

Committee of Council Agenda - Revised

Tuesday, October 27, 2020

2:00 p.m.

Port Coquitlam Community Centre - Wilson Lounge

2150 Wilson Avenue, Port Coquitlam, BC

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

Recommendation:

That the Tuesday, October 27, 2020, Committee of Council Meeting Agenda be adopted with the following changes:

- *Deletion item 4.4*

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:

- *October 13, 2020.*

4. REPORTS

4.1. Coach House Development Permit Application – 1197 Fraserview Street

6

Recommendation:

That Committee of Council approve Development Permit DP000426 to regulate a coach house development at 1197 Fraserview Street.

4.2. Community Centre Update July - September 2020

20

Recommendation:

None.

4.3. RCMP 2020 - T2 Trimester Report

145

Recommendation:

None.

4.4. 2021 - 2022 Capital Plan & One-Time Enhancements (continued from October 20th)

157

Recommendation:

That Committee of Council approve the projects as listed in the October 20, 2020 staff report, "2021-2022 Capital Plan & One-Time Enhancements" for inclusion in the 2021-2025 Financial Plan Bylaw.

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, October 27, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

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 5.2

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].

9. ADJOURNMENT

9.1. Adjournment of the Meeting

Recommendation:

That the Tuesday, October 27, 2020, Committee of Council Meeting be adjourned.

10. MEETING NOTES



Committee of Council Minutes

Tuesday, October 13, 2020

Port Coquitlam Community Centre - Wilson Lounge
2150 Wilson Avenue, Port Coquitlam, BC

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

Absent: Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, October 13, 2020, Committee of Council Meeting Agenda be adopted as circulated.

In Favour (6): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Absent (1): 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:

- October 6, 2020.

In Favour (6): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Absent (1): Councillor Washington

4. DELEGATIONS

4.1 Mr. Zuccolo - Parking on McAllister Avenue and Shaughnessy Street

Mr. Zuccolo spoke in regards to parking on McAllister Avenue and Shaughnessy Street.

5. REPORTS

5.1 OCP and Zoning Bylaw Amendment - 2455-2475 Gately Avenue, 2428-2492 Kingsway Avenue and 2420 & 2450 Ticehurst Lane

Moved-Seconded:

1. That Committee of Council, having given consideration to s.475 of the Local Government Act, confirm the following consultation for the proposed Official Community Plan amendment:

- a. on-site signage,*
- b. the applicant's consultation with the community,*
- c. staff communication with School District 43, and,*
- d. consideration of the application by Committee of Council in open meetings.*

2. That Committee of Council recommend to Council that:

- a. The Official Community Plan land use designation for the development site be amended from Neighbourhood Commercial and Apartment to Comprehensive Residential.*
- b. The Official Community Plan land use designation for the remaining City portion of 2428 Kingsway Avenue be amended from Neighbourhood Commercial to Park Reserve.*
- c. The Zoning be amended from RS1 (Residential Single Dwelling 1), RD (Residential Duplex) and M1 (General Industrial) to a Comprehensive Development Zone to provide for rental tenure apartment dwelling units and a 400m2 childcare facility and P3 (Parks and Natural Areas) for the eastern portion of 2428 Kingsway Avenue.*

3. Prior to adoption of the amending bylaws, the following conditions be met to the satisfaction of the Director of Development Services:

- a. Adoption of a Housing Agreement Bylaw that provides for 300 non-market rental housing units.*
- b. Closure and sale of lanes within the development site and subdivision and sale of a portion of 2428 Kingsway Avenue.*
- c. Demolition of existing structures and lot consolidation.*

- d. *Submission of a plan providing for road dedication along Kingsway and Gately Avenues.*
- e. *Submission of plans and securities and fees for off-site works and services including improvements to the intersection of Kingsway and Gately Avenues, construction of Gately Avenue and a 3m wide multi-use pathway along the Kingsway Avenue frontage and street trees.*
- f. *Submission of a plan and securities for riparian area enhancements and construction of the Coquitlam River Trail between Gately and Kingsway Avenues.*
- g. *Registration of legal agreement(s) to ensure:*
 - i. *The development is designed and constructed in accordance with the recommendations of acoustic and vibration studies, and*
 - ii. *The watercourse protection area is restricted to riparian vegetation and protected from future disturbance.*

In Favour (6): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Absent (1): Councillor Washington

Carried

5.2 Development Permit - 1835 McLean Avenue

Moved-Seconded:

That Committee of Council approve Development Permit DP000423 to regulate an industrial development at 1835 McLean Avenue.

In Favour (6): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Absent (1): Councillor Washington

Carried

5.3 Property Standards and Nuisance Abatement Bylaw

Moved-Seconded:

That Committee of Council recommend that Council adopt:

- *Property Standards and Nuisance Abatement Bylaw No. 4190*
- *Fees and Charges Amendment Bylaw No. 4191*
- *Ticket Information Utilization Amendment Bylaw No. 4192; and*

- *Bylaw Notice Enforcement Amendment Bylaw No. 4193.*

In Favour (6): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Absent (1): Councillor Washington

Carried

5.4 Delegation of Authority Amendment Bylaw

Moved-Seconded:

That Committee of Council recommend that Council adopt amendments to the Delegation of Authority Bylaw, No. 3876, as outlined in the October 13, 2020, staff report.

In Favour (6): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Absent (1): Councillor Washington

Carried

6. COUNCILLORS' UPDATE

No update.

7. MAYOR'S UPDATE

No update.

8. CAO UPDATE

No update.

9. RESOLUTION TO CLOSE

9.1 Resolution to Close

Moved-Seconded:

That the Committee of Council Meeting of Tuesday, October 13, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

f. law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

Item 5.2

c. labour relations or other employee relations;

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].

In Favour (6): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Absent (1): Councillor Washington

Carried

10. ADJOURNMENT

10.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, October 13, 2020, Committee of Council Meeting be adjourned at 5:00 p.m.

Absent (1): Councillor Washington

11. MEETING NOTES

None.

Mayor

Corporate Officer

Coach House Development Permit Application – 1197 Fraserview Street

RECOMMENDATION:

That Committee of Council approve Development Permit DP000426 to regulate a coach house development at 1197 Fraserview Street.

REPORT SUMMARY

This report describes a proposed coach house to be located at 1197 Fraserview Street. The application complies with the City's guidelines and regulations and is recommended for approval.

BACKGROUND

A one-bedroom, two-storey coach house is proposed to be developed at the rear of a sloped property near the intersection of Fraserview Street and Richard Place. The principal dwelling was demolished after it was damaged in a fire last year; a new principal dwelling will be built on the existing foundation at the same time as the coach house.

A long sloped driveway runs the length of the north property line and provides access to the rear of the site. A 6.2 m (20.3 ft) wide right-of-way is also located along the north side of the property as shown in green in the Location Map below. The property fronts Fraserview Street and has an existing pool in the front yard.



Location Map

The attached summary sheet describes and illustrates how the application conforms to Zoning Bylaw regulations and Official Community Plan design landscaping, and environmental conservation guidelines.

Coach House Development Permit Application – 1197 Fraserview Street

DISCUSSION

The coach house is a two storey design with a one car garage and entry on the ground floor. The proposed design matches the modern architectural style and colour of the new principal residence; both buildings are to be clad with stucco siding with wooden and metal accents in a neutral colour palette.

While the property strongly slopes down to the east and slopes slightly down to the north, it is not located in the Hazardous Conditions development permit area. The site is currently terraced with a variety of retaining walls remnant from the previous development which will be utilized by the new dwelling units. Potential overlook from the coach house to neighbouring properties is mitigated by stepping back the second storey and orienting the windows and the balcony internally to face the driveway with an 11 m (36 ft) setback from the property to the north. Wooden columns incorporated into the architectural design also provide screening and a bathroom window facing east will be frosted to maintain privacy.



View of development looking southeast



View of coach house looking northwest

Proposed landscaping includes the planting of two species of maple trees, both located in the front yard. Additional landscaping includes cedar hedges along the east and west sides of the coach house that provide privacy and greenery. The applicant will be replacing the existing concrete driveway with pervious materials to increase the permeability of the site.

Parking for the site is provided within a garage on ground floor of the coach house and surface parking spaces adjacent to the coach house and the main dwelling.

The proposal conforms to Zoning Bylaw regulations and meets Development Permit guidelines; staff recommend approval.

PUBLIC CONSULTATION

A development sign has been posted on the property fronting Fraserview Street. Owners/residents of adjoining properties have also been notified of their opportunity to comment on the application at the Committee of Council meeting.

The neighbour to the south has noted concerns regarding impacts to privacy, property value, and amount of sunlight to their property. The applicant has addressed concerns about privacy by


Coach House Development Permit Application – 1197 Fraserview Street

increasing fence height, adding cedar hedges, eliminating windows on this elevation and ensuring the coach house is oriented away from the adjoining property.

FINANCIAL IMPLICATIONS

None.

