-Seconded:

That Committee of Council approve Development Permit DP000326 to regulate a coach house development at 3622 Liverpool Street.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

4.2 Official Community Plan and Rezoning Applications – 1884-1930 Harbour Street, 1887-1911 Prince Street and 1155 Pitt River Road

Moved-Seconded:

That Official Community Plan and Rezoning Applications for 1884-1930 Harbour Street, 1887-1991 Prince Street and 1155 Pitt River Road be referred back to staff to:

- Review the Bonus Density Policy; and
- Provide additional information on how the home ownership model fits into City policy.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

4.3 Kingsway Avenue Design Update

Moved-Seconded:

That Committee of Council

- *Endorse the preliminary design concepts for Kingsway Avenue as outlined in the staff report titled Kingsway Avenue Design dated February 18, 2020;*
- *Add to the scope a northbound left hand turn lane at the McLean Avenue intersection (as per Scenario 2 within this report);*
- *Direct staff to proceed with detailed design; and*
- *Direct staff to Consider a new north/south connection from Kingsway Avenue to McLean Avenue as part of the Master Transportation Plan update.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

4.4 Letter of Support for Sport Nation proposal at Pitt River Middle School

Moved-Seconded:

That a letter be provided to SD43 confirming the City's support of this project.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

4.5 2117 Prairie Avenue – Request for Extension

Moved-Seconded:

That Committee of Council extend the date of expiry for adoption of Official Community Plan Amendment Bylaw No.4075 and Zoning Amendment Bylaw No. 4076 to October 9, 2020.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

4.6 Alcohol Consumption in City Parks

Moved-Seconded:

That Committee of Council directs staff to prepare a bylaw to permit the consumption of alcoholic beverages in public parks, as a pilot project, with the following criteria:

- 1. Pilot project ends October 31st, 2020; and*
- 2. Located in neighbourhood parks with washroom and picnic facilities.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

5. COUNCILLORS' UPDATE

Council provided updates on City business.

6. MAYOR'S UPDATE

No update.

7. CAO UPDATE

No update.

8. RESOLUTION TO CLOSE

8.1 Resolution to Close

Moved-Seconded:

That the Committee of Council Meeting of Tuesday, June 9, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Item 5.2

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Item 5.3

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Item 5.4

e. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Item 5.5

i. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

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 5.6

i. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, June 9, 2020, Committee of Council Meeting be adjourned at 10:14 p.m.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

10. MEETING NOTES

The meeting recessed at 2:04 p.m. and reconvened at 2:56 p.m.

The meeting recessed at 5:17 p.m. and reconvened at 10:13 p.m.

Mayor

Corporate Officer

1161 Kingsway Avenue - Development Permit Application

RECOMMENDATION:

That Committee of Council approve Development Permit DP000276 to regulate an industrial development at 1161 Kingsway Avenue.

PREVIOUS COUNCIL/COMMITTEE ACTION

January 22, 2019: Council adopted bylaw amendment No.3630 (RZ000127 – 1161 Kingsway Avenue) to rezone the site from M2 (Heavy Industrial) to M1 (General Industrial) to facilitate an industrial development with a craft brewery use.

REPORT SUMMARY

This report describes an application for a development permit to regulate a multi-unit industrial building and landscaping at 1161 Kingsway Avenue. The project is designed to generally comply with the site's M1 General Industrial zoning and development permit designation. The development permit is recommended for approval.

BACKGROUND

Proposal: The property owner, Harj Sekhon, is proposing to construct an industrial building with on-site parking, loading bays and landscaping, located on an irregularly shaped lot at the highly visible corner of Kingsway Avenue and Mary Hill Bypass.



Location Map

Policy and Regulations: The Official Community Plan designates the site as General Industrial (IG). The property is currently zoned M1 (General Industrial).

The site is included within the Industrial and Environmental Conservation Development Permit Areas. The objectives and guidelines of the site's industrial development permit area designation are intended to guide the form and character of industrial developments, promote orderly development, and control the interface between industrial and other land uses. The environmental conservation development permit area designation encourages sustainable development and building design, efficient use of energy, water and other resources and the reduction of waste and pollution.

Project Profile

	Bylaw Regulations ¹	Proposed ²	Requested Variance
Site Area	1200m ²	3685m ²	-
Total Building Area	-	1263m ²	-
Impervious Surface	80%	75%	-
Setbacks:			-
Front Setback (Kingsway Ave)	6m	7.5m	-
Rear Setback	3m	62.3m	-
Exterior Side Setback (Mary Hill Bypass)	9m	1.5 to garbage facility; 9m to the building	7.5m (for garbage facility)
Interior Side Setback	0	0	-
Building Height	-	9.1m	-
Lounge Seating	50	50	-
Lounge Floor Area	25% of the brewery's floor area up to 100m ²	19% (100m ²)	-
Patio Area	Maximum 10m ²	10m ²	-
Parking (total)	24	26	-
Small car parking spaces	5	2	-
Loading bays	2	4	-
Bicycle Parking	6	10	-
Onsite Trees	1 per every 10 m frontage, Total 23	23	Trees are clustered, not spaced
Landscape Strip	3m width	1.2	1.8

Site Context: The irregular triangle-shaped property is located at the corner of Mary Hill Bypass and Kingsway Avenue and is currently used for outdoor storage of bins and trucks. Access and egress to the property is off of Kingsway Avenue. The majority of the surrounding neighbourhood is industrial. The property is sited across the street from the Meridian Industrial Park. A paved section of the Traboulay PoCo Trail crosses in front and

¹ Refer to Zoning Bylaw No. 3630 and Parking and Development Management Bylaw No. 3525 for specific regulations.

² Information provided by applicant.

[illegible]

Proposed landscaping and garbage/recycling area

1161 Kingsway Avenue - Development Permit Application DP000276

The tilt-up concrete building design incorporates significant glazing and a variety of colours and forms to help break up a large building mass. The building provides subtle articulation achieved through varied roof lines, second storey wall projections, reveal lines, and varied awnings. The facade uses painted concrete and metal cladding in a variety of colours with corrugated metal cladding accents. The exterior of the proposed brewery unit incorporates cedar awnings, large glazing, varied roof height and horizontal articulation, as this is the most visible part of the building from the street along Kingsway Avenue.



Each of the industrial units would have its own loading bay. A common garbage/recycling storage facility is located within the BC Hydro right-of-way to the west, where it is accessible for pick-up. Parking is located at the front and the rear of the property.

The landscape plan calls for a mixture of trees, shrubs, groundcover plants and ornamental grass. Native drought-tolerant plants and on-site trees will provide ample screening from both Kingsway Avenue and the Mary Hill Bypass and from parking areas. A total of 30 new trees will be planted around the parameter of the site in landscaped areas and strips within the parking areas.

The improvements to landscaping are in keeping with the site's prominent location and substantial highway frontage. Additionally, further planting around the brewery will enhance the overall character of the site. Substantial hedging is proposed to provide an attractive landscape buffer separating the drive aisle alongside the building from the Mary Hilly Bypass. A significant portion of the site area will be used for required parking, vehicle

circulation, and transport vehicles loading areas which is typical of industrial developments. There are no trees proposed to be removed on-site.

During consideration of the zoning bylaw amendment, Council reviewed the potential to require off-site landscaping improvement to the triangular section of road right of way adjacent the property and ultimately determined this additional work would not be required.

Variances to Zoning and OCP policies: Due to the irregular shape and location of the property, several minor variances have been requested:

- A variance to building siting has been requested to allow for the siting of a garbage/recycling facility within the setback adjacent to Mary Hill Bypass and the BC Hydro right-of-way;
- A variance to the landscaping requirements allow for the required 23 trees to be clustered within the frontage, instead of spaced at a 10 meter interval and to reduce the width of the landscape strip along Mary Hill Bypass; and
- A variance to the design guidelines of the OCP to permit the siting of two loading bays on north east of the property fronting Mary Hill Bypass.

DISCUSSION

The proposed building and landscaping generally complies with the regulations of the zoning and parking bylaws and provides a high quality of character consistent with other light industrial development in the Mary Hill and Coast Meridian area.

The requested variance to the side yard setback to permit a garbage/recycling building is unlikely to result in substantial visual impacts to the site due to its small size and proposed landscape screen. Additionally, the proposed location of the garbage/recycling facility is well suited to provide convenient access to businesses within the development.

The variance to allow for clustering of the required trees along the sites frontage and reduced width of the landscape strip is due to the site's extensive frontage, irregular shape and the challenges of planting trees within the BC Hydro right-of-way and Provincial highway right-of-way. The applicant proposed to screen the Mary Hill Bypass frontage with an evergreen hedge and has proposed an extensive amount of proposed onsite-landscaping in the form of clusters throughout the site. It is staff's opinion that this meets the intent of the requirement.

The City's OCP discourages loading spaces within yards that face onto a street to ensure a quality visual appearance of industrial buildings however the shape of this site made it very challenging to site all the loading bays to the rear of the building. To mitigate any aesthetic impacts, the applicant has proposed utilizing a high quality vision glass to

enhance the overall design of the loading bays and improve the architectural character of the building that faces onto the Mary Hill Bypass. On-site loading will also take place within each unit, as to not block the drive aisle and should not impact the overall circulation of the site.

The design of the proposed industrial building and landscaping generally meets the intent of the industrial design guidelines, and environmental conservation designation. The development is attractive and consistent with the expected high quality of character of the city's industrial area and would provide significant improvements to the highly visible location, including extensive landscaping with a building design that maximizes use of an irregular shaped lot. Staff recommend approval.


FINANCIAL IMPLICATIONS

None.

PUBLIC CONSULTATION

A sign has been posted on site to inform area residents of the application and, to date, no comments have been received.

OPTIONS

#	Description
1 	Approve Development Permit DP000276.
2	Request additional information or amendments if the Committee is of the opinion that such information or amendment would assist in its evaluation of how the design complies with the development permit area designations.
3	Recommend rejection of the application if the Committee is of the opinion the application does not conform to the design guidelines. Pursuant to the delegated authority, the applicant may then request the application be forwarded to Council for consideration.

ATTACHMENT

Attachment #1: Draft Development Permit

Lead author(s): Graeme Muir

THE CORPORATION OF THE CITY OF PORT COQUITLAM
"DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849"

DEVELOPMENT PERMIT

NO. DP000276

Issued to: Kiren Enterprises Ltd., INC.NO.BC0616420

Address: 18838 122nd Street
Pitt Meadows, BC
V3Y 2K6

1. This Development Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied by this Permit.
2. This Development Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

Address: 1161 Kingsway Avenue
Legal Description: LOT A SECTIONS 17 AND 18 BLOCK 6 NORTH RANGE 1
EAST NEW WESTMINSTER DISTRICT PLAN BCP19376
P.I.D.: 026-403-382

3. The above property has been designated as a Development Permit Area under Section 9.0 – Development Permit Area in the "Official Community Plan Bylaw, 2013, No. 3838".
4. "Port Coquitlam Zoning Bylaw, 2008, No. 3630" and "Parking and Development Management Bylaw, 2005, No.3525" are varied, supplemented or both in accordance with the following:
 - a. The form and character of the building, including the siting, height and general design, shall be as shown on drawings numbered DP000276(1) to DP000276(10) which are attached hereto and form part of this permit.
 - b. The form and character of on-site landscaping shall be as shown on drawing numbered DP000276(8) and the following standards for landscaping are imposed:
 - (i) All landscaping works and planting materials shall be provided in accordance with the landscaping plan and specifications thereon, which form part of this permit and is attached hereto.

- (ii) All planting materials shall be able to survive for a period of one year from the date of the site landscape approval by the Municipality.
- c. The building and landscaping shall provide the energy conservation, water conservation and GHG emission reduction elements as shown on Schedule A to the drawings which are attached hereto and form part of this permit.

5. Landscape Security

- (a) As a condition of the issuance of this permit, the security set out below will be held by the Municipality prior to the issuance of a building permit to ensure satisfactory provision of landscaping in accordance with the terms and conditions as set forth in Clause 4 above. There is filed accordingly an irrevocable Letter of Credit or cash security in the amount \$145,174.00 for the purpose of landscaping.
- (b) Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. A condition of the posting of the security is that should the Permittee fail to carry out the works or services as hereinabove stated, according to the terms and conditions of this permit within the time provided, the Municipality may use the security to complete these works or services by its servants, agents or contractors, and any surplus shall be paid over to the Permittee.
- (c) The Permittee shall complete the landscaping works required by this permit within six months of the final inspection for the final phase of the development. Within the six month period, the required landscaping must be installed by the Permittee, and inspected and approved by the Municipality.

If the landscaping is not approved within the six month period, the Municipality has the option of continuing to hold the security until the required landscaping is completed or has the option of drawing the security and using the funds to complete the required landscaping, and recoup additional costs from the Permittee if necessary. In such a case, the Municipality or its agents have the irrevocable right to enter into the property to undertake the required landscaping for which the security was submitted.

- (d) Should the Permittee carry out the works and services permitted by this permit within the time set out above, the security shall be returned to the Permittee.
- 6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit, which shall form a part hereof.
- 7. This permit shall lapse if the Permittee does not substantially commence the construction permitted by this permit within two years of the (issuance) date of this permit.

8. The terms of this permit or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.
9. This permit is not a building permit.

APPROVED BY THE COMMITTEE OF COUNCIL THE _____ DAY
OF _____ 2020.

SIGNED THIS _____ DAY OF _____.

Mayor

Corporate Officer

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE TERMS AND
CONDITIONS UPON WHICH THIS PERMIT IS ISSUED.

Applicant (or Authorized Agent or
Representative of Applicant)

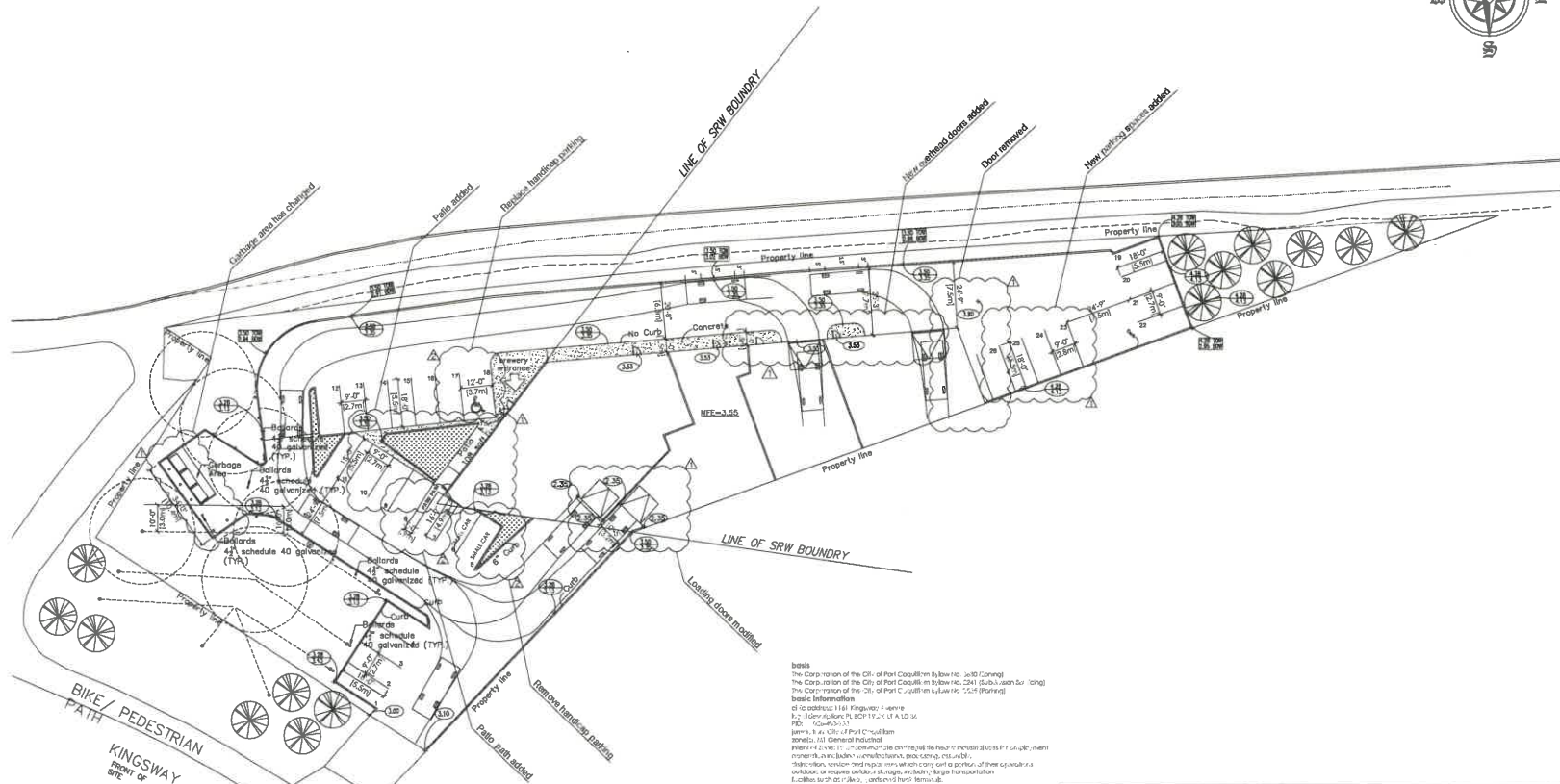


PROJECT TITLE :
1161 Kingsway Avenue
Port Coquitlam , BC

REV	DESCRIPTION	BY	DATE
1	11-20-2018	MM	11-20-2018
2	11-20-2018	MM	11-20-2018
3	11-20-2018	MM	11-20-2018

DATE :	DRAWN BY
04-12-2019	P.T.
SCALE	CHECKED BY
As Noted	AS
SHEET NO.	PROJECT NO
A-1,0	S 1823

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Parking Analysis			
Unit 101		sq/1	sqm Required Parking
Main Floor	Industrial	2,657.80	244.22 Parking space per 95 sqm
	Lounge (42 Seats)	807.00	75.00 Parking space per 5 seats
	Patio (8 Seats)	108.00	10.04 Parking space per 5 seats
Second Floor	Accessory Office	2,142.00	199.07 Parking space per 95 sqm
Unit 102			
Main Floor	Industrial	2,034.70	189.10 Parking space per 95 sqm
Mezzanine	Industrial	805.00	74.81 Parking space per 95 sqm
Unit 103			
Main Floor	Industrial	1,609.80	149.41 Parking space per 95 sqm
Mezzanine	Industrial	643.40	59.81 Parking space per 95 sqm
Unit 104			
Main Floor	Industrial	1,796.30	166.94 Parking space per 95 sqm
Mezzanine	Industrial	717.60	66.69 Parking space per 95 sqm
		Total required parking spaces*	
			26.00

* Analysis based on shared parking in evening:

- Parking spots required for craft brewery with 100 seats and staff without industrial and office use = 22
- Parking spots required for accessory office of unit 101 & units 102, 103, 104 = 3
- Required parking spots = 24
- Provided parking spots = 26

- VARIANCE REQUIRED TO APPROVE SHARED PARKING

DP000276(1)

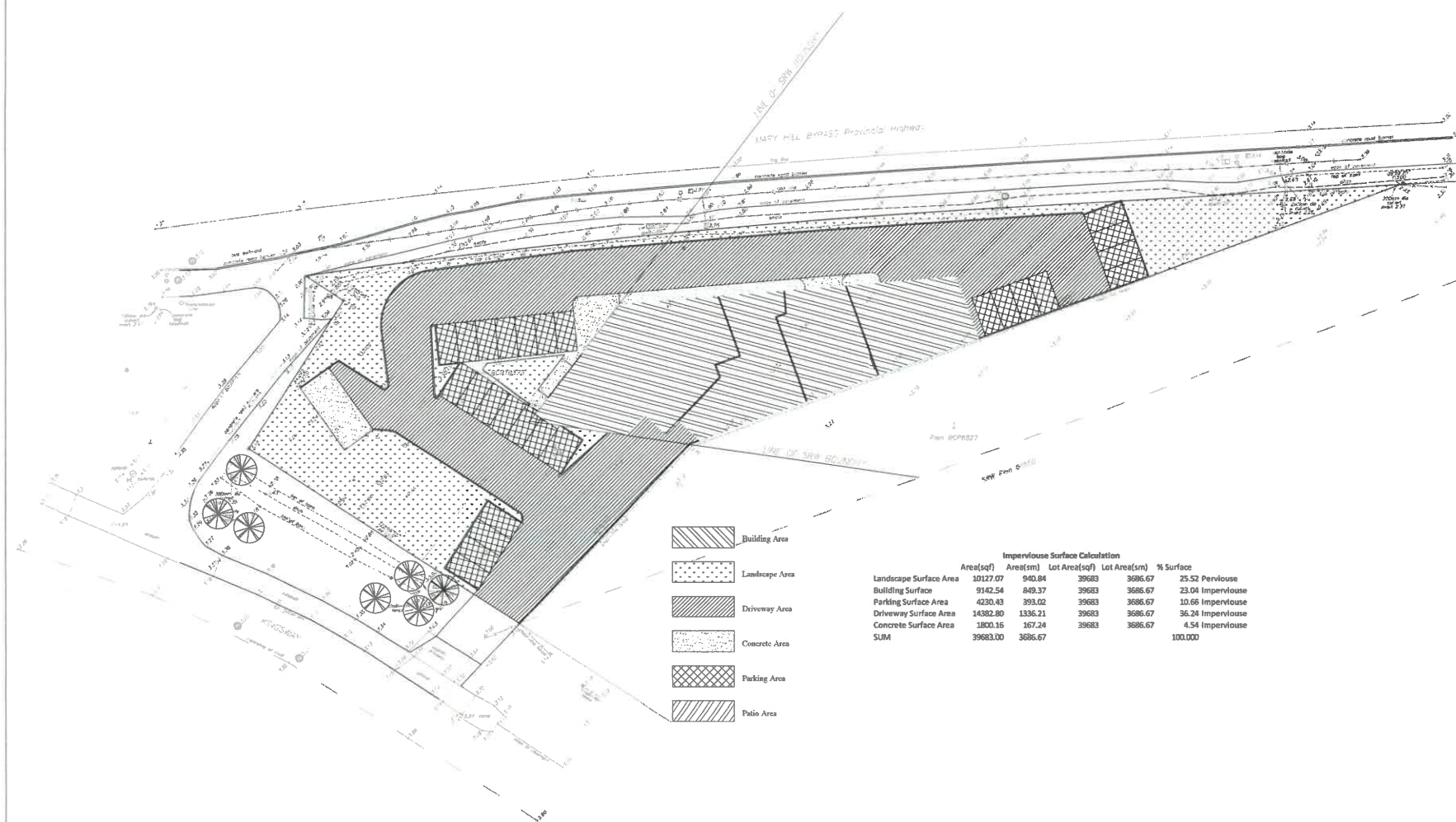


PROJECT TITLE :
1161 Kingsway Avenue
Port Coquitlam , BC

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DATE:	DRAWN BY:
04-12-2019	P.T.
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SHEET NO.	PROJECT NO.
A-1.1	S 1823

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Impervious Surface Calculation					
	Area(sqft)	Area(m ²)	Lot Area(sqft)	Lot Area(m ²)	% Surface
Landscape Surface Area	10127.07	940.84	39683	3696.67	25.52 Permeable
Building Surface	9142.54	849.57	39683	3696.67	23.04 Impervious
Parking Surface Area	4230.43	393.02	39683	3696.67	10.66 Impervious
Driveway Surface Area	14382.80	1336.21	39683	3696.67	36.24 Impervious
Concrete Surface Area	1800.16	167.24	39683	3696.67	4.54 Impervious
SUBA	39683.00	3696.67			100.00%



PROJECT TITLE :
1161 Kingsway Avenue
Port Coquitlam , BC

DATE :	DRAWN BY
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SHEET NO.	PROJECT NO.
A-2.1	S 1823

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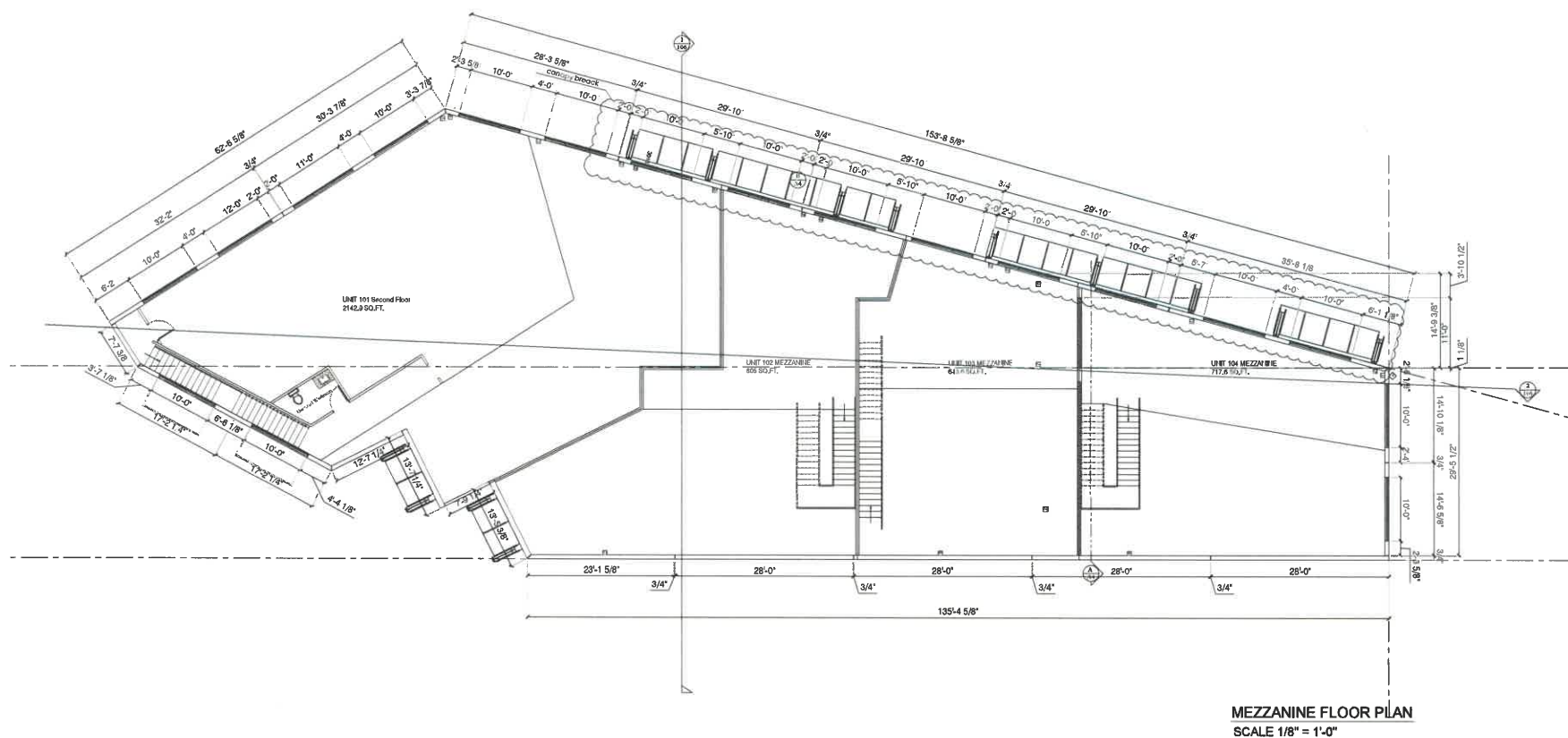


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Port Coquitlam , BC

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A-2.2	5-1973

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DP000276 (4)



CORRUGATED METAL CLADDING:
CHARCOAL BLACK



METAL CLADDING:
TERRA COTTA



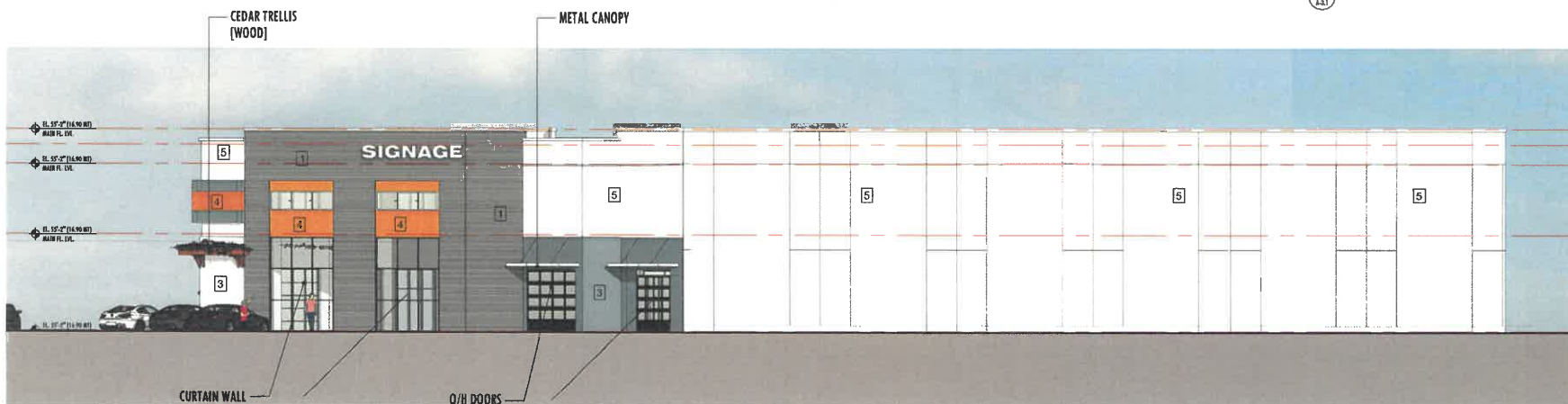
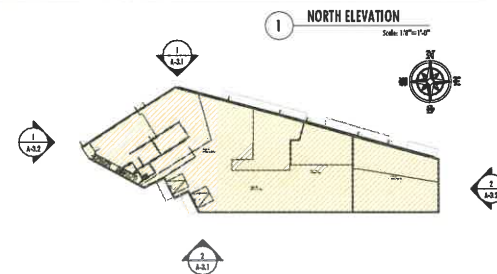
METAL CLADDING:
CHARCOAL



CORRUGATED METAL CLADDING:
COPPER PENNY



ELASTOMERIC PAINT TO MATCH
NAVAJO WHITE DC-95
BY MENZAMIN MOORE



2 SOUTH ELEVATION
Scale: 1/8"=1'-0"

A-3.1



Unit 209, 8321 King George
Blvd. Surrey BC, V3X 1G1
www.flat1architecture.ca
604-503-4484

PROJECT TITLE:
1161 Kingsway Avenue
Port Coquitlam, BC

DATE	BY	CHKD	APPD
04-10-2019	P.T.		
SCALE	AS SHOWN	CHECKED BY	
SHEET NO.	100	PROJECT NO.	9-1025

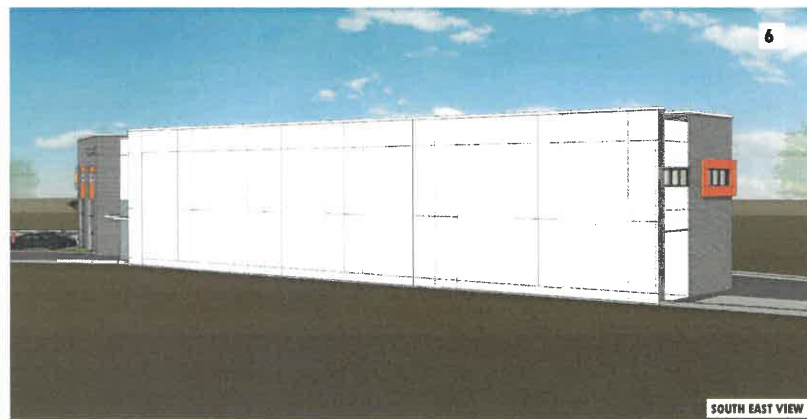
DATE: 04-10-2019
SCALE: AS SHOWN
SHEET NO. 100

DRWN BY: P.T.
CHECKED BY: AS
PROJECT NO. 9-1025

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D0000276(5)





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604-503-4484

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1161 Kingsway Avenue
Port Coquitlam, BC

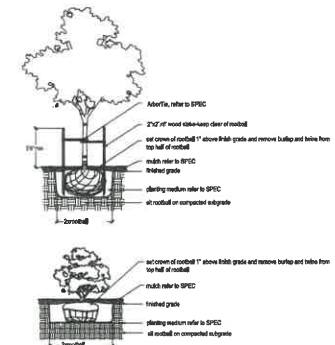
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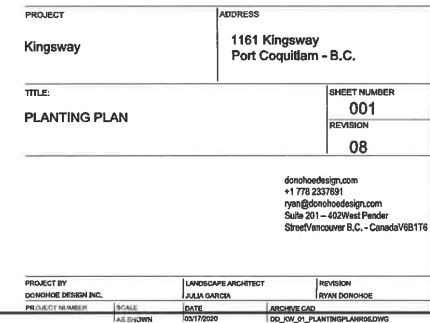
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REV-VERSIONS			
06	09/11/2020	ISSUED	Julia
07	09/03/2020	ISSUED	Julia
01	11/28/2018	ISSUED	Julia
05	02/05/2018	ISSUED	Julia
04	02/01/2018	ISSUED	Julia
03	12/14/2018	ISSUED	Julia
02	02/09/2017	ISSUED	Yong
01	01/20/2016	ISSUED	Yong
00	12/15/2016	ISSUED	Yong
REV.	DATE		RESP.

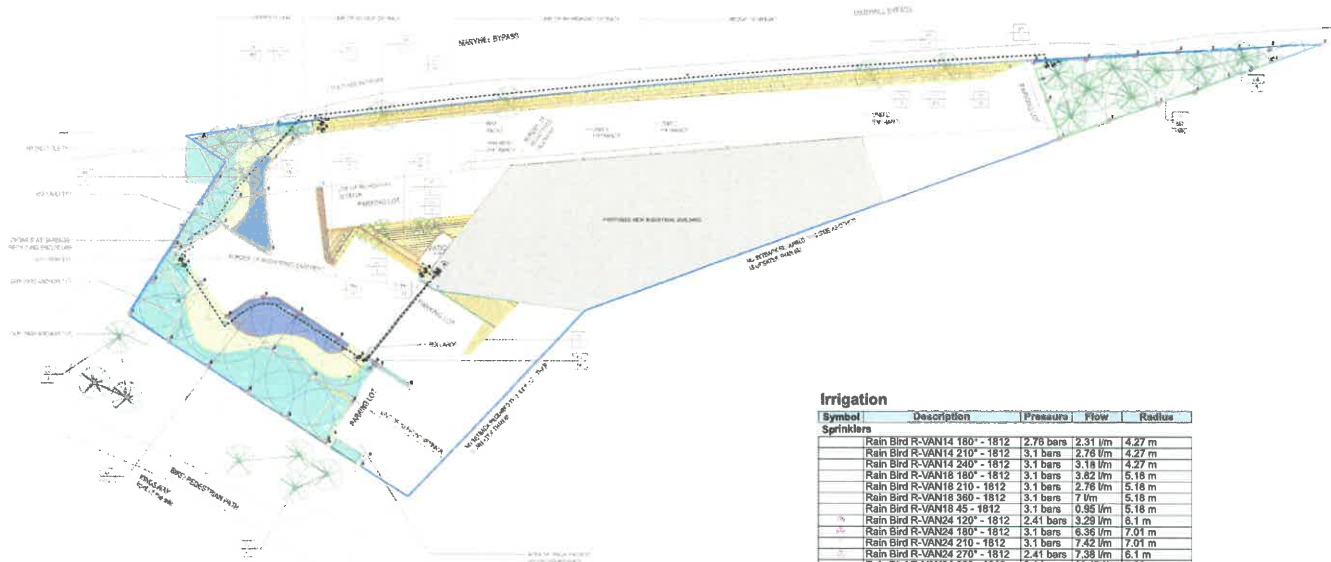
1 LANDSCAPE PLANTING PLAN
Scale: 1:300



DPG00276 (8)

COPYRIGHT RESERVED This plan is and at all times will remain, the exclusive property of the landscape designer and cannot be used or reproduced without written consent. Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from the dimensions and conditions shown on the drawings.