OPTIONS (✓ = Staff Recommendation)

| | # | Description |
|---|---|---|
|  | 1 | Approve issuance of Development Permit DP000426 |
| | 2 | Request amendments to the application or additional information prior to making a decision |
| | 3 | Refuse to approve Development Permit DP000426, 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: Coach House Summary Sheet

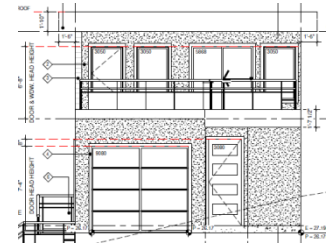
Att#2: Draft Development Permit with Drawings Appended and Schedule A

Lead author(s): Natalie Coburn

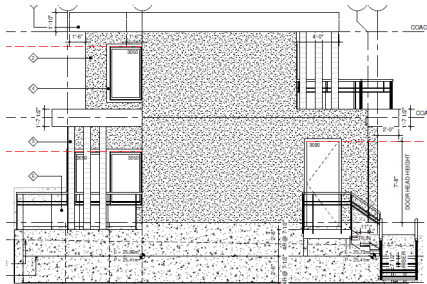
Coach House Summary Sheet – 1197 Fraserview Street



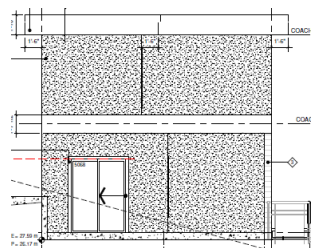
Aerial view of development site



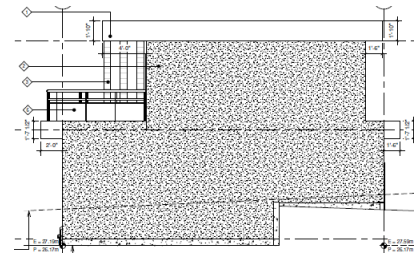
View of proposed coach house looking south



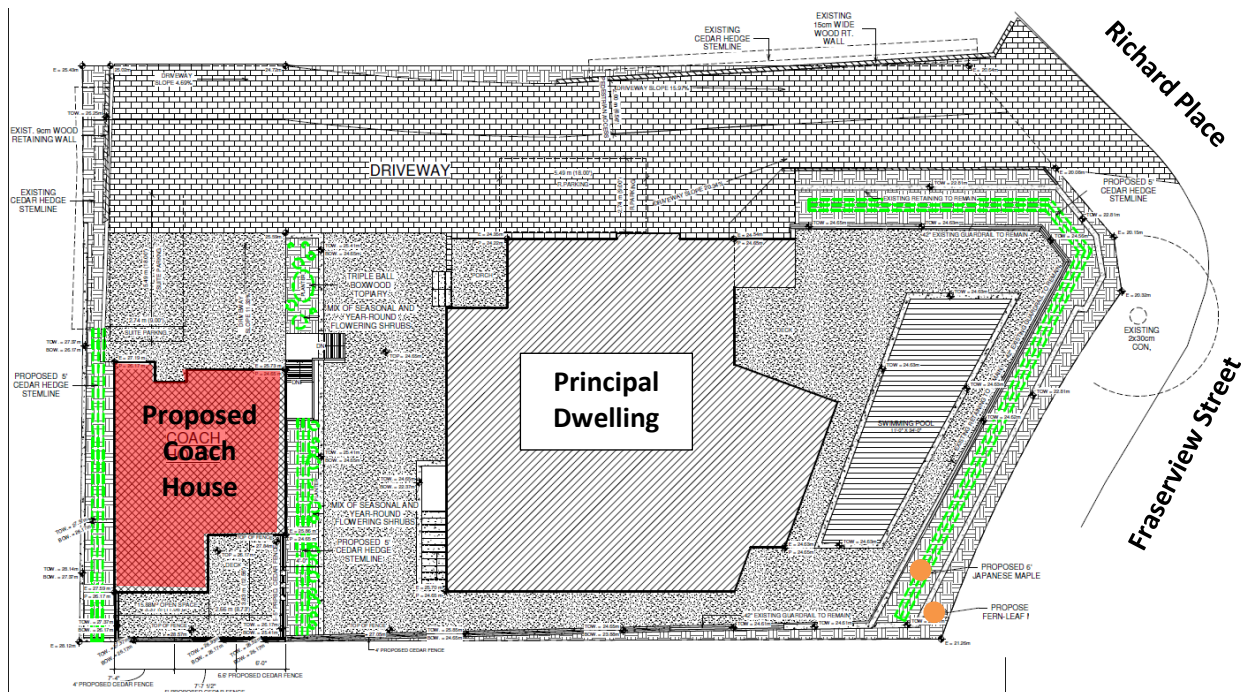
View of proposed coach house looking west



View of proposed coach house looking north



View of proposed coach house looking east



Official Community Plan Land Use Designation: Residential (R)**Zoning:** Residential Single Dwelling 1 (RS1)**Summary of Compliance with OCP Objectives & Guidelines**

| Guideline¹ | Evaluation |
|--|---|
| Scale secondary or accessory to principal dwelling | The size of the coach house is smaller than the principal dwelling. |
| Design compatibility with principal dwelling | Both the principal dwelling and coach house are being built as a comprehensive project. |
| Design promotes natural lighting and visual privacy between adjoining properties | Overlook is minimized by the provision of orienting second storey windows to the north and east sides and using architectural elements as screens (wood columns). |
| Landscaped path to connect to street | Pedestrian access along the driveway. |
| There are at least two trees on the lot | Two maple trees are to be planted in the front yard. |
| Garbage/recycling space is provided | Enclosed within the garage. |
| Environmental conservation components | High efficiency appliances, low-flow plumbing fixtures, LED lighting, accessible garbage storage, and permeable pavers for driveway. |

Summary of Compliance with Zoning Bylaw Regulations

| | Regulation² | Proposed³ | Comments |
|--|---|---|--|
| Maximum coach house size | 70 m ² (753.5 ft ²) | 62.7 m ² (674.9 ft ²) | The lot is sufficiently large to allow for a conforming coach house and a new house with a combined floor area of up to 383 m ² (4,122.6 ft ²). |
| Minimum lot size for secondary suite and coach house | 740 m ² (7965.3 ft ²) | 766 m ² | No secondary suite is proposed. |
| Building height | 7.5 m | 6.6 m | Flat roof |
| Coach house siting: | | | |
| Distance between coach house and principal dwelling exterior walls | 6 m | 6 m | |
| Setback from rear | 1.2 m | 1.2 m | |
| Setback from interior property line (south) | 1.8 m | 1.84 m | |
| Setback from exterior property line (north) | 3.5 m | 11.04 m | |
| Private open space area | 15 m ² | 15.88 m ² | Screened patio provided on the south side and accessed by the secondary entry to coach house. |
| Lot coverage | 40% | 31.6% | |
| Impervious surface area | 65% | 60.9% | Pervious pavers will be used for the whole length of the driveway. |
| On-site parking | 1 space | 1 space | Parking pad provided in front of coach house. Parking for the principal dwelling is within the garage and on a parking pad beside the principal dwelling. |

¹ Please refer to the Official Community Plan for complete objectives and guidelines applicable to coach houses.² Please refer to the Zoning Bylaw for complete regulations applicable to a coach house in the RS1 Zone.³ Information provided by the applicant; this information would be confirmed in issuance of a building permit.

THE CORPORATION OF THE CITY OF PORT COQUITLAM

“DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849”

DEVELOPMENT PERMIT

NO. DP000426

Issued to: Adeola Adetokunbo Adeyemi
(Owner as defined in the Local Government Act,
hereinafter referred to as the Permittee)

Address: 1197 Fraserview Street, Port Coquitlam, BC V3C 5H2

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: 1197 Fraserview Street

Legal Description: LOT 2 DISTRICT LOT 340 GROUP 1 NEW WESTMINSTER
DISTRICT PLAN 72143

P.I.D.: 004-483-677

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, 2018, No.4078” 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 DP000426(1) to DP000426 (3) which are attached hereto and form part of this permit.
 - b. The form and character of on-site landscaping shall be as shown on drawings numbered DP000426 (4) 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 **\$2,500** 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
[CLICK [HERE](#) - ENTER THE DAY (IE 12TH)] DAY OF
[CLICK [HERE](#) - ENTER THE MONTH, YEAR].

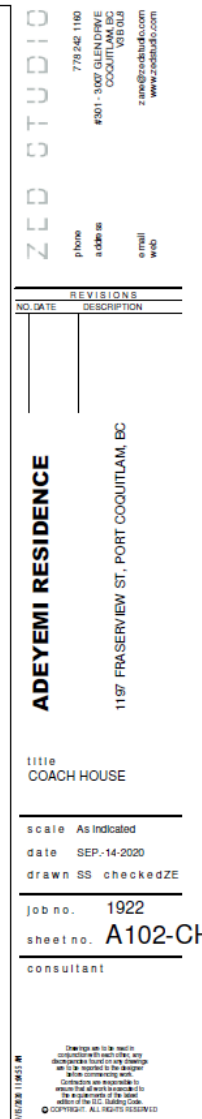
SIGNED THIS [CLICK [HERE](#) - ENTER THE DAY (IE 12TH)] DAY OF
[CLICK [HERE](#) - ENTER THE MONTH, YEAR].

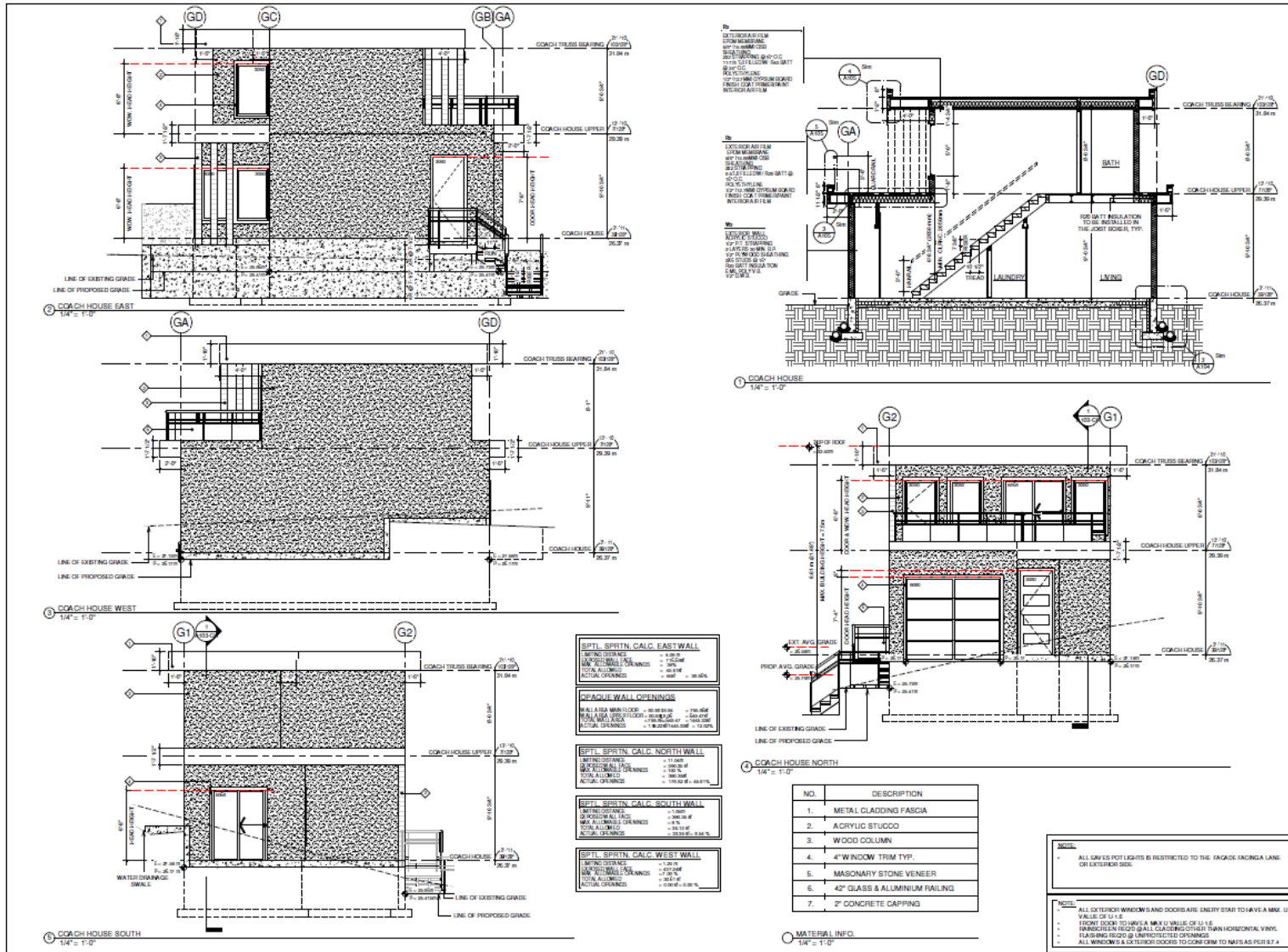
Mayor

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)