COLORED PRINTING



2 LANDSCAPE IRRIGATION PLAN
Scale: 1/8" = 1'-0"

NOTE:

Irrigation system needs a minimum of 16 Gallons per minute at 60 PSI

Irrigation

Symbol	Description	Pressure	Flow	Radius
Sprinklers				
1	Rain Bird R-VAN14 180° - 1812	2.78 bars	2.31 l/m	4.27 m
2	Rain Bird R-VAN14 210° - 1812	3.1 bars	2.76 l/m	4.27 m
3	Rain Bird R-VAN14 240° - 1812	3.1 bars	3.18 l/m	4.27 m
4	Rain Bird R-VAN18 180° - 1812	3.1 bars	3.82 l/m	5.18 m
5	Rain Bird R-VAN18 210° - 1812	3.1 bars	2.76 l/m	5.18 m
6	Rain Bird R-VAN18 360° - 1812	3.1 bars	7 l/m	5.18 m
7	Rain Bird R-VAN18 45° - 1812	3.1 bars	0.95 l/m	5.18 m
8	Rain Bird R-VAN24 120° - 1812	2.41 bars	3.29 l/m	6.1 m
9	Rain Bird R-VAN24 180° - 1812	3.1 bars	6.56 l/m	7.01 m
10	Rain Bird R-VAN24 210° - 1812	3.1 bars	7.42 l/m	7.01 m
11	Rain Bird R-VAN24 270° - 1812	2.41 bars	7.38 l/m	6.1 m
12	Rain Bird R-VAN24 360° - 1812	3.1 bars	15.17 l/m	7.01 m
13	Rain Bird R-VAN24 45° - 1812	3.1 bars	1.59 l/m	7.01 m
14	Rain Bird R-VAN24 90° - 1812	3.1 bars	3.18 l/m	7.01 m
15	Rain Bird R-VAN18S - 1812	3.1 bars	0.91 l/m	4.57 x 1.52 m
16	Rain Bird R-VANRCS - 1812	3.1 bars	0.91 l/m	4.57 x 1.52 m
17	Rain Bird R-VANSST - 1812	3.1 bars	1.82 l/m	9.14 x 1.52 m

Meters/Pumps

1/2"	1 inch meter
1/2"	Rain Bird 100-DSV

Control Valves

1/2"	Rain Bird ESP 4Me (10 Stations)
------	---------------------------------

Irrigation Accessories

1/2"	Class 200 3/4"
1/2"	Class 200 1"

Lateral Line Pipe

1/2"	Class 200 3/4"
1/2"	Class 200 1"

Mainline Pipe

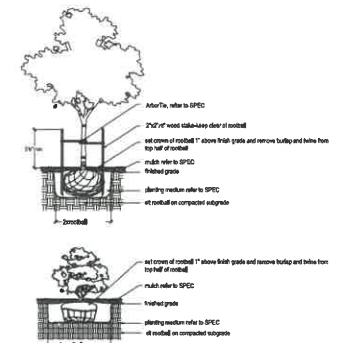
1/2"	Class 200 3/4"
1/2"	Class 200 1"

Sleeving

1/2"	Class 200 3"
------	--------------

Drip Tubing

1/2"	Toro RGP-412
------	--------------



REVISIONS			
01	1	01/10/2020	ISSUED
REV.	DATE		RESP.

PROJECT	ADDRESS
Kingsway	1161 Kingsway Port Coquitlam - B.C.

TITLE:	SHEET NUMBER
IRRIGATION PLAN	002
	REVISION

donohoodesign.com
+1 778 2377881
ryan@donohoodesign.com
Suite 201 - 402 West Pender
Street/Vancouver B.C. - Canada V6B1T8

PROJECT BY	LANDSCAPE ARCHITECT	REVISION
DONOHOO DESIGN INC.		RYAN DONOHOO
PROJECT NUMBER	SCALE	DATE
	AS SHOWN	10/17/2020
	ARCHIVE CAD	

DPO000276(9)

Schedule A

Energy Conservation:

Conservation Measure	Verification Method
location and size of windows to increase opportunities for natural ventilation and distribute natural daylight into interior spaces	DP and BP stage; staff review of building plans
shading devices, overhangs, and landscaping to shelter peak summer exposure while enabling light penetration during winter months;	DP and BP stage; staff review of building plans
cool roof designs to reduce heat absorption and heat build-up and improve energy efficiency, such as green roofs or materials with a high solar reflectance	DP and BP stage; staff review of building plans
high performance glazing or thermal breaks in windows, doors, and frames.	BP stage; staff review of building plans

Water Conservation:

Conservation Measure	Verification Method
drought-tolerant and indigenous tree, shrub, and plant species and other xeriscaping techniques.	DP and BP stage; staff review of building plans and landscape inspection
automated, high-efficiency mechanical irrigation systems	DP and BP stage; staff review of building plans and landscape inspection
sufficient depth of topsoil or composted materials for well-rooted plantings	BP stage; staff review of building plans and landscape inspection
pervious surface areas and permeable or porous paving materials in ongrade parking areas	DP and BP stage; staff review of building plans

GHG Reduction:

Conservation Measure	Verification Method
Where possible, the development shall be designed to utilize building materials that include recycled and renewable products and locally or regionally-sourced products.	BP stage; staff review of building plans and letter from applicant.

per OCP Sec. 9.11 Environmental Conservation DPA designation

DPO00276(10)

1940 Oxford Connector – Development Permit Amendment

RECOMMENDATION:

That Committee of Council approve an amendment to Development Permit DP000221 to allow changes to the building façade and landscaping for the existing commercial development at 1940 Oxford Connector.

PREVIOUS COUNCIL/COMMITTEE ACTION

On December 10, 2014, the Smart Growth Committee approved Development Permit DP000221, which regulates the development of a commercial building, parking and landscaping at 1940 Oxford Connector.

REPORT SUMMARY

The applicant McDonalds Restaurants Canada Ltd. are moving into the existing Carls Jr. Restaurant location at 1940 Oxford Connector and have requested an amendment to the existing Development Permit to accommodate their corporate branding and changes to the existing drive-through configuration to improve efficiency. The changes are minor and in keeping with zoning regulations, Commercial Development Permit Area and site specific Oxford Village Design Guidelines; staff recommend approval.

BACKGROUND

Site Location and Context: The site is located southwest of the intersection of Lougheed Highway and Oxford Street between the Canadian Pacific Railway yards and Lougheed Highway. 1940 Oxford Connector is developed with a relatively new commercial building, landscaping and associated parking. Vehicle access to the property is provided from an unnamed access road to the south. Surrounding land uses include the ICBC Service Centre to the east, rail yards to the south and highway commercial uses to the west and north of Lougheed Highway.



Location Map

Proposal: The site is developed as a multi-unit commercial building with a partial second storey. McDonald's is proposing to take over the existing restaurant space (Carl's Jr.) along with an adjacent commercial unit and update portions of the exterior façade to accommodate their

1940 Oxford Connector – Development Permit Amendment

drive-through configuration and corporate branding. McDonald's is also proposing to remove the existing exterior garbage enclosure to accommodate reconfigured drive-through order points and replace the garbage storage with a Molok in-ground garbage system to serve the site.



Proposed Building Character (northwest corner)

Policy and Regulations: The site is zoned CD18 (Comprehensive Development Zone 18). The CD18 zone includes this site and the adjacent ICBC Service Centre located at 1930 Oxford Connector and permits a variety of highway oriented commercial uses including site specific provisions for a drive-through restaurant at 1940 Oxford Connector.

The site is also subject to design objectives and guidelines of the OCP's Commercial Development Permit Area (DPA) and site specific Oxford Village Design Guidelines which were established when the Oxford Village was rezoned for its use in 2006. The Commercial DPA looks to facilitate orderly development of the area, control the interface between commercial and other uses and encourage a high quality of design character. The Oxford Village Design Guidelines include the establishment of an expected pattern of development with a defined "Tuscan" design theme.

DISCUSSION

The proposed changes to the building exterior are relatively minor and include:

- Removal and replacement of signage.
- Addition of a red "McDonald's signature blade" on the Oxford facing side of the building.
- Reduction of horizontal board cladding and glazing, expansion of existing metal cladding.
- Drive-through window to be removed and replaced with two new windows on west façade.
- Removal and addition of new entry doors on south façade.
- Addition of new McDonald's blade on the south façade.


1940 Oxford Connector – Development Permit Amendment

The proposed changes to the building façade and landscaping are coordinated with the existing design and in keeping with the objectives and design guidelines of the Commercial DPA and the Oxford Village Design Guidelines. The modifications to the drive-through will reduce onsite landscaping area and the applicant has indicated they will integrate the existing plants into the remaining landscape areas. The reconfiguration of the drive-through queueing and incorporation of the in-ground Molok garbage and recycling storage system will also result in the loss of two tandem parking spaces. The site however exceeds the number of parking spaces required by the parking bylaw; the bylaw requires 18 spaces and the site will provide 25 parking spaces. Staff recommend approval.

FINANCIAL IMPLICATIONS

None.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve Development Permit DP000221 amendment 1.
	2	Request amendments to the application or additional information prior to a decision.
	3	Refuse Development Permit DP000211 amendment 1, if Committee is of the opinion that the proposal does not comply with the OCP objectives and design guidelines. Pursuant to the Delegation Bylaw, the applicant may appeal the decision to Council.

ATTACHMENTS

Att#1: Draft Development Permit DP000221 amendment 1

Lead author(s): Bryan Sherrell

THE CORPORATION OF THE CITY OF PORT COQUITLAM

"DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849"

DEVELOPMENT PERMIT AMENDMENT

NO. DP000221 (amendment 1)

Issued to: DB INVESTMENTS (OXFORD CONNECTOR) INC
(Owner as defined in the Local Government Act,
hereinafter referred to as the Permittee)

Address: 34A-2755 LOUGHEED HWY PORT COQUITLAM BC V3B 5Y9

1. This Development Permit Amendment applies to and only to DP000221 issued December 10, 2014.
2. DP000221 is amendment to replace drawings DP000221 A and C with drawings DP000221 Amendment 1 A, C1 and C2, which form part of the permit and is attached hereto.
3. DP000221 is amended to supplement landscape drawings DP000221 D through H with drawing DP000221 amendment 1 I, which form part of the permit and is attached hereto.

APPROVED BY THE COMMITTEE OF COUNCIL THE ____ DAY OF _____, 2020.

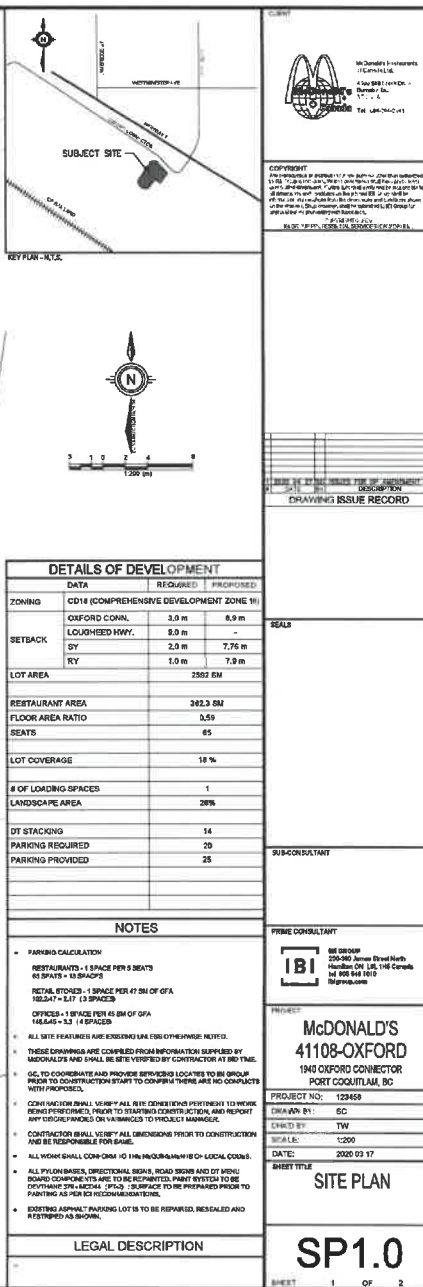
SIGNED THIS ____ DAY OF _____, 2020.

Mayor

Corporate Officer

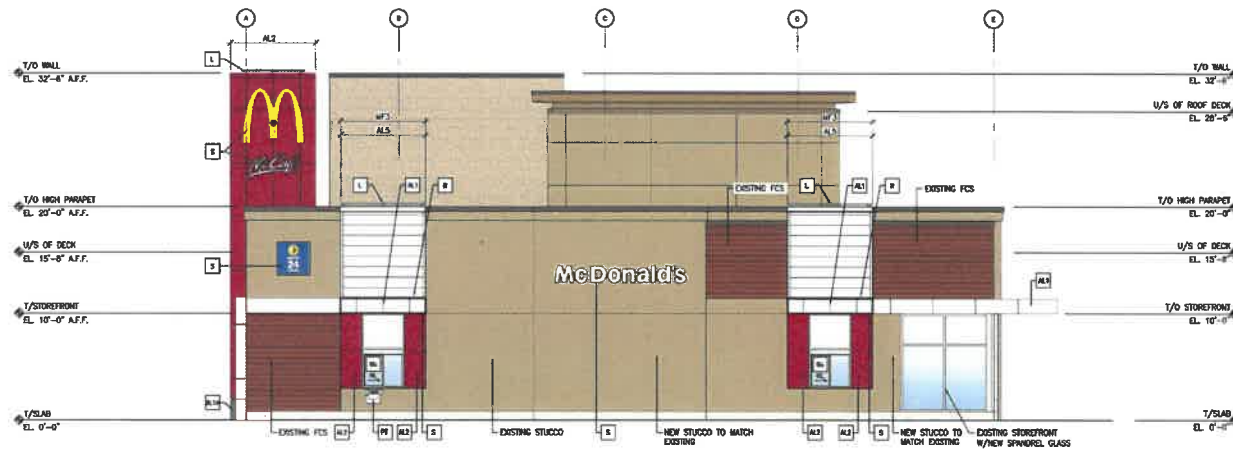
I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE TERMS AND
CONDITIONS UPON WHICH THIS PERMIT IS ISSUED.

Applicant (or Authorized Agent or
Representative of Applicant)

[illegible]



Dfocccal amendment 1 (ca)



Delay 2020 Tax Sale until 2021

RECOMMENDATION:

That Committee of Council direct staff to prepare a bylaw to delay the statutory date of property tax sale by one year.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

The city is required by the Local Government Act S.645 to hold an annual property tax sale on September 28, 2020. Due to the financial hardship Covid-19 has exerted on British Columbia taxpayers, the provincial government has issued Ministerial Order M159 that allows local governments to delay the 2020 property tax sale and redemption period by one year. By extending the tax sale date until 2021 the city will provide financially distressed property owners an additional year to pay their delinquent property taxes.

BACKGROUND

The Local Government Act S.645 requires the city to hold an annual tax sale where at 10:00 am on the last Monday in September, the municipal collector must conduct an annual tax sale by offering for sale by public auction each parcel of real property on which taxes are delinquent. Delinquent taxes are defined as any taxes remaining unpaid on December 31, two years after the year the tax was imposed. For example, taxes imposed in 2018 and still unpaid become delinquent on January 1, 2020.

As part of the property tax sale process all properties have a minimum bid price of the upset price which is equal to the amount of outstanding property taxes plus 5% and the land title registration fees. The highest bidder above the upset price or, if there is no bid above the upset price, the bidder at the upset price will be declared the purchaser. If there is no bid, or no bid equal to the upset price, the city will be declared the purchaser. Once sold the property owner has one year to redeem the property by paying the outstanding property taxes plus any interest that has been charged.

Since 2002, Council has authorized Finance staff to bid on behalf of the city to a maximum of 50% of the assessed value of the particular property being auctioned. In the event the city successfully purchases the tax delinquent property, the city will earn interest on the properties until they are



Report To: Committee of Council
Department: Finance
Approved by: K. Grommada
Meeting Date: June 23, 2020

Delay 2020 Tax Sale until 2021

redeemed which increases the city's investment return in addition to the interest the city is earning on these funds since the funds will remain invested. The owner of the property is not affected by this since they would have to pay the interest if any other person was the successful bidder. Further there are benefits to the owner of the property because having a city bidder usually results in the property being sold at the upset price where the property owner will pay less interest. Finally, if the properties are purchased by the city, the property owner will have the redemption period extended by an additional eleven months and twenty-one days if they pay at least half of the upset price and the accrued interest within the initial one year redemption period.

In 2019 two properties and in 2018 four properties were auctioned off at the minimum upset price and subsequently redeemed by their owners. It is rare for a property owner to not redeem the property and over the last twenty-five years no taxpayer has lost their home due to this process.

DISCUSSION

The COVID-19 pandemic continues to cause hardship for many Port Coquitlam taxpayers. In response to this impact, the provincial government has taken action to help those facing hardship by issuing a Ministerial Order M159 that allows local governments to delay the 2020 property tax sale and redemption period by one year. All properties sold in the 2019 property tax sale have been redeemed so an extension of the redemption period will not be required.

In order to delay the property tax sale for 2020, Council is required to pass a bylaw supporting the ministerial order by August 31, 2020. The provincial order also limits Councils authority to pick and choose between property classes, meaning, if Council supports delaying the property tax sale, this must be applied to all property class specs or not at all.

Within two weeks of the bylaw adoption, the city must send a notice to each property owner with delinquent taxes. The notice must state that tax sale has been delayed for one year, until September 27, 2021 and, unless paid at any time prior to the 2021 tax sale, the outstanding delinquent taxes for 2020 will remain as delinquent through the remainder of 2020 and 2021 (up to the 2021 tax sale date) and will continue to accrue interest.

If the tax sale is delayed, there will be no requirement for public notice of tax sale in 2020 (under S.647 of the Local Government Act) because there would be no tax sale. However, it is recommended that the city provide a public notice by posting a notice on the city website and the doors of city hall in addition to placing an ad in the local newspaper advising the public that there will be no tax sale in 2020.

Extending the tax sale date will provide distressed property owners an additional year to pay their delinquent property taxes. Reminders will be sent in August 2020 and staff will call all property



Report To: Committee of Council
Department: Finance
Approved by: K. Grommada
Meeting Date: June 23, 2020

Delay 2020 Tax Sale until 2021

owners of delinquent properties to encourage them to pay prior to the end of September 2020 to reduce the amount of interest they are charged.


If a bylaw is not adopted in accordance with the terms of the order, the city must proceed with the 2020 tax sale in accordance with the Local Government Act, and redemption period for the 2019 tax sale will end in September 2020 (the normal process).

As of June 8, 2020 there were 132 properties that had delinquent property taxes outstanding which would result in the property being sold if these delinquent taxes are unpaid at 10:00am on September 28, 2020.

FINANCIAL IMPLICATIONS

If property owners do not pay their delinquent taxes, the city will continue to earn interest on the outstanding amounts.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Direct staff to prepare a 2020 Delay of Tax Sale Bylaw.
	2	Direct staff to proceed with the 2020 Property Tax Sale.

Lead author: Brian North

RECOMMENDATION:

None.

REPORT SUMMARY

Reports are provided from the Community Centre Project Team to ensure Committee is updated regularly on the status of the construction project. This report will cover the project status up to the end of May 2020.

BACKGROUND

For this period, the following reports are attached:

Owner's Representative Progress Report #37 – Tango, April 2020.

Owner's Representative Progress Report #38 – Tango, May 2020.

DISCUSSION

Through April and May a variety of co-ordination, procurement, design and construction activities took place. Tango completed five detailed site inspections in April and three in May.

The status of work completed in April and May can be summarized as follows:

- Phase 1AB: Arena 2, Arena 3 and Library: Minor deficiencies and warranty administration is ongoing.
- Phase 1C Aquatic and Fitness Centre, All Age and Admin Areas: Minor deficiencies and warranty administration are ongoing.
- Phase 2ABC: Piling is complete. The parkade and Rink 1 structure are ongoing: parkade foundations are near completion, rink 1 vertical concrete and suspended slab is in progress. Structural steel for the large multipurpose room has commenced.

Ventana provided an updated schedule dated June 15, 2020. This schedule forecasts that Rink 1, the large multipurpose room, gymnasium and children's areas will be available in the summer of 2021, followed by the parkade and external sports courts in late fall 2021. The updated schedule forecasts that the spectator rink, large multi-purpose room, gymnasium and playrooms could be completed could be completed approximately six (6) weeks earlier than previously scheduled. The

critical path activity runs through the parkade structure and waterproof membrane, followed by hard and soft landscaping activities, and Phase 2ABC Occupancy. No changes to the critical path activities were conveyed during this reporting period. Tango continues to monitor the schedule very closely, focusing on the critical path activities and any associated risks that may impact substantial performance.

During June 2020, the following key construction activities are scheduled:

Phase 1ABC:

- Close out construction deficiencies and administer warranty items.

Phase 2:

- Continue with parkade slab-on-grade;
- Continue parkade vertical concrete and suspended slabs;
- Commence Rink 1 slab-on-grade and vertical concrete;
- Complete structural steel to multipurpose, gymnasium and children's areas; and,
- Commence mechanical and electrical rough-in to Phase 2 Parkade.

Site inspections during this reporting period confirm that the Design-Builder continues to implement a robust and disciplined safety program in compliance with provincial and federal advice and standards, relating to COVID-19. Tango noted that there is a potential future risk that the COVID-19 pandemic may have an impact to the project schedule, labour and supply chain availability. As of the end of May 2020, the project has not suffered as a result; no disruption in site progress due to supply of materials or availability of trade labour has been reported by the Design-Builder.

The facility closed due to COVID-19 restrictions on March 16. Under control and following health authority guidelines, the Design-Builder is utilizing this time to complete outstanding warranty work in coordination with City staff.

Monthly Owner's meetings with Ventana, City and Tango representatives are being conducted remotely; Owner's Meeting #27 was held on April 21, 2020 and meeting #28 was held on May 19, 2020. As noted in the meeting minutes (Attachment 1 – Appendix 7; Attachment 2 – Appendix 7).

The updated project dashboard is included as Appendix 5 in Tango's May report (Attachment 2). Based on the information contained in the Monthly Progress Reports #37 and #38 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. As mentioned above, the impact of COVID19 is unpredictable at this time and will continue to be monitored closely.

FINANCIAL IMPLICATIONS

April/May 2020 Community Centre Update

A summary of the total project costs expensed as of May 2020 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*	\$89,901,427	\$116,717,000	\$122,673,336
Project Management and Legal	\$1,540,939	\$1,500,000	\$2,222,620
Furniture, Fixtures and Equipment	\$1,873,743	\$3,900,000	\$3,770,140
Off-Site Improvements	\$415,618	\$3,000,000	\$2,245,904
Onsite works (service fees, etc.)	\$87,823	Incl. in other	\$150,000
Communications/Signage	\$54,106	Incl. in other	\$55,000
Total Project	\$94,856,656	\$132,100,000	\$132,100,000

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

ATTACHMENT

Attachment #1: Owner's Representative Progress Report #37 – Tango, April 2020.

Attachment #2: Owner's Representative Progress Report #38 – Tango, May 2020.



PORT COQUITLAM COMMUNITY CENTRE

Owner's Representative Progress Report #37

April 2020

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APPENDICES

Appendix 1 – Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: May 19th 2020
 - Update

Appendix 2 – Progress Photographs: April 2020

Appendix 3 - Site Inspection Reports: April 2020

Appendix 4 – Certificate of Payment No.40: May 12, 2020

Appendix 5 – Project Dashboard: April 30, 2020

Appendix 6 – Architecture 49 Letter of Construction Conformance – May 11, 2020

Appendix 7 – Owners Meeting Minutes #27: April 21, 2020

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 Centre in Port Coquitlam, BC ("Project").

Tango is pleased to submit its Monthly Progress Report #37 to the Owner. This report represents a summary of key project activities and issues that occurred up to April 30, 2020.

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.

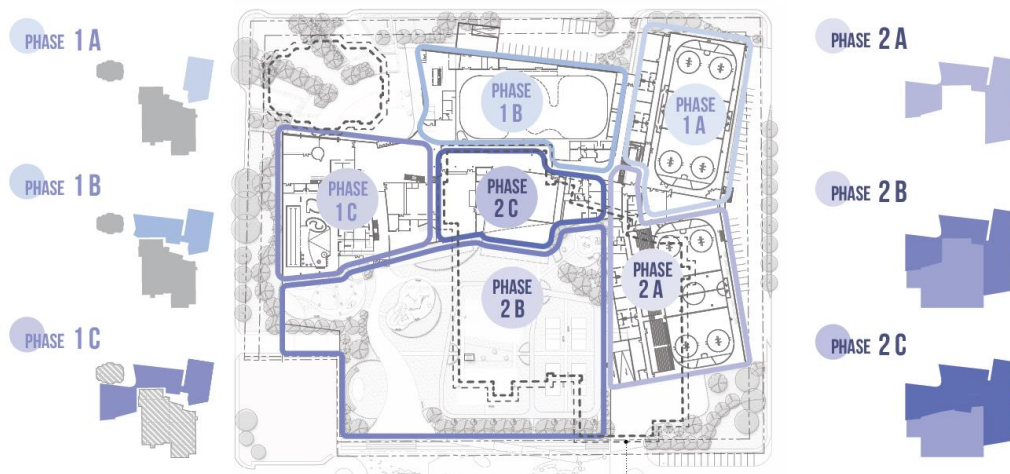
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

2.0 EXECUTIVE SUMMARY

During April 2020 numerous meetings, co-ordination, procurement, design and construction activities have taken place. Phase 2 piling is complete. The parkade and Rink 1 structure is ongoing. Based on the information contained in this Monthly Progress Report #36 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 as per schedule.

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.

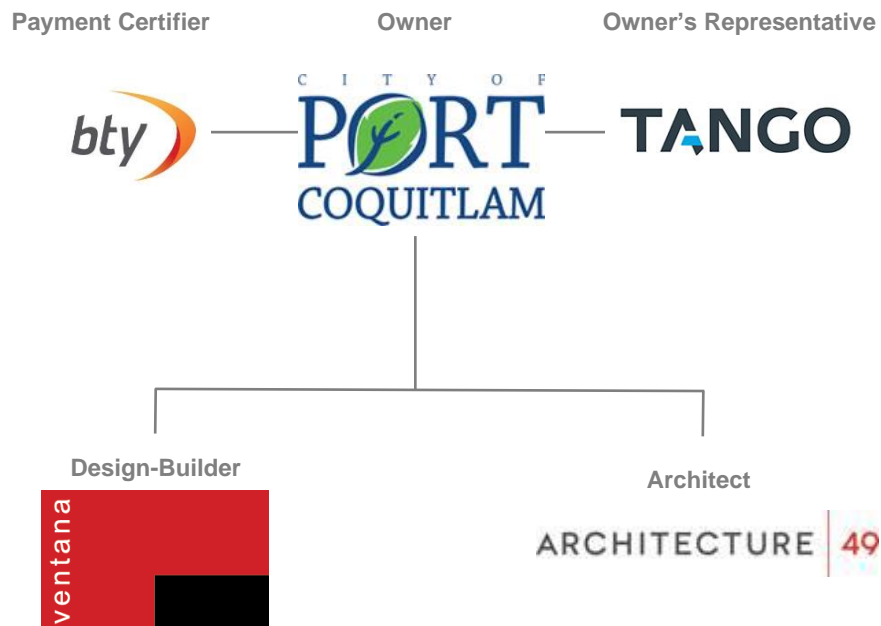


4.0 PROJECT TEAM

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

Design Development, Working Drawings and Construction Documents are complete. Final design revisions are being managed via post tender addendums.

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.

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.

The following permits were issued to the Owner during the Occupancy process for Phase 1ABC:

- Health Permit: Concessions, Lounge Food Services and Aquatics;
- Refrigeration Plant Permit;
- Electrical Permit; and
- Elevator Permits.

An Interim Occupancy Permit was issued by the City's Building Department on August 19, 2019 for the first phase of the Project.

An Interim Occupancy Permit was issued by the City's Building Department on October 16, 2019 for Phase 1C (excluding the Aquatic Centre).

An Interim Occupancy Permit was issued by the City's Building Department on January 30, 2020 for the Phase 1C Aquatic Centre.

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 May 19, 2020:

Phase 2:

Bulk Ex and Excavation;
Concrete Reinforcing;
Concrete Polishing;
Waterproofing;
Roof Anchors;
Masonry;
Glazing;
Drywall

Formwork;
Structural Steel;
Metal Deck;
Sprayed Thermal Insulation;
Glulam's;
Metal Wall Panels;
Rubber Roofing; and

Please refer to our monthly progress report #33 and earlier for confirmation of the Phase 1 trade awards.

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 have been worked through and coordinated in-line with the Design-Builder's schedule.

We are finalizing the procurement of the FFE packages with the Owner. The following packages have been awarded:

- AV Systems – PJS Systems Inc.
- Video Wall System – Sapphire Sound Inc.
- Library Shelving & Furniture – Jonathan Morgan and Company Ltd.
- Furniture – Staples Business Advantage.
- Fitness Equipment – Life Fitness, Fitness Town Commercial & Johnson Health Tech. Canada.

FFE installation has commenced and is ongoing in line with the Project Schedule and Budget.

Project Coordination / Meeting

The Owner's Meeting #27 was held on April 21, 2020.

Please refer to Appendix 7 of this Monthly Progress Report for a copy of the Owner's Meeting Minutes #27.

6.0 Procurement & Contract Administration (continued)

Owner Request for Information (RFI)

- Number of RFI's issued – 171
- Number of RFI's Closed – 169
- Number of RFI's Open – 2

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	\$9,458,617
4 Current (Revised) Contract Price	\$126,175,617
5 Work Certified as Completed (Base Contract)	\$94,287,752
6 Current Cost to Complete (Base Contract)	\$31,887,865
7 Lien Holdback (Base Contract)	\$8,928,775
8 Lien Holdback Released	-\$7,088,080
B Non-Contract Costs	\$8,362,278
C Total Project Budget	\$135,520,895
9 Capital Utility Budget	\$3,420,895
C Total Project Budget (Revised)	\$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. 40 dated May 12, 2020, which certifies the current payment due to the Design-Builder, under the terms of the Design-Build Contract ("DBC") for the period ending April 30, 2020.

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

Item	Dollar Value
Current Net	\$3,409,357
Current GST (5.0%)	\$170,468
Total Current Payable to the Design-Builder	\$3,579,825
Total Current Builders Lien Holdback	\$1,840,695

Please refer to Appendix 4 of this report for a copy of Certificate of Payment No. 40.

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 April 30, 2020 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
5	Additional Back-Up Power	\$90,713	Project Contingency
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
14	Added Door Security	\$88,364	Project Contingency
17	Terry Fox Display Cases	\$4,950	Project Contingency
20	Exterior Building Signage	\$57,618	Project Contingency
21	Phase 1 Millwork Re-Design Services	\$7,975	Project Contingency
24	RCMP Panic Buttons	\$8,375	Project Contingency
25	Splash Park Recirc Design	\$13,640	Project Contingency
32	Temporary Referee Change Rooms	\$15,525	Project Contingency
33	Roof Screens South Elevation	\$76,347	Project Contingency
34	Wilson Centre Add Abatement	\$101,446	Project Contingency
36	TRX Steel Supports	\$13,532	Project Contingency
37	Additional WAP	\$11,283	Project Contingency
38	Rink 2 Video Wall Structure	\$21,182	Project Contingency
39	Splash Park Recirculation System	\$301,532	Project Contingency
40	Removal of Asbestos Concrete Pipe	\$18,480	Project Contingency
41	Feature Dressing Room	\$62,968	Project Contingency
42	Additional Landscape Design Fees	\$5,225	Project Contingency
	SUB-TOTAL	\$3,957,629	
15	Scoreboard Credit	-\$42,760	FF&E
	SUB-TOTAL	-\$42,760	
4	Off Site Design Services	\$269,998	Off Sites / Capital Utility Budget
6	Additional Off Site Design Services	\$55,875	Off Sites / Capital Utility Budget
13	Offsite Scope of Work (Phase 1A)	\$1,698,500	Off Sites / Capital Utility Budget
16	Offsite Isolation Valves	\$37,711	Off Sites / Capital Utility Budget
18	Offsite Scope of Work (Phase 1B)	\$2,900,900	Off Sites / Capital Utility Budget
19	Hydro conduit relation at Kingsway	\$110,674	Off Sites / Capital Utility Budget
22	Offsite Storm Change @ Kingsway and Kelly	\$49,500	Off Sites / Capital Utility Budget
23	Bonding and Insurance Scope for Offsite Awarded	\$161,936	Off Sites / Capital Utility Budget
26	Offsite Telus and Shaw Redline IFCs	\$53,162	Off Sites / Capital Utility Budget
27	Manhole Extension	\$73,801	Off Sites / Capital Utility Budget
28	Kelly Sanitary	\$26,985	Off Sites / Capital Utility Budget
29	Kingsway Sanitary Conflict	\$60,745	Off Sites / Capital Utility Budget
30	Watermain Kelly and Mary Hill	\$17,954	Off Sites / Capital Utility Budget
31	Kelly Watermain extension	\$11,249	Off Sites / Capital Utility Budget
35	Offsite Extra Service Box	\$14,758	Off Sites / Capital Utility Budget
	SUB-TOTAL	\$5,543,748	
	TOTAL CHANGE ORDERS	\$9,458,617	

7.0 *Project Budget (continued)*

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.

Claims Management

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

8.0 **PROJECT SCHEDULE**

Construction Progress (April End 2020)

We conducted detailed site inspections on April 1, 8, 14, 21 & 28, 2020. At the time of the inspections the status of work can be summarized as follows:

- **Phase 1A: Participant Ice:** Minor deficiencies and warranty administration is ongoing.
- **Phase 1B: Leisure Ice and Library:** Minor deficiencies and warranty administration is ongoing.
- **Phase 1C Aquatic and Fitness Centre, All Age and Admin Areas:** Minor deficiencies and staff training are ongoing.
- **Phase 2ABC:** Piling is complete. Pile caps, parkade slab-on-grade, vertical concrete and suspended slab are ongoing.

We received a copy of the Design-Builder's updated schedule – ***“Port Coquitlam Community Recreation Complex – Owner's Schedule: May 19th2020 - Update”***.

The critical path activity runs through the parkade structure and waterproof membrane, followed by hard and soft landscaping activities, and Phase 2ABC Occupancy.

This schedule forecasts that Rink 1, the large multipurpose room, gymnasium and daycare will be available in the summer of 2021, followed by the parkade and external sports courts in late fall 2021, in line with Substantial Performance.

The Design-Builder is still forecasting Rink 1, Large Multi-Purpose Room, Gymnasium and Daycare could be completed approx. six (6) weeks earlier than previously scheduled.

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

The Design-Builder is reporting that there has been no change to the critical path activities during this reporting period.

Please refer to Appendix 2 of this report for progress photographs recording construction activities during April 2020.

8.0 Project Schedule (continued)

Monthly Look Ahead

During May 2020, the following key construction activities are scheduled (based on ***“Port Coquitlam Community Recreation Complex – Owner’s Schedule: May 19th 2020 - Update”***).

- **Phase 1ABC – Rinks 2&3, Library and Div 9**
 - Close out construction deficiencies.
- **Phase 1C – Aquatics and Fitness Area**
 - Close out construction deficiencies.
- **Phase 2**
 - Complete pile caps;
 - Continue with parkade slab-on-grade;
 - Continue parkade vertical concrete and suspended slabs;
 - Commence Rink 1 slab-on-grade and vertical concrete; and
 - Commence structural steel to multipurpose, gymnasium and daycare.

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 Architecture 49's Letter of Construction Conformance, dated May 11, 2020. 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 Letter of Assurance is included in Appendix 6 of this report.

We received a copy of Architecture 49's Site Report #65, dated April 30, 2020. Items have been identified for the Design-Builder to review and action. We understand the Design-Builder is addressing these in a timely manner.

We received copies of BMZ's Construction Review Memos, dated April 1, 6, 8, 9, 15, 16, 22, 27 & 28, 2020. Items have been identified for the Design-Builder to review and action. We understand the Design-Builder is addressing these in a timely manner.

We did not receive a copy of Smith and Anderson's Job Report during this reporting period from the Design-Builder.

We did not received a copy of WSP's Mechanical and Plumbing Field Report during this reporting period from the Design-Builder.

9.0 *Quality Assurance & Quality Control (continued)*

We received a copy of Thurber Engineering's Field Review Report No. 68, dated April 6, 2020. The Geotechnical Engineer has not identified any actions to be remedied by the Design-Builder.

We performed detailed site inspections on April 1, 8, 14, 21 & 28, 2020 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**

No major incidents were reported during this reporting period.

11.0 **AREAS OF CONCERN & OUTSTANDING ISSUES**

In general, all issues and actions raised within meetings and communications during April 2020 have been addressed or remain ongoing as part of the forthcoming design, procurement and construction phases.

The Design-Builder has re-scheduled the Phase 2 scope of work. The timely completion of the foundations, parkade structure and landscaping is critical in order for the Substantial Performance date of October 31, 2021 to be achieved.

There is a potential future risk that the COVID-19 pandemic may have an impact to the project schedule, labour and supply chain availability. As of the date of this report, the project has not suffered as a result.

From our communications and site inspections during this reporting period we confirm that the Design-Builder continues to implement a robust and disciplined safety program in compliance with provincial and federal advice and standards, relating to COVID-19.

On March 19, 2020, the Design-Builder issued a corporate message that confirmed the actions and measures that were being implemented to manage their business operations during the pandemic.

We note the facility has been closed due to COVID-19 restrictions. Under control and following Government guidelines, the Design-Builder is utilizing this time to complete outstanding warranty work, in strict coordination with the Owners staff.