ZED STUDIO

778.242.1180
#301-307 GLENVIEW
COQUITLAM, BC
V8B 0J8
zstudio@zedstudio.com
www.zedstudio.com

phone
address
email
web

REVISIONS
NO. DATE DESCRIPTION

ADEYEMI RESIDENCE

1197 FRASERVIEW ST., PORT COQUITLAM, BC

title
COACH HOUSE

scale 1/4" = 1'-0"

date SEP-14-2020

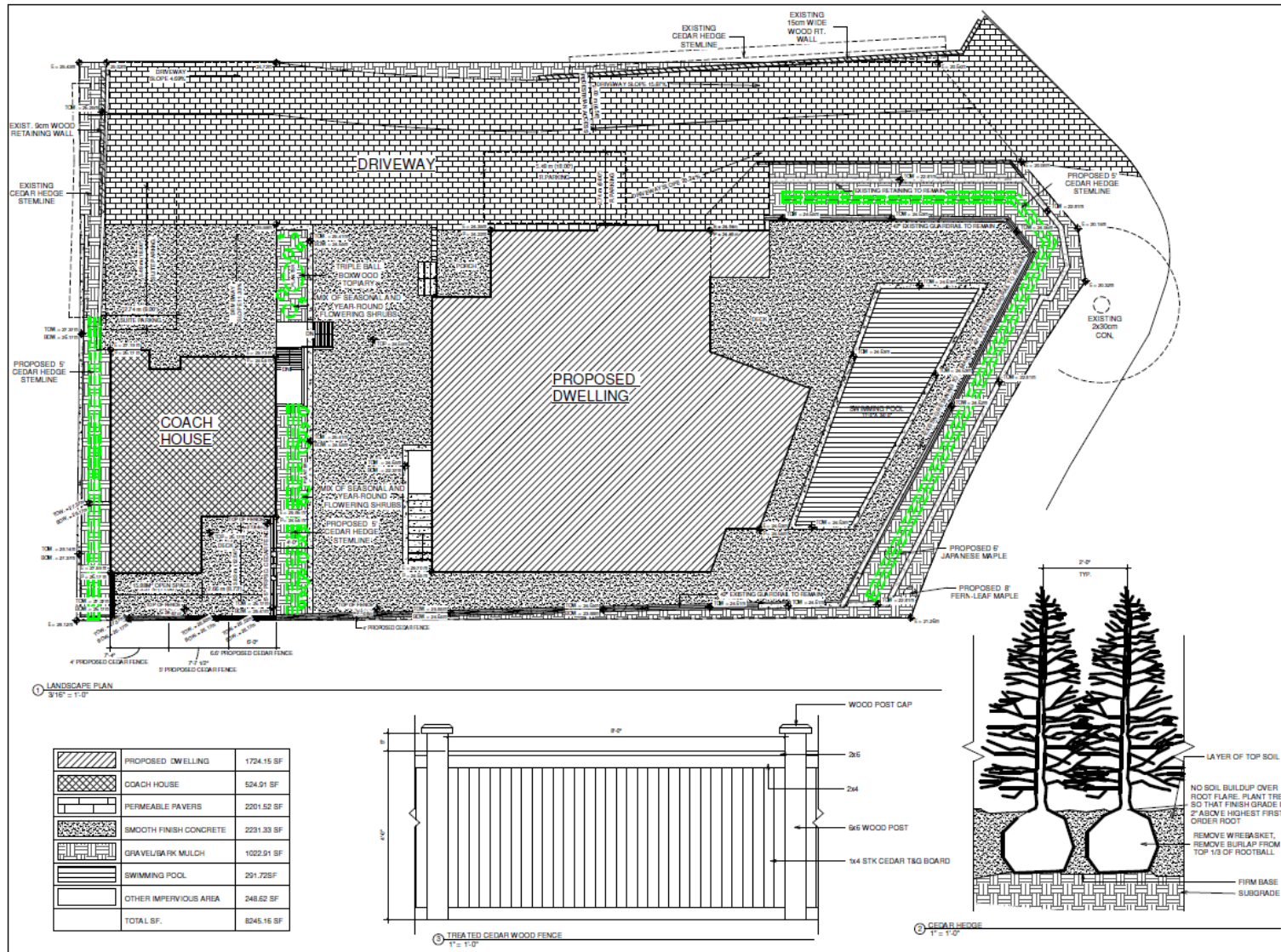
drawn SS checked ZE

job no. 1922

sheet no. A103-C1

consultant

Drawings are to be used in accordance with the design and specifications of the architect. The architect is not responsible for any errors or omissions in the drawings. The architect is not responsible for any errors or omissions in the drawings. The architect is not responsible for any errors or omissions in the drawings.



ZED STUDIO

779.542.1100

#301-3007 GLEN DRIVE

COQUITLAM, BC

V3B 6J9

zave@zedstudio.com

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ADEYEMI RESIDENCE

1197 FRASERVIEW ST, PORT COQUITLAM, BC

phone 779.542.1100

studio #301-3007 GLEN DRIVE

email zave@zedstudio.com

web www.zedstudio.com

REVISIONS

| NO. | DATE | DESCRIPTION |
|-----|------|-------------|
| | | |

TITLE

LANDSCAPE PLAN

scale As Indicated

date SEP-14-2020

drawn SS checkedZE

job no. 1922

sheet no. A105-CH

consultant

Drawings are to be used in conjunction with contract and any discrepancies found on site drawings are to be resolved by the designer.

Contractors are responsible to verify the accuracy of the information of the site.

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Schedule A

Energy Conservation:

| Conservation Measure | Verification Method |
|---|--|
| Energy Star rated appliances to be used | BP stage; written confirmation by applicant along with staff review of BP submission |
| Installation of Energy Star rated windows and doors | BP stage; written confirmation by applicant along with staff review of BP submission |
| LED lighting to be used | BP stage; written confirmation by applicant along with staff review of BP submission |
| Location and size of windows will increase natural ventilation and natural daylight | DP and BP stage; staff review of BP submission |
| Step 2 of the Energy Step Code will be met | BP stage; staff review of BP submission |

Water conservation:

| Conservation Measure | Verification Method |
|---|--|
| Low flow plumbing fixtures | BP stage; written confirmation by applicant along with staff review of BP submission |
| Permeable pavers will be installed for the driveway | DP and BP stage; staff review of BP submission |

GHG Reduction:

| Conservation Measure | Verification Method |
|---|--|
| Accessible storage space for garbage and recycling will be provided | DP and BP stage; staff review of BP submission |

per OCP Sec. 9.11 Environmental Conservation DPA designation

Lisa Graham

From: Lisa Grant
Sent: Wednesday, October 21, 2020 4:12 PM
To: Public Hearings
Cc: Jennifer Little; Natalie Coburn
Subject: FW: Proposed Development....

Lisa Grant RPP, M.Plan | City of Port Coquitlam
Director of Development Services
T: 604.927.5247 | E: grantl@portcoquitlam.ca
[2580 Shaughnessy Street | Port Coquitlam, BC | V3C 2A8](#)
www.portcoquitlam.ca | [Twitter](#) | [Facebook](#)

From: [REDACTED]
Sent: Wednesday, October 21, 2020 4:07 PM
To: Lisa Grant
Subject: Proposed Development....

Hi Lisa, (not sure if I'm supposed to email you about this, but I don't see another email on this notice)

I'm writing about the Proposed Development Permit for a Coach House, 1197 Fraserview Street.

I can't make the meeting, because I'm working, (weird time for this meeting, don't most people work at that time????)

Anyway, I'd like to say, my husband and I are in agreement for the Coach House. We think it's a great idea.

[REDACTED]

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 September 2020.

BACKGROUND

For this period, the following reports are attached:

- Owner's Representative Progress Report #40 – Tango, July 2020.
- Owner's Representative Progress Report #41 – Tango, August 2020.
- Owner's Representative Progress Report #42 – Tango, September 2020.

DISCUSSION

Through the third quarter of 2020 (Q3 - July to September) a variety of co-ordination, procurement, design and construction activities took place. During this time Tango completed eight detailed site inspections. A joint inspection of Phase 1AB was performed on September 12, 2020 to document the status of open warranty items post the completion of the one-year warranty anniversary for Phase 1AB (August 19, 2020). The Owner and the Design-Builder are aligned on the status of the warranty obligations, which are being administered and closed-out in a timely manner.

The status of work completed in Q3 can be summarized as follows:

Phase 1ABC: Minor deficiencies and warranty administration is ongoing.

Phase 2ABC:

Arena 1

- Rink slab grade prep is near completion;
- Structural steel is ongoing;
- Mechanical and electrical rough in is ongoing;
- Bleacher formwork is ongoing;
- Storage masonry ongoing; and
- Metal roof decking has commenced.

Parkade

- Structural slab falsework strip is complete;
- Traffic membrane waterproofing is ongoing; and
- Mechanical and electrical rough-in is ongoing.

Large Hall / Gymnasium / Children's areas

- Glazing is ongoing;
- Metal Cladding is ongoing; and
- Internal steel stud and drywall is ongoing.

NW Main Entrance Plaza

- Main entrance landscaping is ongoing; and
- Curb construction is complete.