APPENDIX 1

Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: May 19th 2020 - Update



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

May 19th 2020 - Update

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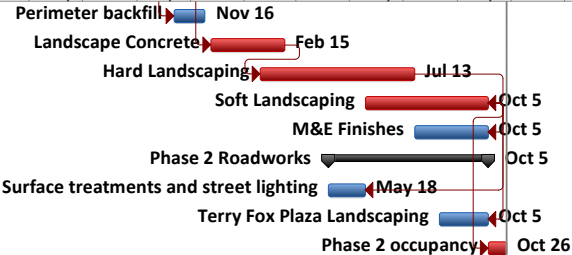
ID	Task Name	Duration	Start	Finish	2018																								2020												2022			
					Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan										
1	1 Port Coquitlam Recreation Centre	1195 days?	Fri 2/24/17	Tue 10/26/21	Port Coquitlam Recreation Centre																																Oct 26							
2	1.1 Design Phases	144 days	Fri 2/24/17	Wed 9/20/17	Design Phases																																Sep 20							
3	1.1.1 Phase 1ABC - Groundworks	55 days	Fri 2/24/17	Fri 5/12/17	Phase 1ABC - Groundworks																																May 12							
9	1.1.2 Pile tender and award	60 days	Mon 6/26/17	Wed 9/20/17	Pile tender and award																																Sep 20							
13	1.2 Phase 1ABC - Design - Structure	649 days	Fri 2/24/17	Mon 9/23/19	Phase 1ABC - Design - Structure																																Sep 23							
14	1.2.1 Formwork/Reinforcing	190 days	Fri 2/24/17	Mon 11/27/17	Formwork/Reinforcing																																Nov 27							
19	1.2.2 Structural Steel & Glulam	90 days	Fri 9/22/17	Fri 2/2/18	Structural Steel & Glulam																																Feb 2							
24	1.2.3 Phase 1ABC - Design - Balance	329 days	Mon 5/8/17	Fri 8/31/18	Phase 1ABC - Design - Balance																																Aug 31							
34	1.2.4 Phase 2ABC - Design	249 days	Tue 10/2/18	Mon 9/23/19	Phase 2ABC - Design																																Sep 23							
40	1.3 Construction Phases	613 days?	Tue 9/5/17	Tue 2/4/20	Construction Phases																																Feb 4							
41	1.3.1 Phase 1AB	499.5 days?	Tue 9/5/17	Thu 8/29/19	Phase 1AB																																Aug 29							
217	1.3.2 Phase 1C	541 days	Mon 12/18/17	Tue 2/4/20	Phase 1C																																Feb 4							
262	1.4 Phase 2	596 days	Tue 7/16/19	Tue 10/26/21	Phase 2																																Oct 26							
263	1.4.1 Demo	102.5 days	Tue 7/16/19	Thu 12/5/19	Demo																																Dec 5							
269	1.4.2 Phase 2ABC	526 days	Tue 10/22/19	Tue 10/26/21	Phase 2ABC																																Oct 26							
270	1.4.2.1 Earthworks	85 days	Tue 10/22/19	Mon 2/17/20	Earthworks																																Feb 17							
271	1.4.2.1.1 Bulk Excavation	85 days	Tue 10/22/19	Mon 2/17/20	Bulk Excavation																																Feb 17							
272	1.4.2.2 Foundations	100 days	Tue 12/24/19	Mon 5/11/20	Foundations																																May 11							
273	1.4.2.2.1 Pile Driving (1 month delayed start)	55 days	Tue 12/24/19	Mon 3/9/20	Pile Driving (1 month delayed start)																																Mar 9							
274	1.4.2.2.2 Pile Caps	85 days	Tue 1/14/20	Mon 5/11/20	Pile Caps																																May 11							
275	1.4.2.3 Parkade Structure	170 days	Tue 2/18/20	Mon 10/12/20	Parkade Structure																																Oct 12							
276	1.4.2.3.1 Parkade SOG	140 days	Tue 2/18/20	Mon 8/31/20	Parkade SOG																																Aug 31							
277	1.4.2.3.2 Parkade Vertical Concrete and Suspended Slabs	170 days	Tue 2/18/20	Mon 10/12/20	Parkade Vertical Concrete and Suspended Slabs																																Oct 12							
278	1.4.2.4 Spectator Rink Structure	110 days	Tue 5/12/20	Mon 10/12/20	Spectator Rink Structure																																Oct 12							
279	1.4.2.4.1 Spectator Rink Vertical and SOG	80 days	Tue 5/12/20	Mon 8/31/20	Spectator Rink Vertical and SOG																																Aug 31							
280	1.4.2.4.2 Spectator Rink Vertical and Suspended Slab	60 days	Tue 7/7/20	Mon 9/28/20	Spectator Rink Vertical and Suspended Slab																																Sep 28							
281	1.4.2.4.3 Spectator Rink Exterior Walls	30 days	Tue 9/1/20	Mon 10/12/20	Spectator Rink Exterior Walls																																Oct 12							
282	1.4.2.5 Phase 2C - Multi-Purpose / Gym / Daycare	325 days	Tue 5/19/20	Mon 8/16/21	Phase 2C - Multi-Purpose / Gym / Daycare																																Aug 16							
283	1.4.2.5.1 Structural Steel and glulam	60 days	Tue 5/19/20	Mon 8/10/20	Structural Steel and glulam																																Aug 10							
284	1.4.2.5.2 Metal Decking	25 days	Tue 8/11/20	Mon 9/14/20	Metal Decking																																Sep 14							
285	1.4.2.5.3 Roofing	20 days	Tue 9/15/20	Mon 10/12/20	Roofing																																Oct 12							
286	1.4.2.5.4 Glazing	80 days	Tue 9/15/20	Mon 1/4/21	Glazing																																Jan 4							
287	1.4.2.5.5 Metal Cladding	50 days	Tue 11/10/20	Mon 1/18/21	Metal Cladding																																Jan 18							
288	1.4.2.5.6 Interior Steel Stud/Drywall	60 days	Tue 1/5/21	Mon 3/29/21	Interior Steel Stud/Drywall																																Mar 29							
289	1.4.2.5.7 Interior Finishes	90 days	Tue 3/2/21	Mon 7/5/21	Interior Finishes																																Jul 5							
290	1.4.2.5.8 Millwork	30 days	Tue 5/25/21	Mon 7/5/21	Millwork																																Jul 5							
291	1.4.2.5.9 M&E Finishes	20 days	Tue 6/29/21	Mon 7/26/21	M&E Finishes																																Jul 26							
292	1.4.2.5.10 Commissioning	15 days	Tue 7/27/21	Mon 8/16/21	Commissioning																																Aug 16							
293	1.4.2.6 Phase 2A - Spectator Ice	250 days	Tue 8/11/20	Mon 7/26/21	Phase 2A - Spectator Ice																																Jul 26							
294	1.4.2.6.1 Structural Steel	40 days	Tue 8/11/20	Mon 10/5/20	Structural Steel																																Oct 5							
295	1.4.2.6.2 Interior Block Walls	45 days	Tue 9/8/20	Mon 11/9/20	Interior Block Walls																																Nov 9							
296	1.4.2.6.3 Metal Decking	20 days	Tue 10/6/20	Mon 11/2/20	Metal Decking																																Nov 2							
297	1.4.2.6.4 Insulated Metal Panel	20 days	Tue 11/3/20	Mon 11/30/20	Insulated Metal Panel																																Nov 30							
298	1.4.2.6.5 Roofing	35 days	Tue 12/1/20	Mon 1/18/21	Roofing																																Jan 18							
299	1.4.2.6.6 Glazing	15 days	Tue 12/1/20	Mon 12/21/20	Glazing																																Dec 21							
300	1.4.2.6.7 Rink Slab	35 days	Tue 1/19/21	Mon 3/8/21	Rink Slab																																Mar 8							
301	1.4.2.6.8 Dasher Boards	20 days	Tue 3/23/21	Mon 4/19/21	Dasher Boards																																Apr 19							
302	1.4.2.6.9 Interior Steel Stud/Drywall	35 days	Tue 1/19/21	Mon 3/8/21	Interior Steel Stud/Drywall																																Mar 8							
303	1.4.2.6.10 Interior Finishes	90 days	Tue 2/23/21	Mon 6/28/21	Interior Finishes																																Jun 28							
304	1.4.2.6.11 Millwork	20 days	Tue 6/15/21	Mon 7/12/21	Millwork																																Jul 12							
305	1.4.2.6.12 M&E Finishes	15 days	Tue 6/22/21	Mon 7/12/21	M&E Finishes																																Jul 12							
306	1.4.2.6.13 Commissioning	10 days	Tue 7/13/21	Mon 7/26/21	Commissioning																																Jul 26							
307	1.4.2.7 Phase 2B - Parkade	336 days	Tue 6/23/20	Tue 10/5/21	Phase 2B - Parkade																																Oct 5							
308	1.4.2.7.1 Waterproof Membrane	90 days	Tue 7/21/20	Mon 11/23/20	Waterproof Membrane																																Nov 23							
309	1.4.2.7.2 M&E Rough in	120 days	Tue 6/23/20	Mon 12/7/20	M&E Rough in																																Dec 7							
310	1.4.2.7.3 Parkade finishing	6 mons	Tue 12/8/20	Mon 5/24/21	Parkade finishing																																May 24							



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
May 19th 2020 - Update

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APPENDIX 2

Progress Photographs – April 2020



Phase 2A – Rink refrigeration pipework



Phase 2B – Parkade suspended slab falsework preparation



Phase 2C – Parkade suspended slab concrete placement

APPENDIX 3

Site Inspection Reports: April 2020

Field Review Report



Project: PCCC

Reporting Date: 2020-04-01

Prepared By: Alun Lewis

Weather: Sunny: ☒
 Cloudy: ☒

Rain: ☐
 Snow: ☐

Wind: ☐
 Other: ☐

Temperature: High of: **9**
 Low of: **2**

Trade Contractor's

Superintendents	1	Piling		Waterproofing		Painting	
Engineers		Site Work	5	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	3
Carpenters		Concrete Formwork	32	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel	12	Windows/Glazing		Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	2
		Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile		Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	54
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

QAQC

As previously noted and discussed with Ventana

Reviewed tiles in aquatics with Jerry (VCC) & Jakub (Branda Contracting)

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Site work	5	2B - Lay fitler cloth and grade base gravels to falls for parking lot
Formwork	24	2A - Strip formwork to pile caps and grade beams to storage areas & changerooms
Formwork		2B - Place formwork for pile caps
		2C - Sacking columns. Place suspended slab falsework
Concrete placement	8	2B & 2C - Place & finish concrete to parking lot slab
Rebar	12	2B - Place rebar to parking lot SOG. Prefab pile & pile cap cages
		2A - Place rebar to pilecaps and gradebeams
Plumbing	3	2B - Place underslab drainaing in parkade
Electrical	2	2B - Place conduit in slab to pass up columns

Field Review Report



Project: PCCC
 Reporting Date: 2020-04-01
 Prepared By: Alun Lewis

Weather: Sunny: x Rain: Wind: Temperature: High of: 15
 Cloudy: Snow: Other: Low of: 4

Trade Contractor's							
Superintendents	1	Piling		Waterproofing		Painting	
Engineers		Site Work	6	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	4
Carpenters		Concrete Formwork	27	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel	10	Windows/Glazing		Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	3
		Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile		Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	50
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

QAQC

As previously noted and discussed with Ventana

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Site work	6	2B - Grading parkade base gravels
		2A - Excavate pilecaps and gradebeams along E elevation
Formwork	27	2C - Continue with suspended slab falsework. Strip column forms
		2B - Parkade E elevation formwork. Suspended slab falsework
Rebar	10	2A - Commence placement of wall starters along E elevation in foundations
		2B - Place pre-made column cages. Place column starters to pilecaps. Pre fab rebar cages
Plumbing	4	2C - Commence layout and install of suspended slab plumbing
Electrical	3	2C - Commence layout and install of suspended slab electrical. Continue install within columns
		from parkade to suspended slab

Field Review Report



Project: PCCC
 Reporting Date: 2020-04-14
 Prepared By: Alun Lewis

Weather: Sunny: x Rain: Wind: Temperature: High of: 15
 Cloudy: Snow: Other: Low of: 7

Trade Contractor's

Superintendents	1	Piling		Waterproofing		Painting	
Engineers		Site Work	8	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	3
Carpenters		Concrete Formwork	32	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel	9	Windows/Glazing		Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	3
		Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile		Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	55
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

QAQC

As previously noted and discussed with Ventana

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Site work	8	2A - Backfill along W elevation to NW corner, via slinger where unable to get machine accss
		2B - Grading base gravels to parkade
Formwork	32	2A - Pilecap & gradebeam formwork
		2B - Suspended slab falsework continuation. Column formwork. Stripping pilecap forms
Rebar		2C - Continuation of suspended slab falsework. Sacking columns. Clean out end caps of
		threaded rebar from 1B & 1C slab edges, for rebar continuation
Rebar	9	2A - Rebar cages to pilecaps and gradebeams ahead of pour
		2B - Prefab rebar cages for pilecaps, pile cages and columns
Mechanical	3	2B - Place underslab drainage
Electrical	3	2B - Place conduits in columns and walls

Field Review Report



Project: PCCC
 Reporting Date: 2020-04-21
 Prepared By: Alun Lewis

Weather: Sunny: x Rain: Wind: Temperature: High of: 13
 Cloudy: x Snow: Other: Low of: 8

Trade Contractor's							
Superintendents	1	Piling		Waterproofing		Painting	
Engineers		Site Work	5	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	3
Carpenters		Concrete Formwork	35	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel	20	Windows/Glazing		Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	3
		Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile		Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	66
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

QAQC

As previously noted and discussed with Ventana
 Noted voids to concrete wall of stair core 1 at E side under glazed section at door & on W side under large block out (see photos)

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Site work	5	2A - Assist plumbing contractor in hand digging sani lines in changerooms
		2B - Parkade base gravels being graded to falls
Formwork	35	2B - Column formwork to S of tower crane. Suspended slab falsework around tower crane.
		Pilecap and gradebeam formwork to SE corner. Sacking of stair core 1 at base of wall and to columns
		2A - Strip forms from gradebeams
		2C - Place suspended slab falsework, plywood deck and slab thickening step for soffit. Install mesh stop ends for suspended slab pours
Rebar	20	2A - Place rebar to E & S elevation gradebeams
		2B - Place column rebar. Place parkade rebar mat
		2C - Place suspended slab rebar bottom mat & screw thread rebar into phase 1B main corridor slab
Plumbing	3	2A - Layout, hand dig & place changeroom sani pipes
Electrical	3	2C - Place conduit in suspended slab

Field Review Report



Project: PCCC
 Reporting Date: 2020-04-28
 Prepared By: Alun Lewis

Weather: Sunny: x Rain: _____ Wind: _____ Temperature: High of: 12
 Cloudy: x Snow: _____ Other: _____ Low of: 8

Trade Contractor's							
Superintendents	1	Piling		Waterproofing		Painting	
Engineers		Site Work	6	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	3
Carpenters		Concrete Formwork	50	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	2
Operators		Reinforcing Steel	13	Windows/Glazing		Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	2
		Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile		Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	76
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Item 274 - Pile Caps - Due to finish May 11. No interior pile caps to rink area commenced and section of 2B being left out for vehicle access for concrete pumps and steel erectors crane for glulam install

QAQC

As previously noted and discussed with Ventana
 Conduit to electrical closet being installed as concrete pour is progressing. Structural Engineer should review conduit crossing and any impact on slab strength

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Site work	6	2A - Backfill along exterior foundations
		2B - Grading parkade gravels to falls
Formwork & concrete	41	2B - Stripping forms to S side foundations. Sacking of columns. Formwork to W side foundations
		Install falsework to suspended slab.
		2C - Place HD bolts in suspended slab
		2A - Stripping formwork to grade beams and pile caps
Concrete placement (flat)	9	2C - Place & finish concrete to large multipurpose room & part of gym slab
Rebar	13	2C - Place rebar to suspended slab, as slab pour progressing
Plumbing	3	2A - Install sani pipework to changerooms
Electrical	2	2C - Install conduit into electrical room, as slab pour progressing
Refrigeration	2	2A - Install refrigertaion pipework from refrigertaion room (Phase 1A) out and around to location of
		infloor header at NE of rink

APPENDIX 4

Certificate of Payment No.40: May 12, 2020

CERTIFICATE OF PAYMENT : No. 40 (Progress Claim 41)




PROJECT:	City of Port Coquitlam Community Centre	FILE:	3 - 9308
LOCATION:	2150 Wilson Ave, Port Coquitlam, BC	INSPECTION DATE:	01-May-20
		CERTIFICATE DATE:	12-May-20

Owner	Design-Builder
The City of Port Coquitlam 2580 Shaughnessy St Port Coquitlam, BC V3C 3G3 Attention: Ms. Kristen Dixon	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	\$ 9,458,616	\$ 126,175,616

PAYMENT CALCULATION	Gross Amount to Date	Previous Period	Gross Amount This Period	Holdback	Net Payment This Period
Total Work Completed	\$ 94,287,752	\$ 90,499,578	\$ 3,788,174	\$ 378,817	\$ 3,409,357
Total Work Completed	\$ 94,287,752	\$ 90,499,578	\$ 3,788,174	\$ 378,817	\$ 3,409,357
Add: Holdback Released	\$ 7,088,080	(7,088,080)		\$ 0	\$ 0
Current Net Payable			\$ 3,788,174	\$ 378,817	\$ 3,409,357
Plus GST (5.0%) on Net Payable					\$ 170,468
Total Current Payable Amount					\$ 3,579,825
Holdback Retained to Date (incl. this Certificate)					\$ 1,840,695
Total GST Paid to Date (incl. this Certificate)					\$ 4,372,353
PROJECT COST TO COMPLETE					\$ 31,887,864

This is to Certify that, for the Port Coquitlam Community Centre, a payment of \$3,579,825 (incl. GST) will be due to the Design Builder after the City of Port Coquitlam's Representative has given approval for payment for work completed during the period ending April 30, 2020. As per the Builder's Lien Act, a 10% holdback has been deducted amounting to \$378,817. The total holdback retained to date is \$1,840,695 and the total GST paid to date is \$4,372,353 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$31,887,864 (Not incl. GST & holdback).