Ventana provided an updated schedule dated October 15, 2020 which projects the completion date to be August 31, 2021. This schedule forecasts that Rink 1, the large multipurpose room, gymnasium and daycare will be available in early summer of 2021, followed by the parkade and external sports courts in late summer 2021, approximately two (2) months earlier than initially scheduled.

The critical path activity still runs through the waterproof traffic membrane, followed by hard and soft landscaping activities, and Phase 2ABC Occupancy. The Design-Builder is reporting that there has been no change to the critical path activities 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 October 2020, the following key construction activities are scheduled:

Phase 1ABC:

- Close out remaining construction deficiencies and administer warranty items.

Phase 2:

- Parkade: installation of pavers, complete waterproofing membrane, continue mechanical and electrical rough in, commence finishing and commence perimeter backfill.
- Northwest Plaza: commence planting and turf.
- Rink 1: complete interior block walls, metal decking, exterior cladding and roofing; continue structural slab, start rink slab and finishing in the change rooms and washrooms; and commence insulated metal panels.
- Large Hall, Gymnasium and Children's Areas: complete glazing, continue metal cladding, complete interior steel stud and drywall, and commence interior painting.
- Landscape concrete progress continues throughout.

July - September 2020 Community Centre Update

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

Monthly Owner's meetings with Ventana, City and Tango representatives are being conducted remotely. Owner's Meetings were held on July 28, August 18, and September 15. The meeting minutes are included as Appendix 7 of each attachment included with this report.

The updated project dashboard is included as Appendix 5 in Tango's September report (Attachment 3). Based on the information contained in the attached Monthly Progress Reports #40, 41 and 42 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

A summary of the total project costs expensed as of September 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* | \$104,730,635 | \$116,717,000 | \$122,722,388 |
| Project Management and Legal | \$1,661,637 | \$1,500,000 | \$2,222,620 |
| Furniture, Fixtures and Equipment | \$1,905,911 | \$3,900,000 | \$3,770,140 |
| Off-Site Improvements | \$415,618 | \$3,000,000 | \$2,195,851 |
| Onsite works (service fees, etc.) | \$87,823 | Incl. in other | \$150,000 |
| Communications/Signage | \$56,856 | Incl. in other | \$55,000 |
| Total Project | \$109,841,480 | \$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 #40 – Tango, July 2020.

Attachment #2: Owner's Representative Progress Report #41 – Tango, August 2020.

Attachment #3: Owner's Representative Progress Report #42 – Tango, September 2020.



PORT COQUITLAM COMMUNITY CENTRE

Owner's Representative Progress Report #40

July 2020

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APPENDICES

Appendix 1 – Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: August 14th
 2020 - Update

Appendix 2 – Progress Photographs: July 2020

Appendix 3 - Site Inspection Reports: July 2020

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Appendix 5 – Project Dashboard: July 31, 2020

Appendix 6 – Architecture 49 Letter of Construction Conformance – August 12, 2020

Appendix 7 – Owners Meeting Minutes #30: July 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 #40 to the Owner. This report represents a summary of key project activities and issues that occurred up to July 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.

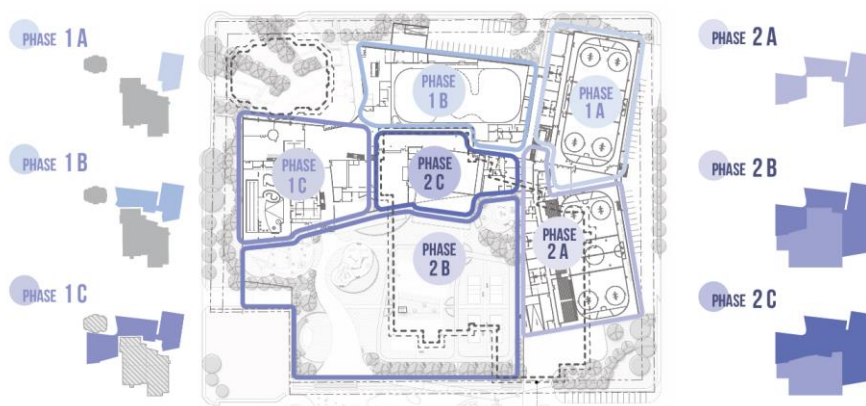
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

2.0 EXECUTIVE SUMMARY

During July 2020 numerous meetings, co-ordination, procurement, design and construction activities have taken place. The parkade and Rink 1 concrete structure is ongoing. Structural steel, metal deck and glulam's are complete on the Large Multipurpose Room, Gymnasium and Child Care areas – roof and envelope works are ongoing. Based on the information contained in this Monthly Progress Report #40 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.

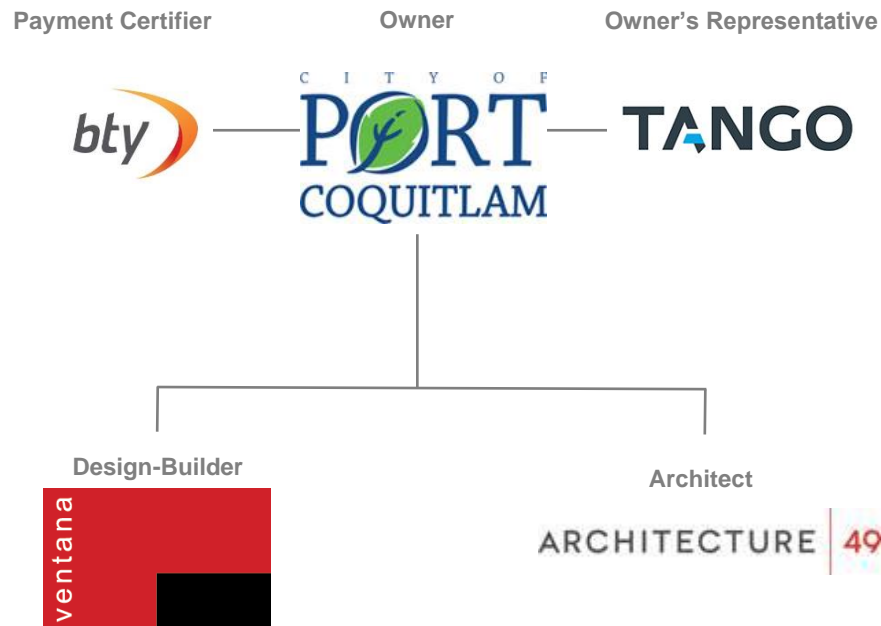


4.0 PROJECT TEAM

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 & Schematic Design

Conceptual and Schematic design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Conceptual and 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 August 14, 2020:

Phase 2:

| | |
|-------------------------|---------------------------------|
| Bulk Ex and Excavation; | Formwork; |
| Concrete Reinforcing; | Structural Steel; |
| Concrete Polishing; | Metal Deck; |
| Waterproofing; | Sprayed Thermal Insulation; |
| Roof Anchors; | Glulam's; |
| Masonry; | Metal Wall Panels; |
| Glazing; | Rubber Roofing; |
| Drywall; | Tiling; |
| Landscaping; | Sports Flooring / Gym Equipment |

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

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 #30 was held on July 21, 2020. Please refer to Appendix 7 of this Monthly Progress Report for a copy of the Owner's Meeting Minutes #30.

Owner Request for Information (RFI)

- Number of RFI's issued – 176
- Number of RFI's Closed – 173
- Number of RFI's Open – 3

7.0 PROJECT BUDGET

Project Budget Summary

The Project Budget is summarized below:

| Design and Construction | Dollar Value |
|---|----------------------|
| Design-Builder Pre Contract Costs | \$983,000 |
| Design-Builder Contract Price | \$116,717,000 |
| Approved Changes | \$9,426,221 |
| Current (Revised) Contract Price | \$126,143,221 |
| Work Certified as Completed (Base Contract) | \$105,876,318 |
| Current Cost to Complete (Base Contract) | \$20,266,903 |
| Lien Holdback (Base Contract) | \$10,087,631 |
| Lien Holdback Released | -\$7,162,604 |
| Non-Contract Costs | \$8,394,674 |
| Total Project Budget | \$135,520,895 |
| Capital Utility Budget | \$3,420,895 |
| 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. 43 dated August 13 2020, which certifies the current payment due to the Design-Builder, under the terms of the Design-Build Contract ("DBC") for the period ending July 31, 2020.

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

| Item | Dollar Value |
|--|--------------------|
| Current Net | \$3,578,449 |
| Current GST (5.0%) | \$178,922 |
| Total Current Payable to the Design-Builder | \$3,757,371 |
| Total Current Builders Lien Holdback | \$2,925,027 |

Please refer to Appendix 4 of this report for a copy of Certificate of Payment No. 43.

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 July 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 |
| 45 | Exterior low level lighting | \$47,448 | Project Contingency |
| SUB-TOTAL | | \$3,925,233 | |
| 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 | | \$9,426,221 | |

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 (July End 2020)

We conducted detailed site inspections on July 9, 22 & 31, 2020. At the time of the inspections the status of work can be summarized as follows:

- **Phase 1ABC:** Minor deficiencies and warranty administration is ongoing.
- **Phase 2A - Spectator Arena**
 - Rink slab grade prep ongoing;
 - Structural steel commenced;
 - Mechanical and electrical rough in;
 - Bleacher formwork ongoing; and
 - Storage masonry ongoing.
- **Phase 2B – Parkade**
 - Parkade walls formwork strip and waterproofing ongoing;
 - Structural slab falsework strip ongoing;
 - Vertical wall footings formwork complete for infill;
 - Traffic membrane waterproofing install ongoing;
 - Infill slab on grade preparation commenced;
 - Stair core formwork and rebar ongoing; and
 - Main entrance landscaping commenced.
- **Phase 2C – Large MP / Gymnasium / Childcare**
 - Structural steel complete;
 - Roofing ongoing;
 - Wall assembly framing ongoing;
 - M&E rough in ongoing; and
 - Internal framing commenced.

8.0 Project Schedule (continued)

We received a copy of the Design-Builder's updated schedule – ***"Port Coquitlam Community Recreation Complex – Owner's Schedule: August 14th 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 July 2020.

Monthly Look Ahead

During August 2020, the following key construction activities are scheduled (based on ***"Port Coquitlam Community Recreation Complex – Owner's Schedule: August 14th 2020 - Update"***).