CERTIFIED BY:	REVIEWED BY:
	
Per: Neil Murray, MRICS Associate Director	Per: Rob Wilson, MRICS, PQS Director



APPENDIX 5

Project Dashboard – April 30, 2020

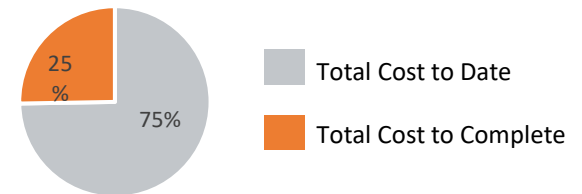
PROJECT DASH BOARD

Updated: 2020-4-30

PROJECT SCHEDULE

Task / Activity	Start	Finish	2017	2018	2019	2020	2021
Design	Dec-16	Apr-19					
Permits	Feb-17	Jul-19					
Procurement	Feb-17	May-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	Mar-20					
Phase 2A - Spectator Ice	Oct-19	Sep-21					
Phase 2B - Underground Parking	Oct-20	Oct-21					
Phase 2C - MP, Flex Hall & Child Care	Jan-20	Sep-21					

CONSTRUCTION BUDGET



PHASING PLAN



PHASE 2A - Overview



PHASE 2B - Overview



PHASE 2C - Overview



APPENDIX 6

Architecture 49 Letter of Construction Conformance: May 11, 2020



Architecture49 Inc.
270 - 1075 West Georgia
Vancouver BC
V6E 3C9

T 1.604.736.5329
architecture49.com

May 11, 2020

Tango Management Group
2288 Manitoba Street
Vancouver, BC V5Y 4B5

Attention: Lewis Reilly, Director

email: lreilly@tangomanagment.ca

Reference: Port Coquitlam Community Centre, Port Coquitlam, BC

To Whom It May Concern:

Site reviews were carried out during the month of April 2020. Via photographs, site visits, consultant site/field observation reports, contractor/sub-contractor inspection reports (if provided) and, ongoing correspondence with the site supervisor to date, to the best of our knowledge, the work is progressing generally in conformance with the project IFC drawings, specifications and building permits issued to date.

Attached are reports received to date:

- 2020-04-30 - A49_Site Report 65
- 80058-01-BMZ Field Reviews
 - 2020-03-03
 - 2020-03-04
 - 2020-03-06
 - 2020-03-09
 - 2020-03-10
 - 2020-03-11
 - 2020-03-12
 - 2020-03-17
 - 2020-03-18
 - 2020-03-19
 - 2020-03-23
 - 2020-03-25
 - 2020-03-27
 - 2020-03-30
 - 2020-03-31

- 2020-05-01 – WSP Mechanical Field Report 29
- 2020-05-01 – S+A Site Report-E025

Sincerely,
ARCHITECTURE49 INC.

A handwritten signature in black ink that reads "Stella Nicolet". The signature is written in a cursive, flowing style with a long, sweeping underline.

Stella Nicolet, Architect AIBC, AAA, AIA, LEED AP BD+C, CCCA, CCA
Managing Principal

APPENDIX 7

Owner's Meeting Minutes #27

Date Issued 2020-04-24
Project Port Coquitlam Community Recreation Complex, 2150 Wilson Ave, Port Coquitlam
Meeting Owners Meeting Minutes #27
Meeting Held On 2020-04-21

Present:

Lewis Reilly	City of Port Coquitlam	POCO	604.927.5411	lreilly@tangomanagement.ca
Lori Bowie	City of Port Coquitlam	POCO	604.927.5411	bowiel@portcoquitlam.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	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
Andrew Cameron	Ventana Construction (Poco) Corporation	VCC	604.291.9000	acameron@ventanaconstruction.com
Haley Hartley	Ventana Construction (Poco) Corporation	VCC	604.291.9000	hhartley@ventanaconstruction.com

Old Business

	DESCRIPTION	ACTION BY	REQUIRED BY
1.01 SAFETY			
27.1	VCC advised no safety issues to report. JB advised 3rd crane has been erected and WSBC is aware.	Info	-

1.02 DESIGN

22.1	<p>Revised landscape, play structure, cross-fit, amphitheater, and community garden drawings were issued to POCO/Tango. POCO is still reviewing cross-fit. VCC to forward cross-fit court dimensions.</p> <p>Meeting 23 - Cross fit dimensions were provided by VCC. Parks has been reviewing the landscape drawings and have further comments. VCC to review these comments. The user group feedback response was provided by VCC. POCO/Tango to review and advise.</p> <p>Meeting 24 - Tango provided a response to usergroup feedback. VCC to action.</p> <p>Meeting 25 - Tango is meeting with POCO today. VCC to look into adding bottle fillers to phase 2 change rooms.</p> <p>Meeting 26 - User group comments have been provided to A49. VCC to advise on consultant response once received.</p> <p>Meeting 27- Pending A49 response. VCC noted they are expecting the response by the end of this week and will provide by Friday April 24/20.</p>	VCC	2020-04-24
24.1	<p>VCC advised concrete IFC drawings were issued and Architectural IFC drawings are pending.</p> <p>Meeting 25 - VCC advised that a complete IFC package is expected in two weeks.</p> <p>Meeting 26 - VCC received IFC drawings and distributed to POCO/Tango. Structural IFC to be re-issued and uploaded once received. Revision to Landscape drawings will be about 2 weeks and will be uploaded once received.</p> <p>Meeting 27 - Complete.</p>	Closed	-
24.2	<p>POCO has requested a review of the Landscape drawings. VCC to respond.</p> <p>Meeting 25 - PMG is reviewing the requested revisions.</p> <p>Meeting 26 - PMG is currently revising landscape drawings.</p> <p>Meeting 27 - Revisions complete. VCC advised this will be issued as a post tender addendum and will provide comments to Poco if required.</p>	Info	-
25.1	<p>Guardrail : VCC has forward the proposed guardrail addition to phase 1 corridor to Larry. VCC has requested a 3rd party review of phase 1 guardrails.</p> <p>Meeting 27 - Poco advised instrall before end of May would be ideal.</p>	Info	2020-05-29
26.1	<p>Sunlight transmittance into pool is impacting guards visibility. VCC to review in conjunction with A49 sun study.</p> <p>Meeting 27 - VCC received yesterday, however the document</p>	VCC	2020-04-24

seemed incomplete. VCC to forward upon completion.

27.1 Rick Hansen landscape photometric comments are with NEL for review.

Info

-

1.04 SCHEDULE

27.1 P2:

-

- Detail ex, foundation work in progress in the parkade and rink areas.
- 70% of parkade SOG has been poured
- Parkade suspended slabs and large multipurpose room/gym have been decked, pour to start this week.

1.05 CITY/STAKE HOLDERS MEETING

26.1 May 2020 Stakeholder meeting to be cancelled . POCO advised the next meeting will be held in the fall.

POCO

2020-07-15

Meeting 27 - Poco to confirm date.

1.07 OFFSITE WORK

22.1 Phase 2 off-sites design requires a meeting. VCC to coordinate.

Info

-

Meeting 23 - The meeting took place, POCO (Kristen) comments are pending.

Meeting 24 - Kristen has forwarded the final comments. Landscape design of offsite work and Terry Fox plaza has been requested by VCC. Estimated 2 weeks for offsite design.

Meeting 25- VCC advised mid April for Terry Fox Design development.

Meeting 26 - VCC to propose Terry Fox milestones within the plaza. POCO to confirm with Terry Fox Foundation.

Meeting 27 - Poco advised the Terry Fox conceptual design is with the Terry fox Foundation.

10.02 TREE REMOVAL

23.1 It was noted that one tree left behind is obstructing construction design. VCC to RFI.

VCC

-

Meeting 24 - Potential tree removal will be reviewed with HUB and PMG.

Meeting 25 - HUB and PMG to review and finalize.

Meeting 26 - VCC is in discussion with PMG/Hub. Tree may be removed and 2 additional small tress planted in it's place. VCC to provide proposed solution prior to removing.

Meeting 27 - VCC to advise Poco in advance of tree removal.

21.01 DEFICIENCIES PHASE 1

26.2	Reception heat – WSP has proposed radiant ceiling panels but VCC and Omega are reviewing electric baseboard heat as an alternative.	VCC	-
	Meeting 27 - With VCC, Mechanical SI pending. VCC advised the likely solution is baseboard heaters.		
26.4	Powered vents are being reviewed for cash room and level 1 fitness.	Info	-
	Meeting 27 - Mechanical trade is currently reviewing.		
26.5	Fitness mirror doors: VCC advised Level 2 fitness mirror doors are installed. Level 1 doors are on-hold until covid-passes, as this work demands (2) installers to work within 2m.	VCC	-
	Meeting 27 - Jerry to review with VCC door and hardware specialist Pierro or an alternate technician.		
26.6	Wallet lockers in P1A and games room are on hold pending City review of transient use of lockers.	POCO	-
	Meeting 27 - Lori to review with Rana and advise.		
26.7	Blinds - VCC to advise after receipt of trade feedback (manual/warranty) and review user group comments.	VCC	-
	Meeting 27 - VCC is reviewing with Glastech. Attachment detail to be finalized.		
26.8	Concession slab discolouration;VCC updated PoCo at the meeting. Applied was scheduled to review the deficiency but did not. VCC will reschedule with them and advise.	Closed	2020-03-20
	Meeting 27 - To remain as us upon review by VCC/Tango/Poco. Item to be removed from deficiency list.		
26.9	Sauna Controls - VCC advised that the sauna controls were to be reinstalled in the P1C mechanical room. Post meeting note: VCC advised PoCo reinstallation was completed, Wed, Mar.25 th .	Closed	-
	Meeting 27 - Complete.		
26.12	VCC and PoCo discussed the potential to complete deficiencies during the Community Centre closure. VCC will coordinate with Rana and facility staff to obtain access.	VCC	-
27.1	Control Joints - VCC advised they intend on addressing the control joints when the steel stud contractor mobilizes on site for phase 2.	Info	-

22.04 RINK 1 GLAZING

26.1	VCC noted previously that the curtainwall glazing on the West side of Rink 1 may allow unwanted sunlight and headlights from vehicles into the arena despite blackout blinds being installed. Lewis of Tango suggested clerestory glazing in lieu of the lower glazing currently shown. VCC advised that relocating the glazing at this time would be a difficult design change to incorporate due to progression of structural steel shop drawings. PoCo to advise if glazing as shown and supplemented with blackout blinds will suffice.	VCC	-
------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	---

Meeting 27 - VCC advised they will provide black out blinds as it is too late for structural steel design revision. Lori requested blinds be automated.

24.01 OVER - EX CLAIM

24.1	VCC to forward consultant comments regarding unsuitable material found below where expected. The issued claim is currently outstanding. Schedule impact is approximately 2 months lost due to over-ex backfill and compaction.	Info	-
------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------	---

Meeting 25 - Comments have been forwarded by VCC.

Meeting 26 - Tango to forward response from Geopacific. VCC to finalize and send claim amount within a week.

Meeting 27 - VCC provided technical responses to Tango, which are now with Geopacific for review.

24.02 OUTSTANDING CLAIMS

25.1	Additional pipe has been found requiring removal, VCC to forward PCN.	VCC	-
------	-----------------------------------------------------------------------	-----	---

24.03 OWNER RFI'S

24.1	RFI 161 Phase 1 Service Point Temperatures : Under review by consultant team	Info	-
------	------------------------------------------------------------------------------	------	---

Meeting 26 - Coordinated solution to be forwarded.

Meeting 27 - RFI to be closed out with Mechanical SI.

24.3	RFI 165 Gym and Multipurpose Curtain: POCO/Tango reviewing.	POCO, TM	2020-06-11
------	-------------------------------------------------------------	----------	------------

Meeting 27 - VCC advised of a non issue for gym. Multipurpose require spec in 1.5 months. Poco/Tango to provide.

26.1	RFI 170 Court Layout and Socket Locations : POCO has developed a sketch for VCC consideration.	POCO, TM	2020-05-01
------	------------------------------------------------------------------------------------------------	----------	------------

Meeting 27 - Revised layout provided to POCO for review. Comments are expected by end of next week May 1/20.

27.1	RFI 169 Landscape Receptacles- Tango to review	TM	2020-04-27
------	------------------------------------------------	----	------------

27.2	RFI 171 Tile Grout - Nearly finalized and likely will be responded to by the end of the week April 24/20.	VCC	2020-04-24
------	-----------------------------------------------------------------------------------------------------------	-----	------------

24.06 PILING SOUND VIBRATION LEVELS

- | | | | |
|------|--------------------------------------------|-----|---|
| 24.1 | VCC to review current piling sound levels. | VCC | - |
|------|--------------------------------------------|-----|---|

Meeting 26 - VCC to review and advise and provide to Tango.

Meeting 27 - VCC to extract vibration values from report relative to P3 piles; specifically that resultant vibration is not significant enough to cause slab cracking.

25.03 SPIN ROOM

- | | | | |
|------|---------------------------------------------------------------------------------------------|-----------|---|
| 25.1 | POCO noted that there are dents on the floor due to the stationary bikes.
VCC to review. | VCC, POCO | - |
|------|---------------------------------------------------------------------------------------------|-----------|---|

Meeting 26 - VCC proposed continuing sports flooring into fitness room.

Meeting 27 - VCC advised issue has been raised with flooring manufacturer. VCC to advise if deemed a warranty issue. Lori to provide flooring spec preference.

New Business

DESCRIPTION	ACTION BY	REQUIRED BY
-------------	-----------	-------------

27.01 ADDITIONAL SHOWER

- | | | | |
|------|------------------------------------------------------------------------------------------------------------|-----|---|
| 27.1 | Lewis advised they would like an additional shower in room 1B114.
VCC to review and create PCN. | VCC | - |
|------|------------------------------------------------------------------------------------------------------------|-----|---|

27.02 NEXT MEETING

- | | | | |
|------|--------------------------------------------------------------|--|------------|
| 27.1 | The next meeting will be held May 19,2020 at 10:00 am | | 2020-05-19 |
|------|--------------------------------------------------------------|--|------------|

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



PORT COQUITLAM COMMUNITY CENTRE

Owner's Representative Progress Report #38

May 2020

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APPENDICES

Appendix 1 – Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: June 15th
 2020 - Update

Appendix 2 – Progress Photographs: May 2020

Appendix 3 - Site Inspection Reports: May 2020

Appendix 4 – Certificate of Payment No.41: June 9, 2020

Appendix 5 – Project Dashboard: May 31, 2020

Appendix 6 – Architecture 49 Letter of Construction Conformance – June 8, 2020

Appendix 7 – Owners Meeting Minutes #28: May 19, 2020

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 Centre in Port Coquitlam, BC ("Project").

Tango is pleased to submit its Monthly Progress Report #38 to the Owner. This report represents a summary of key project activities and issues that occurred up to May 31, 2020.

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.

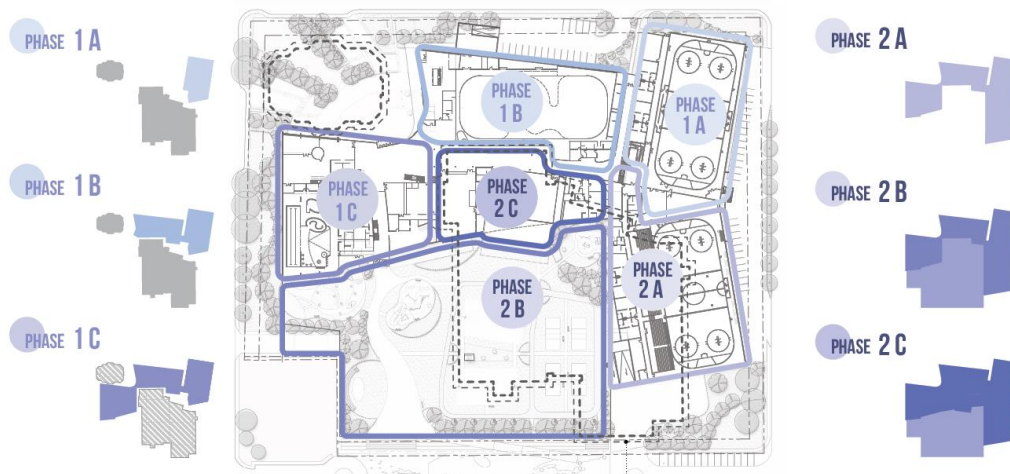
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

2.0 EXECUTIVE SUMMARY

During May 2020 numerous meetings, co-ordination, procurement, design and construction activities have taken place. The parkade and Rink 1 concrete structure is ongoing. Structural steel has commenced on the Large Multipurpose Room. Based on the information contained in this Monthly Progress Report #38 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 as per schedule.

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.

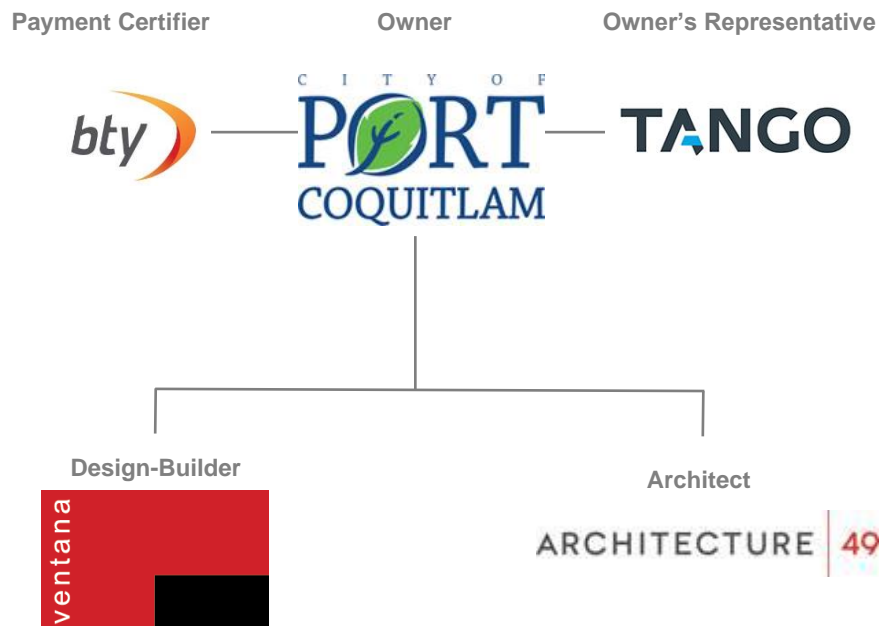


4.0 PROJECT TEAM

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

Design Development, Working Drawings and Construction Documents are complete. Final design revisions are being managed via post tender addendums.

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.

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.

The following permits were issued to the Owner during the Occupancy process for Phase 1ABC:

- Health Permit: Concessions, Lounge Food Services and Aquatics;
- Refrigeration Plant Permit;
- Electrical Permit; and
- Elevator Permits.

An Interim Occupancy Permit was issued by the City's Building Department on August 19, 2019 for the first phase of the Project.

An Interim Occupancy Permit was issued by the City's Building Department on October 16, 2019 for Phase 1C (excluding the Aquatic Centre).

An Interim Occupancy Permit was issued by the City's Building Department on January 30, 2020 for the Phase 1C Aquatic Centre.

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 June 15, 2020:

Phase 2:

Bulk Ex and Excavation;
Concrete Reinforcing;
Concrete Polishing;
Waterproofing;
Roof Anchors;
Masonry;
Glazing;
Drywall; and

Formwork;
Structural Steel;
Metal Deck;
Sprayed Thermal Insulation;
Glulam's;
Metal Wall Panels;
Rubber Roofing;
Tiling

Please refer to our monthly progress report #33 and earlier for confirmation of the Phase 1 trade awards.