- **Phase 1ABC** - Close out construction deficiencies and administer warranty items.
- **Phase 2A - Spectator Arena**
 - Continue slab-on-grade and vertical concrete;
 - Continue with structural steel; and
 - Commence interior block walls.
- **Phase 2B – Parkade**
 - Complete concrete slab-on-grade;
 - Continue with vertical concrete and suspended slab;
 - Continue waterproofing membrane; and
 - Continue with M&E rough-in.
- **Phase 2C – Large MP / Gymnasium / Childcare**
 - Complete metal decking;
 - Continue with roofing; and
 - Commence glazing.

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 August 12, 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 #68, dated August 11, 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 July, 2 & 7, 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 receive any copies of WSP's Mechanical and Plumbing Field Reports during this reporting period from the Design-Builder.

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

We performed detailed site inspections on July 9, 22 & 31, 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 June 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. On July 7, 2020, a member of the Design-Builder's plumbing trade tested positive for COVID-19. He was immediately sent home from work when symptoms arose and followed up with a positive test. His other crew members were also sent home, and all are self quarantining in line with government guidelines. Fraser Health was notified of this incident. 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 continues to be 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:
August 14th 2020 - Update



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

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 |
|-----|---|------------|----------|----------|
| 1 | 1 Port Coquitlam Recreation Centre | 1195 days | 2/24/17 | 10/26/21 |
| 2 | 1.1 Design Phases | 144 days | 2/24/17 | 9/20/17 |
| 3 | 1.1.1 Phase 1ABC - Groundworks | 55 days | 2/24/17 | 5/12/17 |
| 9 | 1.1.2 Pile tender and award | 60 days | 6/26/17 | 9/20/17 |
| 13 | 1.2 Phase 1ABC - Design - Structure | 649 days | 2/24/17 | 9/23/19 |
| 14 | 1.2.1 Formwork/Reinforcing | 190 days | 2/24/17 | 11/27/17 |
| 19 | 1.2.2 Structural Steel & Glulam | 90 days | 9/22/17 | 2/2/18 |
| 24 | 1.2.3 Phase 1ABC - Design - Balance | 329 days | 5/8/17 | 8/31/18 |
| 34 | 1.2.4 Phase 2ABC - Design | 249 days | 10/2/18 | 9/23/19 |
| 40 | 1.3 Construction Phases | 613 days | 9/5/17 | 2/4/20 |
| 261 | 1.4 Phase 2 | 596 days | 7/16/19 | 10/26/21 |
| 262 | 1.4.1 Demo | 102.5 days | 7/16/19 | 12/5/19 |
| 268 | 1.4.2 Phase 2ABC | 526 days | 10/22/19 | 10/26/21 |
| 269 | 1.4.2.1 Earthworks | 85 days | 10/22/19 | 2/17/20 |
| 271 | 1.4.2.2 Foundations | 100 days | 12/24/19 | 5/11/20 |
| 274 | 1.4.2.3 Parkade Structure | 170 days | 2/18/20 | 10/12/20 |
| 275 | 1.4.2.3.1 Parkade SOG | 140 days | 2/18/20 | 8/31/20 |
| 276 | 1.4.2.3.2 Parkade Vertical Concrete and Suspended Slabs | 170 days | 2/18/20 | 10/12/20 |
| 277 | 1.4.2.4 Spectator Rink Structure | 110 days | 5/12/20 | 10/12/20 |
| 278 | 1.4.2.4.1 Spectator Rink Vertical and SOG | 80 days | 5/12/20 | 8/31/20 |
| 279 | 1.4.2.4.2 Spectator Rink Vertical and Suspended Slab | 60 days | 7/7/20 | 9/28/20 |
| 280 | 1.4.2.4.3 Spectator Rink Exterior Walls | 30 days | 9/1/20 | 10/12/20 |
| 281 | 1.4.2.5 Phase 2C - Multi-Purpose / Gym / Daycare | 325 days | 5/19/20 | 8/16/21 |
| 282 | 1.4.2.5.1 Structural Steel and glulam | 30 days | 5/19/20 | 6/29/20 |
| 283 | 1.4.2.5.2 Metal Decking | 25 days | 6/30/20 | 8/3/20 |
| 284 | 1.4.2.5.3 Roofing | 20 days | 8/4/20 | 8/31/20 |
| 285 | 1.4.2.5.4 Glazing | 80 days | 8/4/20 | 11/23/20 |
| 286 | 1.4.2.5.5 Metal Cladding | 50 days | 9/29/20 | 12/7/20 |
| 287 | 1.4.2.5.6 Interior Steel Stud/Drywall | 60 days | 11/24/20 | 2/15/21 |
| 288 | 1.4.2.5.7 Interior Finishes | 120 days | 1/19/21 | 7/5/21 |
| 289 | 1.4.2.5.8 Millwork | 30 days | 5/25/21 | 7/5/21 |
| 290 | 1.4.2.5.9 M&E Finishes | 20 days | 6/29/21 | 7/26/21 |
| 291 | 1.4.2.5.10 Commissioning | 15 days | 7/27/21 | 8/16/21 |
| 292 | 1.4.2.6 Phase 2A - Spectator Ice | 270 days | 7/14/20 | 7/26/21 |
| 293 | 1.4.2.6.1 Structural Steel | 40 days | 7/14/20 | 9/7/20 |
| 294 | 1.4.2.6.2 Interior Block Walls | 45 days | 8/11/20 | 10/12/20 |
| 295 | 1.4.2.6.3 Metal Decking | 20 days | 9/8/20 | 10/5/20 |
| 296 | 1.4.2.6.4 Insulated Metal Panel | 20 days | 10/6/20 | 11/2/20 |
| 297 | 1.4.2.6.5 Roofing | 35 days | 11/3/20 | 12/21/20 |
| 298 | 1.4.2.6.6 Glazing | 15 days | 11/3/20 | 11/23/20 |
| 299 | 1.4.2.6.7 Rink Slab | 35 days | 12/22/20 | 2/8/21 |
| 300 | 1.4.2.6.8 Dasher Boards | 20 days | 2/23/21 | 3/22/21 |
| 301 | 1.4.2.6.9 Interior Steel Stud/Drywall | 35 days | 12/22/20 | 2/8/21 |
| 302 | 1.4.2.6.10 Interior Finishes | 110 days | 1/26/21 | 6/28/21 |
| 303 | 1.4.2.6.11 Millwork | 20 days | 6/15/21 | 7/12/21 |
| 304 | 1.4.2.6.12 M&E Finishes | 15 days | 6/22/21 | 7/12/21 |
| 305 | 1.4.2.6.13 Commissioning | 10 days | 7/13/21 | 7/26/21 |
| 306 | 1.4.2.7 Phase 2B - Parkade | 336 days | 6/23/20 | 10/5/21 |
| 307 | 1.4.2.7.1 Waterproof Membrane | 90 days | 7/21/20 | 11/23/20 |
| 308 | 1.4.2.7.2 M&E Rough in | 120 days | 6/23/20 | 12/7/20 |
| 309 | 1.4.2.7.3 Parkade finishing | 6 mons | 12/8/20 | 5/24/21 |
| 310 | 1.4.2.7.4 Perimeter backfill | 25 days | 10/13/20 | 11/16/20 |
| 311 | 1.4.2.7.5 Landscape Concrete | 60 days | 11/24/20 | 2/15/21 |
| 312 | 1.4.2.7.6 Hard Landscaping | 126 days | 1/19/21 | 7/13/21 |
| 313 | 1.4.2.7.7 Soft Landscaping | 100 days | 5/19/21 | 10/5/21 |
| 314 | 1.4.2.7.8 M&E Finishes | 60 days | 7/14/21 | 10/5/21 |

| 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 |
| Port Coquitlam Recreation Centre | | | | | | | | | | | | | | | | | | | | | | | | | | | | Oct 26 | |
| Design Phases | | | | | | | | | | | | Sep 20 | | | | | | | | | | | | | | | | | |
| Phase 1ABC - Groundworks | | | | | | | | | | | | May 12 | | | | | | | | | | | | | | | | | |
| Pile tender and award | | | | | | | | | | | | Sep 20 | | | | | | | | | | | | | | | | | |
| Phase 1ABC - Design - Structure | | | | | | | | | | | | Sep 23 | | | | | | | | | | | | | | | | | |
| Formwork/Reinforcing | | | | | | | | | | | | Nov 27 | | | | | | | | | | | | | | | | | |
| Structural Steel & Glulam | | | | | | | | | | | | Feb 2 | | | | | | | | | | | | | | | | | |
| Phase 1ABC - Design - Balance | | | | | | | | | | | | Aug 31 | | | | | | | | | | | | | | | | | |
| Phase 2ABC - Design | | | | | | | | | | | | Sep 23 | | | | | | | | | | | | | | | | | |
| Construction Phases | | | | | | | | | | | | Feb 4 | | | | | | | | | | | | | | | | | |
| Phase 2 | | | | | | | | | | | | Oct 26 | | | | | | | | | | | | | | | | Oct 26 | |
| Demo | | | | | | | | | | | | Dec 5 | | | | | | | | | | | | | | | | | |
| Phase 2ABC | | | | | | | | | | | | Oct 26 | | | | | | | | | | | | | | | | Oct 26 | |
| Earthworks | | | | | | | | | | | | Feb 17 | | | | | | | | | | | | | | | | | |
| Foundations | | | | | | | | | | | | May 11 | | | | | | | | | | | | | | | | | |
| Parkade Structure | | | | | | | | | | | | Oct 12 | | | | | | | | | | | | | | | | | |
| Parkade SOG | | | | | | | | | | | | Aug 31 | | | | | | | | | | | | | | | | | |
| Parkade Vertical Concrete and Suspended Slabs | | | | | | | | | | | | Oct 12 | | | | | | | | | | | | | | | | | |
| Spectator Rink Structure | | | | | | | | | | | | Oct 12 | | | | | | | | | | | | | | | | | |
| Spectator Rink Vertical and SOG | | | | | | | | | | | | Aug 31 | | | | | | | | | | | | | | | | | |
| Spectator Rink Vertical and Suspended Slab | | | | | | | | | | | | Sep 28 | | | | | | | | | | | | | | | | | |
| Spectator Rink Exterior Walls | | | | | | | | | | | | Oct 12 | | | | | | | | | | | | | | | | | |
| Phase 2C - Multi-Purpose / Gym / Daycare | | | | | | | | | | | | Aug 16 | | | | | | | | | | | | | | | | | |
| Structural Steel and glulam | | | | | | | | | | | | Jun 29 | | | | | | | | | | | | | | | | | |
| Metal Decking | | | | | | | | | | | | Aug 3 | | | | | | | | | | | | | | | | | |
| Roofing | | | | | | | | | | | | Aug 31 | | | | | | | | | | | | | | | | | |
| Glazing | | | | | | | | | | | | Nov 23 | | | | | | | | | | | | | | | | | |
| Metal Cladding | | | | | | | | | | | | Dec 7 | | | | | | | | | | | | | | | | | |
| Interior Steel Stud/Drywall | | | | | | | | | | | | Feb 15 | | | | | | | | | | | | | | | | | |
| Interior Finishes | | | | | | | | | | | | Jul 5 | | | | | | | | | | | | | | | | | |
| Millwork | | | | | | | | | | | | Jul 5 | | | | | | | | | | | | | | | | | |
| M&E Finishes | | | | | | | | | | | | Jul 26 | | | | | | | | | | | | | | | | | |
| Commissioning | | | | | | | | | | | | Aug 16 | | | | | | | | | | | | | | | | | |
| Phase 2A - Spectator Ice | | | | | | | | | | | | Jul 26 | | | | | | | | | | | | | | | | | |
| Structural Steel | | | | | | | | | | | | Sep 7 | | | | | | | | | | | | | | | | | |
| Interior Block Walls | | | | | | | | | | | | Oct 12 | | | | | | | | | | | | | | | | | |
| Metal Decking | | | | | | | | | | | | Oct 5 | | | | | | | | | | | | | | | | | |
| Insulated Metal Panel | | | | | | | | | | | | Nov 2 | | | | | | | | | | | | | | | | | |
| Roofing | | | | | | | | | | | | Dec 21 | | | | | | | | | | | | | | | | | |
| Glazing | | | | | | | | | | | | Nov 23 | | | | | | | | | | | | | | | | | |
| Rink Slab | | | | | | | | | | | | Feb 8 | | | | | | | | | | | | | | | | | |
| Dasher Boards | | | | | | | | | | | | Mar 22 | | | | | | | | | | | | | | | | | |
| Interior Steel Stud/Drywall | | | | | | | | | | | | Feb 8 | | | | | | | | | | | | | | | | | |
| Interior Finishes | | | | | | | | | | | | Jun 28 | | | | | | | | | | | | | | | | | |
| Millwork | | | | | | | | | | | | Jul 12 | | | | | | | | | | | | | | | | | |
| M&E Finishes | | | | | | | | | | | | Jul 12 | | | | | | | | | | | | | | | | | |
| Commissioning | | | | | | | | | | | | Jul 26 | | | | | | | | | | | | | | | | | |
| Phase 2B - Parkade | | | | | | | | | | | | Oct 5 | | | | | | | | | | | | | | | | | |
| Waterproof Membrane | | | | | | | | | | | | Nov 23 | | | | | | | | | | | | | | | | | |
| M&E Rough in | | | | | | | | | | | | Dec 7 | | | | | | | | | | | | | | | | | |
| Parkade finishing | | | | | | | | | | | | May 24 | | | | | | | | | | | | | | | | | |
| Perimeter backfill | | | | | | | | | | | | Nov 16 | | | | | | | | | | | | | | | | | |
| Landscape Concrete | | | | | | | | | | | | Feb 15 | | | | | | | | | | | | | | | | | |
| Hard Landscaping | | | | | | | | | | | | Jul 13 | | | | | | | | | | | | | | | | | |
| Soft Landscaping | | | | | | | | | | | | Oct 5 | | | | | | | | | | | | | | | | | |
| M&E Finishes | | | | | | | | | | | | Oct 5 | | | | | | | | | | | | | | | | | |



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
Aug 14, 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 | | | | | | | | | | | | | | | 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 | |
| 315 | 1.4.2.8 Phase 2 Roadworks | 130 days | 4/7/21 | 10/5/21 | <div>Phase 2 Roadworks</div> <div>Surface treatments and street lighting</div> <div>Terry Fox Plaza Landscaping</div> <div>Phase 2 occupancy</div> <div>Oct 5</div> <div>May 18</div> <div>Oct 5</div> <div>Oct 26</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 316 | 1.4.2.8.1 Surface treatments and street lighting | 1.5 mons | 4/7/21 | 5/18/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 317 | 1.4.2.8.2 Terry Fox Plaza Landscaping | 2 mons | 8/11/21 | 10/5/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 318 | 1.4.2.9 Phase 2 occupancy | 15 days | 10/6/21 | 10/26/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

APPENDIX 2

Progress Photographs – July 2020



Phase 2A – Rink slab progress



Phase 2A – Structural steel commenced



Phase 2B – Parkade underpropping removed



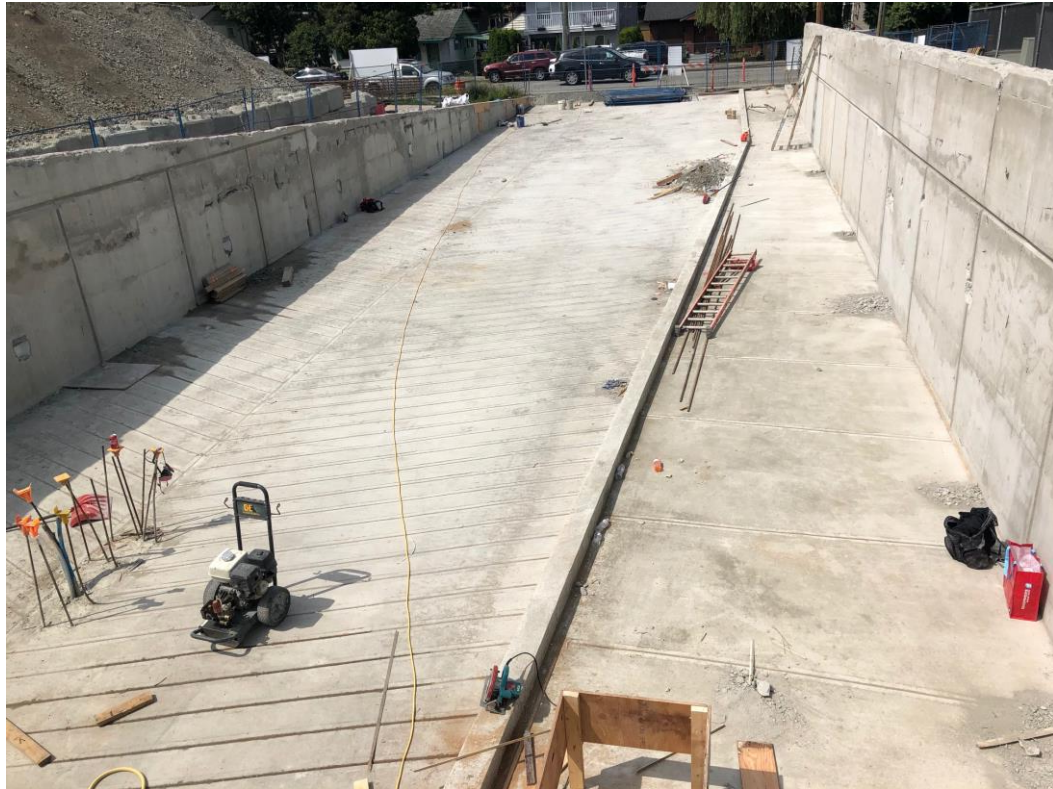
Phase 2B – West side of parkade traffic membrane progress



Phase 2C – Large MP Room and Gymnasium envelope progress



Phase 2C – Childminding envelope progress



Phase 2B – Parkade entrance ramp progress



Main Entrance Plaza Progress

APPENDIX 3

Site Inspection Reports: July 2020

Field Review Report



Project: Port Coquitlam Community Centre

Reporting Date: 2020-07-09

Prepared By: Lewis Reilly

Weather: Sunny: _____
Cloudy: x

Rain: _____
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 19
Low of: 14

General Contractor - VCC

Trade Contractor's

| | | | | | | | |
|-------------------|-----------|-------------------|----|------------------------|---|-------------------|-----------|
| Superintendents | | Piling | | Waterproofing | | Painting | |
| Engineers | | Site Work | | Scaffolding | | Misc. Specialties | |
| Office Staff | | Landscaping | | Spray Insul/Fire Proof | | Cleaners | |
| CSO / First Aid | | Paving | | Caulking/Firestopping | | Plumbing | 3 |
| Carpenters | | Concrete Formwork | 45 | Roofing | 7 | Mechanical | |
| Labourers | 11 | Rink prep / conc | | Doors & Hardware | | Refrigeration | |
| Operators | 2 | Reinforcing Steel | 6 | Windows/Glazing | | Sprinklers | |
| | | Structural Steel | | Exterior Cladding | | Electrical | 5 |
| SITE TOTAL | 13 | Metal Decking | | SS/Drywall | 5 | Controls | |
| | | Masonry | | Drywall Taper | | Pool Piping | |
| | | Rough Carpentry | | Resilient Tile | | | |
| | | Finish Carpentry | | Ceramic Tile | | Tango's Subtotal | |
| | | Millwork | | Elevator | | Trade's Subtotal | 71 |
| | | | | | | SITE TOTAL | 71 |

JOB DELAYS OR POSSIBLE DELAYS:

Site progress trending ahead of current schedule

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| |

QAQC

As previously noted and discussed with Ventana, A49 and Consultants

Site clean and tidy

Social distancing measures implemented

| |
|--|
| |
| |
| |
| |

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

| | Comments |
|----------|---|
| Phase 2A | Rink slab grade prep ongoing |
| | Upstand walls formwork strip |
| | Mechanical and electrical rough in |
| | Bleacher formwork ongoing |
| | Storage slab on grade masonry ongoing |
| Phase 2B | West parkade walls formwork strip and waterproofing |
| | Structural slab falsework |
| | East parkade walls formwork strip and waterproofing |
| | Traffic membrane waterproofing install commenced |
| | Infill falsework install commenced. |
| | Staircore fomwork and rebar commenced |
| Phase 2C | Sructural steel complete |
| | Roofing commenced |
| | Wall assembly framing commenced |
| | M&E rough in commenced |