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 have been worked through and coordinated in-line with the Design-Builder's schedule.

We are finalizing the procurement of the FFE packages with the Owner. The following packages have been awarded:

- AV Systems – PJS Systems Inc.
- Video Wall System – Sapphire Sound Inc.
- Library Shelving & Furniture – Jonathan Morgan and Company Ltd.
- Furniture – Staples Business Advantage.
- Fitness Equipment – Life Fitness, Fitness Town Commercial & Johnson Health Tech. Canada.

FFE installation has commenced and is ongoing in line with the Project Schedule and Budget.

Project Coordination / Meeting

The Owner's Meeting #28 was held on May 19, 2020.

Please refer to Appendix 7 of this Monthly Progress Report for a copy of the Owner's Meeting Minutes #28.

6.0 Procurement & Contract Administration (continued)

Owner Request for Information (RFI)

- Number of RFI's issued – 174
- Number of RFI's Closed – 171
- Number of RFI's Open – 3

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	\$9,378,773
4 Current (Revised) Contract Price	\$126,095,773
5 Work Certified as Completed (Base Contract)	\$98,321,961
6 Current Cost to Complete (Base Contract)	\$27,773,812
7 Lien Holdback (Base Contract)	\$9,332,196
8 Lien Holdback Released	-\$7,088,080
B Non-Contract Costs	\$8,442,122
C Total Project Budget	\$135,520,895
9 Capital Utility Budget	\$3,420,895
C Total Project Budget (Revised)	\$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. 41 dated June 9, 2020, which certifies the current payment due to the Design-Builder, under the terms of the Design-Build Contract ("DBC") for the period ending May 31, 2020.

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

Item	Dollar Value
Current Net	\$3,630,788
Current GST (5.0%)	\$181,539
Total Current Payable to the Design-Builder	\$3,812,327
Total Current Builders Lien Holdback	\$2,244,116

Please refer to Appendix 4 of this report for a copy of Certificate of Payment No. 41.

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 May 31, 2020 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
5	Additional Back-Up Power	\$90,713	Project Contingency
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
14	Added Door Security	\$88,364	Project Contingency
17	Terry Fox Display Cases	\$4,950	Project Contingency
20	Exterior Building Signage	\$57,618	Project Contingency
21	Phase 1 Millwork Re-Design Services	\$7,975	Project Contingency
24	RCMP Panic Buttons	\$8,375	Project Contingency
25	Splash Park Recirc Design	\$13,640	Project Contingency
32	Temporary Referee Change Rooms	\$15,525	Project Contingency
33	Roof Screens South Elevation	\$76,347	Project Contingency
34	Wilson Centre Add Abatement	\$101,446	Project Contingency
36	TRX Steel Supports	\$13,532	Project Contingency
37	Additional WAP	\$11,283	Project Contingency
38	Rink 2 Video Wall Structure	\$21,182	Project Contingency
39	Splash Park Recirculation System	\$301,532	Project Contingency
40	Removal of Asbestos Concrete Pipe	\$18,480	Project Contingency
41	Feature Dressing Room	\$62,968	Project Contingency
42	Additional Landscape Design Fees	\$5,225	Project Contingency
43	Removal of Asbestos Concrete Pipe	\$14,070	Project Contingency
44	Deletion of Rink 1 West Roof Credit	-\$93,914	Project Contingency
SUB-TOTAL		\$3,877,785	
15	Scoreboard Credit	-\$42,760	FF&E
SUB-TOTAL		-\$42,760	
4	Off Site Design Services	\$269,998	Off Sites / Capital Utility Budget
6	Additional Off Site Design Services	\$55,875	Off Sites / Capital Utility Budget
13	Offsite Scope of Work (Phase 1A)	\$1,698,500	Off Sites / Capital Utility Budget
16	Offsite Isolation Valves	\$37,711	Off Sites / Capital Utility Budget
18	Offsite Scope of Work (Phase 1B)	\$2,900,900	Off Sites / Capital Utility Budget
19	Hydro conduit relation at Kingsway	\$110,674	Off Sites / Capital Utility Budget
22	Offsite Storm Change @ Kingsway and Kelly	\$49,500	Off Sites / Capital Utility Budget
23	Bonding and Insurance Scope for Offsite Awarded	\$161,936	Off Sites / Capital Utility Budget
26	Offsite Telus and Shaw Redline IFCs	\$53,162	Off Sites / Capital Utility Budget
27	Manhole Extension	\$73,801	Off Sites / Capital Utility Budget
28	Kelly Sanitary	\$26,985	Off Sites / Capital Utility Budget
29	Kingsway Sanitary Conflict	\$60,745	Off Sites / Capital Utility Budget
30	Watermain Kelly and Mary Hill	\$17,954	Off Sites / Capital Utility Budget
31	Kelly Watermain extension	\$11,249	Off Sites / Capital Utility Budget
35	Offsite Extra Service Box	\$14,758	Off Sites / Capital Utility Budget
SUB-TOTAL		\$5,543,748	
TOTAL CHANGE ORDERS		\$9,378,773	

7.0 Project Budget (continued)

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.

Claims Management

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

8.0 PROJECT SCHEDULE

Construction Progress (May End 2020)

We conducted detailed site inspections on May 6, 12 & 22, 2020. At the time of the inspections the status of work can be summarized as follows:

- **Phase 1A: Participant Ice:** Minor deficiencies and warranty administration is ongoing.
- **Phase 1B: Leisure Ice and Library:** Minor deficiencies and warranty administration is ongoing.
- **Phase 1C Aquatic and Fitness Centre, All Age and Admin Areas:** Minor deficiencies, warranty administration and final staff training are ongoing.
- **Phase 2ABC:** Piling is complete. Parkade foundations are near completion. Large Multipurpose Room structural steel has commenced. Rink 1 foundations are ongoing.

We received a copy of the Design-Builder's updated schedule – ***“Port Coquitlam Community Recreation Complex – Owner's Schedule: June 15th 2020 - Update”***.

The critical path activity runs through the parkade structure and waterproof membrane, followed by hard and soft landscaping activities, and Phase 2ABC Occupancy.

This schedule forecasts that Rink 1, the large multipurpose room, gymnasium and daycare will be available in the summer of 2021, followed by the parkade and external sports courts in late fall 2021, in line with Substantial Performance.

The Design-Builder is still forecasting Rink 1, Large Multi-Purpose Room, Gymnasium and Daycare could be completed approx. six (6) weeks earlier than previously scheduled.

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

The Design-Builder is reporting that there has been no change to the critical path activities during this reporting period.

Please refer to Appendix 2 of this report for progress photographs recording construction activities during May 2020.

8.0 Project Schedule (continued)

Monthly Look Ahead

During June 2020, the following key construction activities are scheduled (based on **“Port Coquitlam Community Recreation Complex – Owner’s Schedule: June 15th2020 - Update”**).

- **Phase 1ABC – Rinks 2&3, Library and Div 9**
 - Close out construction deficiencies and administer warranty items.
- **Phase 1C – Aquatics and Fitness Area**
 - Close out construction deficiencies and administer warranty items.
- **Phase 2**
 - Continue with parkade slab-on-grade;
 - Continue parkade vertical concrete and suspended slabs;
 - Continue Rink 1 slab-on-grade and vertical concrete;
 - Complete structural steel to multipurpose, gymnasium and daycare;
 - Commence metal deck to large multipurpose, gymnasium and daycare;
 - Commence M&E rough-in to Phase 2 Parkade.

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 Architecture 49’s Letter of Construction Conformance, dated June 8, 2020. 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 Letter of Assurance is included in Appendix 6 of this report.

We did not receive any copies of Architecture 49’s Site Reports during this reporting period.

We received copies of BMZ’s Construction Review Memos, dated May 1, 5, 6, 7, 13, 14, 18, 21, 25, 27 & 29, 2020. Items have been identified for the Design-Builder to review and action. We understand the Design-Builder is addressing these in a timely manner.

We did not receive a copy of Smith and Anderson’s Job Report during this reporting period from the Design-Builder.

We received copies of WSP’s Mechanical and Plumbing Field Reports # 29 & #30 during this reporting period from the Design-Builder. Items have been identified for the Design-Builder to review and action. We understand the Design-Builder is addressing these in a timely manner.

9.0 *Quality Assurance & Quality Control (continued)*

We did not receive any copies of Thurber Engineering's Field Reports during this reporting period.

We performed detailed site inspections on May 6, 12 & 22, 2020 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**

No major incidents were reported during this reporting period.

11.0 **AREAS OF CONCERN & OUTSTANDING ISSUES**

In general, all issues and actions raised within meetings and communications during May 2020 have been addressed or remain ongoing as part of the forthcoming design, procurement and construction phases.

The Design-Builder has re-scheduled the Phase 2 scope of work. The timely completion of the foundations, parkade structure and landscaping is critical in order for the Substantial Performance date of October 31, 2021 to be achieved.

There is a potential future risk that the COVID-19 pandemic may have an impact to the project schedule, labour and supply chain availability. As of the date of this report, the project has not suffered as a result.

From our communications and site inspections during this reporting period we confirm that the Design-Builder continues to implement a robust and disciplined safety program in compliance with provincial and federal advice and standards, relating to COVID-19.

On March 19, 2020, the Design-Builder issued a corporate message that confirmed the actions and measures that were being implemented to manage their business operations during the pandemic.

We note the facility has been closed due to COVID-19 restrictions. Under control and following Government guidelines, the Design-Builder is utilizing this time to complete outstanding warranty work, in strict coordination with the Owners staff.

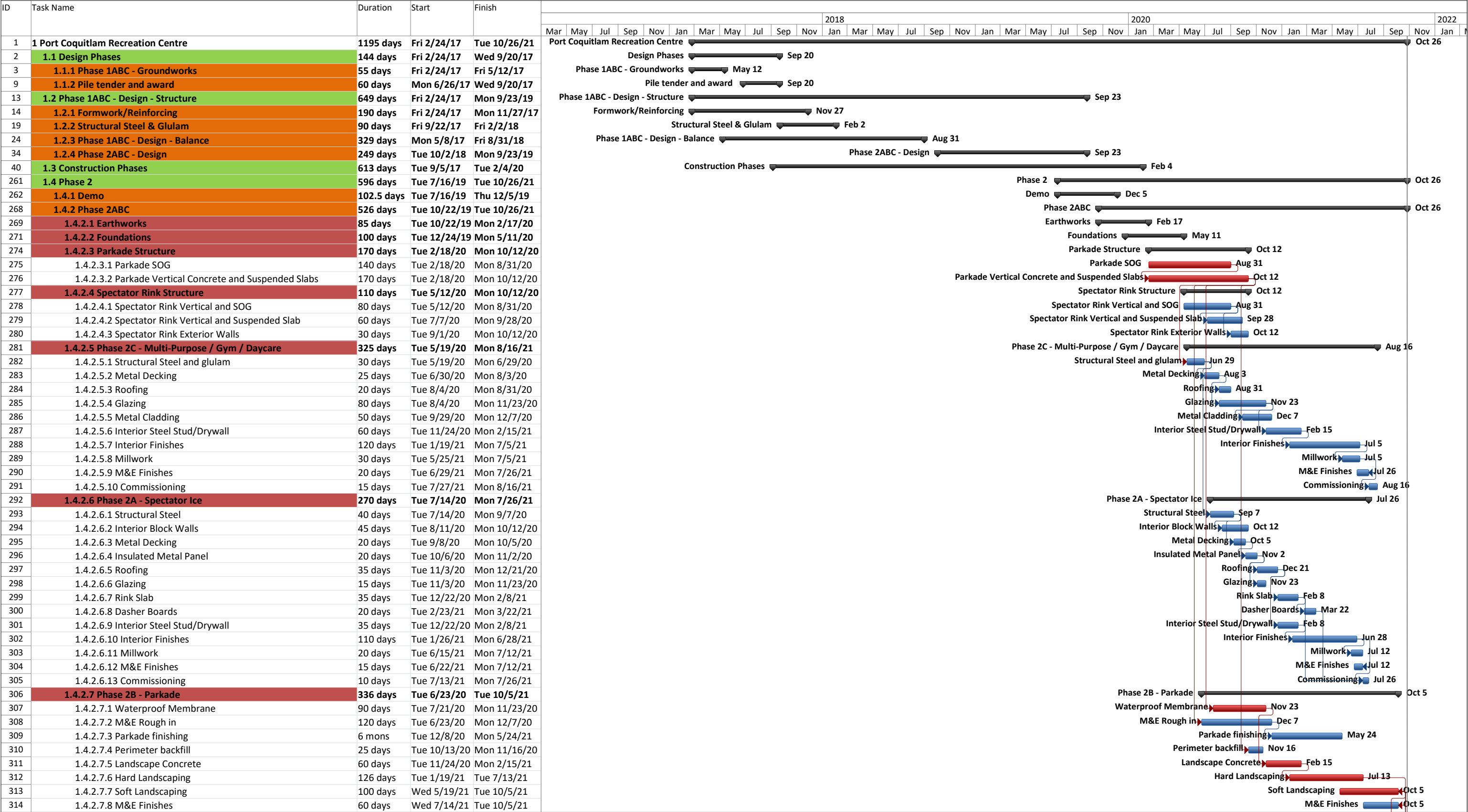
APPENDIX 1

Port Coquitlam Community Recreation Centre Complex – Owner's
Schedule: June 15th 2020 - Update



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
June 15th 2020 - Update

Ventana Construction Corporation
3875 Henning Dr. || Burnaby, BC || V5C 6N5
Office 604.291.9000
Fax 604.291.9992
Web VentanaConstruction.com





PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
June 15th 2020 - 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																																				
					2018																		2020																	
					Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar					
315	1.4.2.8 Phase 2 Roadworks	130 days	Wed 4/7/21	Tue 10/5/21	<div>Phase 2 Roadworks</div>																																			
316	1.4.2.8.1 Surface treatments and street lighting	1.5 mons	Wed 4/7/21	Tue 5/18/21	<div>Surface treatments and street lighting</div>																																			
317	1.4.2.8.2 Terry Fox Plaza Landscaping	2 mons	Wed 8/11/21	Tue 10/5/21	<div>Terry Fox Plaza Landscaping</div>																																			
318	1.4.2.9 Phase 2 occupancy	15 days	Wed 10/6/21	Tue 10/26/21	<div>Phase 2 occupancy</div>																																			

APPENDIX 2

Progress Photographs – May 2020



Phase 2A – Rink refrigeration pipework & slab preparation



Phase 2B – Parkade walls formwork preparation



Phase 2C – Steelwork to large multi-purpose room



Phase 2B – Parkade entrance ramp poured

APPENDIX 3

Site Inspection Reports: May 2020

Field Review Report



Project: Port Coquitlam Community Centre

Reporting Date: 2020-05-06

Prepared By: Lewis Reilly

Weather: Sunny: x
Cloudy:

Rain:
Snow:

Wind:
Other:

Temperature: High of: 14
Low of: 8

General Contractor - VCC				Trade Contractor's			
Superintendents	1	Piling		Waterproofing		Painting	
Engineers		Site Work	16	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	3
Carpenters		Concrete Formwork	47	Roofing		Mechanical	
Labourers	13	Rink prep / conc		Doors & Hardware		Refrigeration	4
Operators		Reinforcing Steel	13	Windows/Glazing		Sprinklers	
		Structural Steel	5	Exterior Cladding		Electrical	3
SITE TOTAL	14	Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile		Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	91
						SITE TOTAL	91

JOB DELAYS OR POSSIBLE DELAYS:

QAQC

As previously noted and discussed with Ventana, A49 and Consultants

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

	Comments
Site work	2A - Slab prep, vapour barrier and backfill to underground mechanical.
	2B - Backfill and grading around pile caps
Formwork	2A - Place formwork for vertical walls between 2A and 2B.
	2B - Place formwork for pile caps and slab on grade
	2C - Prepare suspended slab falsework and form structural steel pedestals
Concrete placement	2B Place & finish concrete to parking lot grade beams & pile caps
Rebar	2B - Place rebar to parking lot SOG. Prefab pile & pile cap cages
	2A - Place rebar to pile caps and grade beams
Plumbing	2A - Place under slab drainage in parkade & refrigeration pipework
Electrical	2C - Place conduit in slab to pass up columns

Field Review Report



Project: Port Coquitlam Community Centre

Reporting Date: 2020-05-12

Prepared By: Lewis Reilly

Weather: Sunny: ☒
Cloudy: ☒

Rain: ☐
Snow: ☐

Wind: ☐
Other: ☐

Temperature: High of: **18**
Low of: **11**

General Contractor - VCC				Trade Contractor's			
Superintendents	1	Piling		Waterproofing		Painting	
Engineers		Site Work	4	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	4
Carpenters		Concrete Formwork	49	Roofing		Mechanical	
Labourers	12	Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel	12	Windows/Glazing		Sprinklers	
		Structural Steel	6	Exterior Cladding		Electrical	4
SITE TOTAL	13	Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile		Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	79
						SITE TOTAL	79

JOB DELAYS OR POSSIBLE DELAYS:

QAQC

As previously noted and discussed with Ventana, A49 and Consultants

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

	Comments
Site work	2A - Slab prep and backfill to underground mechanical.
	2B - Backfill, filter cloth and grading around pile caps and foundations
Formwork	2A - Place formwork for vertical walls between 2A and 2B.
	2B - Place formwork for pile caps and slab on grade. Vapour barrier to main entrance off Maryhill
	2C - Prepare suspended slab falsework and form structural steel pedestals
Concrete placement	2B - Place & finish concrete to parking lot grade beams, pile caps and slab on grade
Rebar	2B - Place rebar to parking lot SOG. Prefab pile & pile cap cages
	2A - Place rebar to pile caps and grade beams
Plumbing	2A - Place under slab drainage & refrigeration pipework
	2B - Place under slab drainage
Electrical	2C - Place conduit in slab to pass up columns
Structural Steel	2C - Placement of vertical steel columns to Large MP Room

Field Review Report



Project: Port Coquitlam Community Centre

Reporting Date: 2020-05-22

Prepared By: Lewis Reilly

Weather: Sunny: _____
Cloudy: **x**

Rain: _____
Snow: _____

Wind: _____
Other: _____

Temperature: High of: **17**
Low of: **10**

General Contractor - VCC				Trade Contractor's			
Superintendents	1	Piling		Waterproofing		Painting	
Engineers		Site Work	4	Scaffolding		Misc. Specialties	
Office Staff	2	Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	4
Carpenters		Concrete Formwork	40	Roofing		Mechanical	
Labourers	12	Rink prep / conc	8	Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel	13	Windows/Glazing		Sprinklers	
		Structural Steel	6	Exterior Cladding		Electrical	4
SITE TOTAL	15	Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile		Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	79
						SITE TOTAL	79

JOB DELAYS OR POSSIBLE DELAYS:

Site progress trending ahead of current schedule

QAQC

As previously noted and discussed with Ventana, A49 and Consultants

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

	Comments
Site work	2A - Slab prep and backfill to underground mechanical. 2B - Backfill, filter cloth and grading around pile caps and foundations
Formwork	2A - Place and strip formwork for vertical walls between 2A and 2B. 2B - Place formwork for pile caps and slab on grade. Place vertical parkade walls formwork. 2C - Prepare suspended slab falsework. Strip formwork to access ramp @ Mary Hill.
Concrete placement	2A - Pour arena change rooms slab-on-grade. 2B - Place & finish concrete to parking lot grade beams, pile caps and slab on grade. Finish access ramp @ Mary Hill.
Rebar	2B - Place rebar to parking lot SOG and vertical columns. Prefab pile & pile cap cages 2A - Place rebar to slab-on-grade.
Plumbing	2A - Place under slab drainage & refrigeration pipework 2B - Place under slab drainage
Electrical	2C - Place conduit in slab-on-grade
Structural Steel	2C - Placement of vertical steel columns to Large MP Room

APPENDIX 4

Certificate of Payment No.41: June 9, 2020

CERTIFICATE OF PAYMENT : No. 41 (Progress Claim 42)



PROJECT:	City of Port Coquitlam Community Centre	FILE:	3 - 9308
LOCATION:	2150 Wilson Ave, Port Coquitlam, BC	INSPECTION DATE:	02-Jun-20
		CERTIFICATE DATE:	09-Jun-20

Owner	Design-Builder
The City of Port Coquitlam 2580 Shaughnessy St Port Coquitlam, BC V3C 3G3 Attention: Ms. Kristen Dixon	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	\$ 9,378,772	\$ 126,095,772

PAYMENT CALCULATION	Gross Amount to Date	Previous Period	Gross Amount This Period	Holdback	Net Payment This Period
Total Work Completed	\$ 98,321,961	\$ 94,287,752	\$ 4,034,209	\$ 403,421	\$ 3,630,788
Total Work Completed	\$ 98,321,961	\$ 94,287,752	\$ 4,034,209	\$ 403,421	\$ 3,630,788
Add: Holdback Released	\$ 7,088,080	(7,088,080)		\$ 0	\$ 0
Current Net Payable			\$ 4,034,209	\$ 403,421	\$ 3,630,788
Plus GST (5.0%) on Net Payable					\$ 181,539
Total Current Payable Amount					\$ 3,812,328
Holdback Retained to Date (incl. this Certificate)					\$ 2,244,116
Total GST Paid to Date (incl. this Certificate)					\$ 4,553,892
PROJECT COST TO COMPLETE					\$ 27,773,810

This is to Certify that, for the Port Coquitlam Community Centre, a payment of \$3,812,328 (incl. GST) will be due to the Design Builder after the City of Port Coquitlam's Representative has given approval for payment for work completed during the period ending May 31, 2020. As per the Builder's Lien Act, a 10% holdback has been deducted amounting to \$403,421. The total holdback retained to date is \$2,244,116 and the total GST paid to date is \$4,553,892 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$27,773,810 (Not incl. GST & holdback).

CERTIFIED BY:	REVIEWED BY:
	
Per: Neil Murray, MRICS Associate Director	Per: Rob Wilson, FRICS, PQS Director



APPENDIX 5

Project Dashboard – May 31, 2020

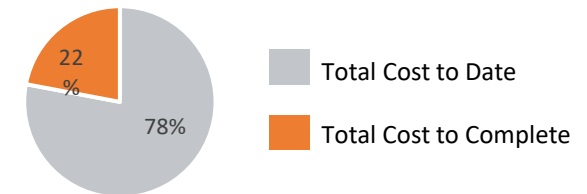
PROJECT DASH BOARD

Updated: 2020-5-31

PROJECT SCHEDULE

Task / Activity	Start	Finish	2017	2018	2019	2020	2021
Design	Dec-16	Apr-19					
Permits	Feb-17	Jul-19					
Procurement	Feb-17	May-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	Mar-20					
Phase 2A - Spectator Ice	Oct-19	Sep-21					
Phase 2B - Underground Parking	Oct-20	Oct-21					
Phase 2C - MP, Flex Hall & Child Care	Jan-20	Sep-21					

CONSTRUCTION BUDGET



PHASING PLAN



PHASE 2A - Overview



PHASE 2B - Overview



PHASE 2C - Overview



APPENDIX 6

Architecture 49 Letter of Construction Conformance: June 8, 2020

Architecture49 Inc.
270 - 1075 West Georgia
Vancouver BC
V6E 3C9
T 1.604.736.5329
architecture49.com

June 8, 2020

Tango Management Group
2288 Manitoba Street
Vancouver, BC V5Y 4B5

Attention: Lewis Reilly, Director

email: lreilly@tangomanagment.ca

Reference: Port Coquitlam Community Centre, Port Coquitlam, BC

To Whom It May Concern:

Site reviews were carried out during the month of May 2020. Via photographs, site visits, consultant site/field observation reports, contractor/sub-contractor inspection reports (if provided) and, ongoing correspondence with the site supervisor to date, to the best of our knowledge, the work is progressing generally in conformance with the project IFC drawings, specifications and building permits issued to date.

Attached are reports received to date:

- 80058-01-BMZ Field Reviews
 - 2020-04-02
 - 2020-04-06
 - 2020-04-08
 - 2020-04-09
 - 2020-04-15
 - 2020-04-16
 - 2020-04-22
 - 2020-04-27
 - 2020-04-28
- 2020-05-14 – WSP Mechanical Field Report 30

Please note: some site visit reports are yet to be issued for May and will be forwarded with the June monthly report.

Sincerely,
ARCHITECTURE49 INC.



Stella Nicolet, Architect AIBC, AAA, AIA, LEED AP BD+C, CCCA, CCA
Managing Principal

APPENDIX 7

Owner's Meeting Minutes #28: May 19, 2020

Date Issued	2020-05-22
Project	Port Coquitlam Community Recreation Complex, 2150 Wilson Ave, Port Coquitlam
Meeting	Owners Meeting Minutes #28
Meeting Held On	2020-05-19

Present:

Lewis Reilly	City of Port Coquitlam	POCO	604.927.5411	lreilly@tangomanagement.ca
Lori Bowie	City of Port Coquitlam	POCO	604.927.5411	bowiel@portcoquitlam.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	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
Andrew Cameron	Ventana Construction (Poco) Corporation	VCC	604.291.9000	acameron@ventanaconstruction.com
Haley Hartley	Ventana Construction (Poco) Corporation	VCC	604.291.9000	hhartley@ventanaconstruction.com

Old Business

	DESCRIPTION	ACTION BY	REQUIRED BY
1.01 SAFETY			
28.1	VCC advised WorkSafe BC visited site and wrote an order to CWL as a result of a ladder use infraction.	Info	-
28.2	Concrete pump was also struck by a crane, however, all equipment was re-certified.	Info	-
28.3	WorkSafe BC noted COVID measures will continue to be monitored.	Info	-

1.02 DESIGN

22.1	<p>Revised landscape, play structure, cross-fit, amphitheater, and community garden drawings were issued to POCO/Tango. POCO is still reviewing cross-fit. VCC to forward cross-fit court dimensions.</p> <p>Meeting 23 - Cross fit dimensions were provided by VCC. Parks has been reviewing the landscape drawings and have further comments. VCC to review these comments. The user group feedback response was provided by VCC. POCO/Tango to review and advise.</p> <p>Meeting 24 - Tango provided a response to usergroup feedback. VCC to action.</p> <p>Meeting 25 - Tango is meeting with POCO today. VCC to look into adding bottle fillers to phase 2 change rooms.</p> <p>Meeting 26 - User group comments have been provided to A49. VCC to advise on consultant response once received.</p> <p>Meeting 27- Pending A49 response. VCC noted they are expecting the response by the end of this week and will provide by Friday April 24/20.</p> <p>Meeting 28 - VCC provided revised user groups comments May 8/20. PoCo is performing final review for Friday May 22/20.</p>	POCO	2020-05-22
24.2	<p>POCO has requested a review of the Landscape drawings. VCC to respond.</p> <p>Meeting 25 - PMG is reviewing the requested revisions.</p> <p>Meeting 26 - PMG is currently revising landscape drawings.</p> <p>Meeting 27 - Revisions complete. VCC advised this will be issued as a post tender addendum and will provide comments to Poco if required.</p> <p>Meeting 28 - Post-Tender-Addendum results to be communicated by VCC to PoCo in 2 weeks.</p>	VCC	2020-06-02
25.1	<p>Guardrail : VCC has forward the proposed guardrail addition to phase 1 corridor to Larry. VCC has requested a 3rd party review of phase 1 guardrails.</p> <p>Meeting 27 - Poco advised instrall before end of May would be ideal.</p> <p>Meeting 28 - VCC advised phase 1 guardrail drawings to be revised and resubmitted which are in progress. VCC advised priority is phase 2 shop drawings. VCC noted that the guardrail installation is to be (1) day of after hours work.</p>	VCC	2020-05-29
26.1	<p>Sunlight transmittance into pool is impacting guards visibility. VCC to review in conjunction with A49 sun study.</p> <p>Meeting 27 - VCC received yesterday, however the document seemed incomplete. VCC to forward upon completion.</p> <p>Meeting 28 - Tango advised their opinion is the RFI is still outstanding. Final light transmittance response pending Montrose and Plaza coordination.</p>	Info	-

27.1	Rick Hansen landscape photometric comments are with NEL for review.	POCO, TM	2020-05-22
	Meeting 28 - Tango advised final decision is imminent. VCC advised the plaza suspended slab work is well underway, so if walking track bollard lighting is desired, decision is required in the next two days to keep pace with construction.		
28.1	VCC inquired on roadworks design and if VCC will be moving forward with construction or if PoCo will re-tender. Tango will review with PoCo and try to advise this Friday, May 22/20. VCC will coordinate with Quantum and advise when construction is to commence.	VCC, POCO, TM	2020-05-22
28.2	Tango asked if A49 has raised any preemptive COVID design measures for phase 2. VCC noted in some regards this is an operational topic, but can request Consultant input regarding touch-less design (operators, hand sanitizer stations, open spaces etc).	VCC	-
28.3	Playpark Design; VCC noted they will be providing a design update shortly. Tango noted Sport Court surfacing is pending City confirmation of use of space, i.e. parkour, or playground. VCC responded noting surfacing unit rate can be provided to aid final material selection.		-

1.04 SCHEDULE

28.1	<u>Parkade:</u>		-
	<ul style="list-style-type: none"> - Last main section of SOG "G" being poured this week - Remaining section "H" will begin once crane configuration and size for Pecco tear down is confirmed. - Zones A, B and D suspended slab poured - Zone C suspended slab next week, Zone F the week after - Structural steel erection for amenity structure has commenced. 		
	<u>Arena:</u>		
	<ul style="list-style-type: none"> - First SOG section for North half of change rooms will be poured by early next week - Vertical will commence with Second SOG section for South half of change rooms next week 		

VCC will be providing an updated schedule today.

1.05 CITY/STAKE HOLDERS MEETING

26.1	May 2020 Stakeholder meeting to be cancelled . POCO advised the next meeting will be held in the fall.	Info	2020-09-15
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Meeting 28 - Next meeting to tentatively be in September.

1.07 OFFSITE WORK

22.1	Phase 2 off-sites design requires a meeting. VCC to coordinate.	VCC, TM	2020-06-15
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Meeting 23 - The meeting took place, POCO (Kristen) comments are pending.

Meeting 24 - Kristen has forwarded the final comments. Landscape design of offsite work and Terry Fox plaza has been requested by VCC. Estimated 2 weeks for offsite design.

Meeting 25- VCC advised mid April for Terry Fox Design development.

Meeting 26 - VCC to propose Terry Fox milestones within the plaza. POCO to confirm with Terry Fox Foundation.

Meeting 27 - Poco advised the Terry Fox conceptual design is with the Terry fox Foundation.

Meeting 28 - VCC noted Terry Fox plaza conceptual design is included with Landscape and Offsite design comments. Terry Fox route milestones is pending from the Terry Fox Foundation. VCC / Tango agreed date for milestones to be provided by June 15/20. VCC to forward email outlining scope information.

10.02 TREE REMOVAL

23.1	It was noted that one tree left behind is obstructing construction design. VCC to RFI.	VCC	-
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Meeting 24 - Potential tree removal will be reviewed with HUB and PMG.

Meeting 25 - HUB and PMG to review and finalize.

Meeting 26 - VCC is in discussion with PMG/Hub. Tree may be removed and 2 additional small tress planted in it's place. VCC to provide proposed solution prior to removing.

Meeting 27 - VCC to advise Poco in advance of tree removal.

21.01 DEFICIENCIES PHASE 1

26.2	Reception heat – WSP has proposed radiant ceiling panels but VCC and Omega are reviewing electric baseboard heat as an alternative.	Closed	-
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Meeting 27 - With VCC, Mechanical SI pending. VCC advised the likely solution is baseboard heaters.

Meeting 28 - Main reception and Skate Lobby MSI has been issued.

26.4	Powered vents are being reviewed for cash room and level 1 fitness.	Info	-
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Meeting 27 - Mechanical trade is currently reviewing.

Meeting 28 - Powered vent will likely be implemented for level 1 fitness. Cash room is posing to be more difficult, as AV contractor installed their rack in the electrical room, which has increase heat load. VCC to review with MF. Tango to review with Patcon / PJS.

26.5	Fitness mirror doors: VCC advised Level 2 fitness mirror doors are installed. Level 1 doors are on-hold until covid-passes, as this work demands (2) installers to work within 2m.	POCO	2020-05-22
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Meeting 27 - Jerry to review with VCC door and hardware specialist Pierro or an alternate technician.

Meeting 28 - Complete. Rana to review and confirm acceptable.

26.6	Wallet lockers in P1A and games room are on hold pending City review of transient use of lockers.	POCO	-
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Meeting 27 - Lori to review with Rana and advise.

Meeting 28 - PoCo to review with the trade Coronation and advise.

26.7	Blinds - VCC to advise after receipt of trade feedback (manual/warranty) and review user group comments.	POCO	-
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Meeting 27 - VCC is reviewing with Glastech. Attachment detail to be finalized.

Meeting 28 - This has been addressed in the user group comments. PoCo to provide response post review regarding powered blinds.

26.12	VCC and PoCo discussed the potential to complete deficiencies during the Community Centre closure. VCC will coordinate with Rana and facility staff to obtain access.	VCC	-
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27.1	Control Joints - VCC advised they intend on addressing the control joints when the steel stud contractor mobilizes on site for phase 2.	Info	-
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Meeting 28 - Work is almost complete. Paint to be coordinated by VCC.

24.01 OVER - EX CLAIM

24.1	VCC to forward consultant comments regarding unsuitable material found below where expected. The issued claim is currently outstanding. Schedule impact is approximately 2 months lost due to over-ex backfill and compaction.	VCC	-
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Meeting 25 - Comments have been forwarded by VCC.

Meeting 26 - Tango to forward response from Geopacific. VCC to finalize and send claim amount within a week.

Meeting 27 - VCC provided technical responses to Tango, which are now with Geopacific for review.

Meeting 28 - VCC Ownership is in conversation with PoCo. VCC to provide response shortly.

24.02 OUTSTANDING CLAIMS

25.1	Additional pipe has been found requiring removal, VCC to forward PCN.	VCC	-
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24.03 OWNER RFI'S

24.1	RFI 161 Phase 1 Service Point Temperatures : Under review by consultant team	VCC	-
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Meeting 26 - Coordinated solution to be forwarded.

Meeting 27 - RFI to be closed out with Mechanical SI.

Meeting 28 - MSI has been issued, VCC will respond via email to close out the RFI.

24.3	RFI 165 Gym and Multipurpose Curtain: POCO/Tango reviewing.	POCO, TM	2020-06-11
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Meeting 27 - VCC advised of a non issue for gym. Multipurpose require spec in 1.5 months. Poco/Tango to provide.

Meeting 28 - Gym divider is nearly coordinated. Multipurpose is with Nathan, and pending scope award.

26.1	RFI 170 Court Layout and Socket Locations : POCO has developed a sketch for VCC consideration.	POCO, TM	2020-05-01
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Meeting 27 - Revised layout provided to POCO for review. Comments are expected by end of next week May 1/20.

Meeting 28 - Updated and with A49 for formal SI; this will be issued in a post-tender-addendum.

27.1	RFI 169 Landscape Receptacles- Tango to review	Info	-
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Meeting 28- VCC advised PoCo's review is complete.

28.1	RFI 171 - Deck drain sheen appears to be different in some locations. No one is aware of the cause. VCC to review tile photos in an effort to determine when sheen changed.	VCC	-
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24.06 PILING SOUND VIBRATION LEVELS

24.1	VCC to review current piling sound levels.	VCC	2020-05-22
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Meeting 26 - VCC to review and advise and provide to Tango.

Meeting 27 - VCC to extract vibration values from report relative to P3 piles; specifically that resultant vibration is not significant enough to cause slab cracking.

Meeting 28 - VCC advised they will elaborate on the response by end of week May 22/20 in collaboration with Kontour and BMZ.

25.03 SPIN ROOM

25.1	POCO noted that there are dents on the floor due to the stationary bikes. VCC to review.	VCC	2020-05-25
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Meeting 26 - VCC proposed continuing sports flooring into fitness room.

Meeting 27 - VCC advised issue has been raised with flooring manufacturer. VCC to advise if deemed a warranty issue. Lori to provide flooring spec preference.

Meeting 28 - VCC advised the trade response has been received and will review and advise. Potentially propose in-situ solution at bike feet.

27.01 ADDITIONAL SHOWER

27.1	Lewis advised they would like an additional shower in room 1B114. VCC to review and create PCN.	VCC	2020-05-22
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Meeting 28 - VCC has procured pricing and will forward to PoCo for review.

New Business

DESCRIPTION	ACTION BY	REQUIRED BY
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28.01 SITE FOOTAGE

28.1	Lori (PoCo) inquired about the video A49 took of Phase 1 spaces. VCC will look into this today and advise if it's available. Joseph (VCC) asked Tango / PoCo if providing regular drone footage of Phase 2 construction was acceptable in lieu of providing delayed camera feed. Tango will review with Kristen (PoCo) on Friday May 22/20 and advise.	VCC, TM	2020-05-22
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28.02 NEXT MEETING

28.1	The next meeting will be held June 16,2020 at 10:00am.	All	2020-06-16
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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