Field Review Report



Project: Port Coquitlam Community Centre

Reporting Date: 2020-07-22

Prepared By: Lewis Reilly

Weather: Sunny: _____
Cloudy: x

Rain: _____
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 25
Low of: 16

| General Contractor - VCC | | | | Trade Contractor's | | | |
|--------------------------|-----------|-------------------|----|------------------------|---|-------------------|-----------|
| Superintendents | | Piling | | Waterproofing | | Painting | |
| Engineers | | Site Work | 2 | Scaffolding | | Misc. Specialties | 2 |
| Office Staff | | Landscaping | | Spray Insul/Fire Proof | | Cleaners | |
| CSO / First Aid | | Paving | | Caulking/Firestopping | | Plumbing | |
| Carpenters | | Concrete Formwork | 43 | Roofing | | Mechanical | 4 |
| Labourers | 11 | Rink prep / conc | | Doors & Hardware | | Refrigeration | |
| Operators | 1 | Reinforcing Steel | 5 | Windows/Glazing | | Sprinklers | |
| | | Structural Steel | 3 | Exterior Cladding | | Electrical | 5 |
| SITE TOTAL | 12 | Metal Decking | | SS/Drywall | 7 | Controls | |
| | | Masonry | 3 | Drywall Taper | | Pool Piping | |
| | | Rough Carpentry | | Resilient Tile | | | |
| | | Finish Carpentry | | Ceramic Tile | | Tango's Subtotal | |
| | | Millwork | | Elevator | | Trade's Subtotal | 74 |
| | | | | | | SITE TOTAL | 74 |

JOB DELAYS OR POSSIBLE DELAYS:

Site progress trending ahead of current schedule

| |
|--|
| |
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| |
| |
| |

QAQC

As previously noted and discussed with Ventana, A49 and Consultants

Site clean and tidy

Social distancing measures implemented

| |
|--|
| |
| |
| |
| |

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

| | Comments |
|----------|--|
| Phase 2A | Rink slab grade prep ongoing |
| | Upstand walls formwork strip |
| | Mechanical and electrical rough in |
| | Bleacher formwork ongoing |
| | Storage slab on grade masonry ongoing |
| | Masonry commenced |
| Phase 2B | Parkade walls formwork strip and waterproofing ongoing |
| | Structural slab falsework |
| | Vertical wall footings formwork commenced for infill |
| | Traffic membrane waterproofing install ongoing |
| | Infill falsework install ongoing |
| | Staircore fomwork and rebarongoing |
| Phase 2C | Sructural steel complete |
| | Roofing ongoing |
| | Wall assembly framing ongoing |
| | M&E rough in ongoing |

Field Review Report



Project: Port Coquitlam Community Centre

Reporting Date: 2020-07-31

Prepared By: Lewis Reilly

Weather: Sunny: _____
Cloudy: x

Rain: _____
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 28
Low of: 18

General Contractor - VCC

Trade Contractor's

| | | | | | | | |
|-------------------|-----------|-------------------|----|------------------------|---|-------------------|-----------|
| Superintendents | | Piling | | Waterproofing | | Painting | |
| Engineers | | Site Work | 2 | Scaffolding | | Misc. Specialties | 2 |
| Office Staff | | Landscaping | | Spray Insul/Fire Proof | | Cleaners | |
| CSO / First Aid | | Paving | | Caulking/Firestopping | | Plumbing | |
| Carpenters | | Concrete Formwork | 43 | Roofing | | Mechanical | 4 |
| Labourers | 11 | Rink prep / conc | | Doors & Hardware | | Refrigeration | |
| Operators | 1 | Reinforcing Steel | 5 | Windows/Glazing | | Sprinklers | |
| | | Structural Steel | 3 | Exterior Cladding | | Electrical | 5 |
| SITE TOTAL | 12 | Metal Decking | | SS/Drywall | 7 | Controls | |
| | | Masonry | 3 | Drywall Taper | | Pool Piping | |
| | | Rough Carpentry | | Resilient Tile | | | |
| | | Finish Carpentry | | Ceramic Tile | | Tango's Subtotal | |
| | | Millwork | | Elevator | | Trade's Subtotal | 74 |
| | | | | | | SITE TOTAL | 74 |

JOB DELAYS OR POSSIBLE DELAYS:

Site progress trending ahead of current schedule

QAQC

As previously noted and discussed with Ventana, A49 and Consultants

Site clean and tidy

Social distancing measures implemented

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

| | Comments |
|----------|--|
| Phase 2A | Rink slab grade prep ongoing |
| | Structural steel commenced |
| | Mechanical and electrical rough in |
| | Bleacher formwork ongoing |
| | Storage masonry ongoing |
| | Masonry commenced |
| Phase 2B | Parkade walls formwork strip and waterproofing ongoing |
| | Structural slab falsework |
| | Vertical wall footings formwork complete for infill |
| | Traffic membrane waterproofing install ongoing |
| | Infill slab on grade preparaion commenced |
| | Staircore formwork and rebar ongoing |
| | Main entrance landscaping commenced |
| Phase 2C | Sructural steel complete |
| | Roofing ongoing |
| | Wall assembly framing ongoing |
| | M&E rough in ongoing |
| | Internal framing commenced |

APPENDIX 4

Certificate of Payment No.43: August 13, 2020

CERTIFICATE OF PAYMENT : No. 43 (Progress Claim 44)



| | | | |
|------------------|---|--------------------------|-----------|
| PROJECT: | City of Port Coquitlam Community Centre | FILE: | 3 - 9308 |
| LOCATION: | 2150 Wilson Ave, Port Coquitlam, BC | INSPECTION DATE: | 30-Jul-20 |
| | | CERTIFICATE DATE: | 13-Aug-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 | \$ 9,426,220 | \$ 126,143,220 |

| PAYMENT CALCULATION | Gross Amount to Date | Previous Period | Gross Amount This Period | Holdback | Net Payment This Period |
|--|-----------------------|-----------------------|--------------------------|-------------------|-------------------------|
| Total Work Completed | \$ 105,876,318 | \$ 101,900,263 | \$ 3,976,054 | \$ 397,605 | \$ 3,578,449 |
| Total Work Completed | \$ 105,876,318 | \$ 101,900,263 | \$ 3,976,054 | \$ 397,605 | \$ 3,578,449 |
| Add: Holdback Released | \$ 7,162,604 | (7,162,604) | | \$ 0 | \$ 0 |
| Current Net Payable | | | \$ 3,976,054 | \$ 397,605 | \$ 3,578,449 |
| Plus GST (5.0%) on Net Payable | | | | | \$ 178,922 |
| Total Current Payable Amount | | | | | \$ 3,757,371 |
| Holdback Retained to Date (incl. this Certificate) | | | | | \$ 2,925,028 |
| Total GST Paid to Date (incl. this Certificate) | | | | | \$ 4,897,564 |
| PROJECT COST TO COMPLETE | | | | | \$ 20,266,902 |

This is to Certify that, for the Port Coquitlam Community Centre, a payment of \$3,757,371 (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 July 31, 2020. As per the Builder's Lien Act, a 10% holdback has been deducted amounting to \$397,605. The total holdback retained to date is \$2,925,028 and the total GST paid to date is \$4,897,564 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$20,266,902 (Not incl. GST & holdback).

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



APPENDIX 5

Project Dashboard – July 31, 2020

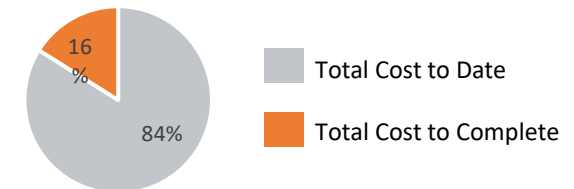
PROJECT DASH BOARD

Updated: 2020-7-31

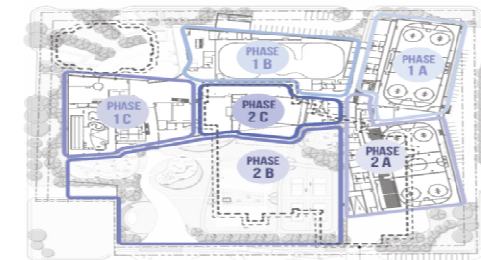
PROJECT SCHEDULE

| 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: August 12, 2020

August 12, 2020

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

T 1.604.736.5329
architecture49.com

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 June and July 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. Items where conformance is in question are being addressed in follow up site review.

Attached are the June and July reports received to date and previous reports that may not have been submitted:

- 2020-06-30 - A49_Site Report 67
- 2020-07-28 A49_Site Report 68
- 80058-01-BMZ (Structural) Field Reviews:
 - 2020-07-02
 - 2020-07-07
 - 2020-07-13
 - 2020-07-15
 - 2020-07-23
 - 2020-07-27
 - 2020-07-28
 - 2020-07-30
- 2020-07-31 – WSP Mechanical Field Report 32
- 2020-07-17 – S+A Electrical Field Report 026

Sincerely,
ARCHITECTURE49 INC.



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

APPENDIX 7

Owner's Meeting Minutes #30: July 21, 2020

| | |
|------------------------|--|
| Date Issued | 2020-07-28 |
| Project | Port Coquitlam Community Recreation Complex, 2150 Wilson Ave, Port Coquitlam |
| Meeting | Owners Meeting Minutes #30 |
| Meeting Held On | 2020-07-21 |

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 |
| 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 | | | |
| 28.3 | WorkSafe BC noted COVID measures will continue to be monitored. | Info | - |
| 30.1 | VCC advised no new incidents to report. | 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><u>2019-12-17 (Meeting 23)</u> : 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><u>2020-01-21 (Meeting 24)</u>: Tango provided a response to usergroup feedback. VCC to action.</p> <p><u>2020-01-18 (Meeting 25)</u>: Tango is meeting with POCO today. VCC to look into adding bottle fillers to phase 2 change rooms.</p> <p><u>2020-03-17 (Meeting 26)</u>: User group comments have been provided to A49. VCC to advise on consultant response once received.</p> <p><u>2020-04-21 (Meeting 27)</u>: 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><u>2020-05-19 (Meeting 28)</u>: VCC provided revised user groups comments May 8/20. POCO is performing final review for Friday May 22/20.</p> <p><u>2020-06-16 (Meeting 29)</u>: Drawing revision is in progress. An SI is forthcoming, VCC will provide POCO/Tango upon receipt. VCC noted that Cascadia has advised against the white netting for Rink 1, and that the black Kevlar at the spectator side is more ideal.</p> <p><u>2020-07-21 (Meeting 30): VCC advised user group SI is imminent. VCC noted the sink in the child minding may not be possible.</u></p> | | - |
| 24.2 | <p>POCO has requested a review of the Landscape drawings. VCC to respond.</p> <p><u>2020-01-18 (Meeting 25)</u>: PMG is reviewing the requested revisions.</p> <p><u>2020-03-17 (Meeting 26)</u>: PMG is currently revising landscape drawings.</p> <p><u>2020-04-21 (Meeting 27)</u>: Revisions complete. VCC advised this will be issued as a post tender addendum and will provide comments to Poco if required.</p> <p><u>2020-05-19 (Meeting 28)</u>: Post-Tender-Addendum results to be communicated by VCC to PoCo in 2 weeks.</p> <p><u>2020-06-16 (Meeting 29)</u>: Drawings sent out for pricing. VCC will provide an update upon tender close.</p> <p><u>2020-07-21 (Meeting 30): VCC noted that Landscaping has been awarded to Actual Landscaping.</u></p> | Closed | - |
| 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><u>2020-04-21 (Meeting 27)</u>: Poco advised instrall before end of May would be ideal.</p> <p><u>2020-05-19 (Meeting 28)</u>: 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> <p><u>2020-07-21 (Meeting 30): VCC advised revised finalized drawing review is</u></p> | VCC | - |

nearly complete. VCC will advise on construction timeline upon receipt.

| | | | |
|------|--|-----------|------------|
| 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 | - |
| | <u>2020-06-16 (Meeting 29):</u> VCC will re-tender this scope of work. | | |
| | <u>2020-07-21 (Meeting 30):</u> Out for tender. VCC will provide more information once tender is closed. | | |
| 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 | - |
| | <u>2020-06-16 (Meeting 29):</u> VCC and A49 will provide feedback next week. | | |
| | <u>2020-07-21 (Meeting 30):</u> VCC advised this item has been forwarded for review to A49 and the hardware specialist. VCC will continue to follow up. | | |
| 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. | VCC, POCO | 2020-07-28 |
| | <u>2020-06-16 (Meeting 29):</u> VCC to review parkour/cross fit options with PMG Landscaping consultant for their input. | | |
| | <u>2020-07-21 (Meeting 30):</u> POCO to send cut-sheets for exterior Synergy unit. VCC advised that equipment and layout will need to be finalized for surfacing thickness. VCC advised that timber playground construction may be a possibility, but budget is to be reviewed further and require VCC Partner confirmation if acceptable. VCC noted if this option is viable, preferably a small user group review meeting with key personnel should take place. | | |
| 30.1 | Rink 1 - Dasher Boards: VCC will issue an email describing ice dam requirements and costing associated with removable dasher-boards. | VCC | - |
| 30.2 | VCC advised sports flooring will likely be awarded to Centaur and the sports flooring will likely be awarded to Cascadia. | Info | - |

1.04 SCHEDULE

| | | | |
|------|---|------|---|
| 30.1 | Site status: | Info | - |
| | <ul style="list-style-type: none"> • NE crane has been removed • 60% of the parkade suspended waterproofing has been installed • Amenity roofing nearly complete up to east side gym. • Roof framing and south face amenity framing in progress • Lot 4 concession connection structural steel in progress. • Anticipate rink steel to be delivered Monday July 27/20 • Landscape contractor to commence end of July early August • Central parkade strip SOG is in progress. | | |

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 |
|------|--|------|------------|
- 2020-05-19 (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 | - |
|------|---|-----|---|
- 2019-12-17 (Meeting 23): The meeting took place, POCO (Kristen) comments are pending.
- 2020-01-21 (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.
- 2020-02-18 (Meeting 25): VCC advised mid April for Terry Fox Design development.
- 2020-03-17 (Meeting 26): VCC to propose Terry Fox milestones within the plaza. POCO to confirm with Terry Fox Foundation.
- 2020-04-21 (Meeting 27): Poco advised the Terry Fox conceptual design is with the Terry fox Foundation.
- 2020-05-19 (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.
- 2020-06-16 (Meeting 29): Tango to review with Terry Fox family to confirm extension of Terry's route from Thunder bay to West-Coast, and request input on informational "Points of Interest" at medallions along route.
- 2020-07-21 (Meeting 30): Tango provided Terry Fox Family route response. VCC to review/advise.**

10.02 TREE REMOVAL

- | | | | |
|------|--|-----|---|
| 23.1 | It was noted that one tree left behind is obstructing construction design. VCC to RFI. | VCC | - |
|------|--|-----|---|
- 2020-01-21 (Meeting 24): Potential tree removal will be reviewed with HUB and PMG.
- 2020-02-18 (Meeting 25): HUB and PMG to review and finalize.
- 2020-03-17 (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.
- 2020-04-21 (Meeting 27): VCC to advise Poco in advance of tree removal.

21.01 DEFICIENCIES PHASE 1

| | | | |
|-------|---|------|---|
| 26.4 | <p>Powered vents are being reviewed for cash room and level 1 fitness.</p> <p><u>2020-04-21 (Meeting 27):</u> Mechanical trade is currently reviewing.</p> <p><u>2020-05-19 (Meeting 28):</u> 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.</p> <p><u>2020-06-16 (Meeting 29):</u> A dehumidifier in the spin room is slated to be installed by the end of the June.</p> <p><u>2020-07-21 (Meeting 30):</u> Commissioning reports are pending.</p> | Info | - |
| 26.6 | <p>Wallet lockers in P1A and games room are on hold pending City review of transient use of lockers.</p> <p><u>2020-04-21 (Meeting 27):</u> Lori to review with Rana and advise.</p> <p><u>2020-05-19 (Meeting 28):</u> POCO to review with the trade Coronation and advise.</p> <p><u>2020-07-21 (Meeting 30):</u> POCO to follow up with Coronation to understand if there are locker token return systems available specific for POCO use.</p> | POCO | - |
| 26.7 | <p>Blinds - VCC to advise after receipt of trade feedback (manual/warranty) and review user group comments.</p> <p><u>2020-04-21 (Meeting 27):</u> VCC is reviewing with Glastech. Attachment detail to be finalized.</p> <p><u>2020-05-19 (Meeting 28):</u> This has been addressed in the user group comments. PoCo to provide response post review regarding powered blinds.</p> <p><u>2020-06-16 (Meeting 29):</u> VCC proposed splitting the automatic shades, provided this mode of shading is desired. It was agreed with POCO/Tango/VCC that manual blinds will be installed.</p> <p><u>2020-07-21 (Meeting 30):</u> VCC to provide manual blinds for the rinks. Poco advised that hand crank system would be preferred.</p> | Info | - |
| 26.12 | <p>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.</p> | VCC | - |
| 30.1 | <p>POCO noted that there are dents on the floor due to the stationary bikes. VCC to review.</p> <p><u>2020-03-17 (Meeting 26):</u> VCC proposed continuing sports flooring into fitness room.</p> <p><u>2020-04-21 (Meeting 27):</u> VCC advised issue has been raised with flooring manufacturer. VCC to advise if deemed a warranty issue. Lori to provide flooring spec preference.</p> <p><u>2020-05-19 (Meeting 28):</u> VCC advised the trade response has been received and will review and advise. Potentially propose in-situ solution at bike feet.</p> <p><u>2020-06-16 (Meeting 29):</u> Spin bike "feet" spec and proposed alternate floor specs to be provided by VCC.</p> | VCC | - |

2020-07-21 (Meeting 30): VCC advised they are reviewing alternative flooring options. VCC will forward Kaiser flooring options.

24.01 OVER - EX CLAIM

- | | | | |
|------|---|------|---|
| 24.1 | <p>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.</p> <p><u>2020-02-18 (Meeting 25):</u> Comments have been forwarded by VCC.</p> <p><u>2020-03-17 (Meeting 26):</u> Tango to forward response from Geopacific. VCC to finalize and send claim amount within a week.</p> <p><u>2020-04-21 (Meeting 27):</u> VCC provided technical responses to Tango, which are now with Geopacific for review.</p> <p><u>2020-05-19 (Meeting 28):</u> VCC Ownership is in conversation with POCO. VCC to provide response shortly.</p> <p><u>2020-06-16 (Meeting 29):</u> Tango forwarded VCC response to Geopacific who is providing Geotechnical support. Tango/POCO will provide their comments once they hear back from Geopacific.</p> <p><u>2020-07-21 (Meeting 30):</u> Upcoming meeting between Thurber, VCC and Geopacific is likely to take place early September.</p> | Info | - |
|------|---|------|---|

24.03 OWNER RFI'S

- | | | | |
|------|---|-----|---|
| 24.3 | <p>RFI 165 Gym and Multipurpose Curtain: POCO/Tango reviewing.</p> <p><u>2020-04-21 (Meeting 27):</u> VCC advised of a non issue for gym. Multipurpose require spec in 1.5 months. POCO/Tango to provide.</p> <p><u>2020-05-19 (Meeting 28):</u> Gym divider is nearly coordinated. Multipurpose is with Nathan, and pending scope award.</p> <p><u>2020-06-16 (Meeting 29):</u> Tango confirmed RFI will be closed and that the steel support for multipurpose divider is proprietary to divider. VCC will provide anticipated date required for rough-in.</p> <p><u>2020-07-21 (Meeting 30):</u> Tango to forward multipurpose divider spec sheet.</p> | TM | - |
| 26.1 | <p>RFI 170 Court Layout and Socket Locations : POCO has developed a sketch for VCC consideration.</p> <p><u>2020-04-21 (Meeting 27):</u> Revised layout provided to POCO for review. Comments are expected by end of next week May 1/20.</p> <p><u>2020-05-19 (Meeting 28):</u> Updated and with A49 for formal SI; this will be issued in a post-tender-addendum.</p> <p><u>2020-06-16 (Meeting 29):</u> SI has been priced by sports specialty contractors. VCC advised that the bidders had noted the layout is not what is normally installed. VCC to review with POCO post award.</p> <p><u>2020-07-21 (Meeting 30):</u> VCC advised they will forward court layout shop drawings upon receipt.</p> | VCC | - |

27.01 ADDITIONAL SHOWER

| | | | |
|------|---|----------|---|
| 27.1 | Lewis advised they would like an additional shower in room 1B115. VCC to review and create PCN. | POCO, TM | - |
|------|---|----------|---|

2020-05-19 (Meeting 28): VCC has procured pricing and will forward to PoCo for review.

2020-06-16 (Meeting 29): VCC will endeavor to provide pricing by the end of June.

2020-07-21 (Meeting 30): QCO (PCN 60) was issued to Tango /Poco Friday July 17/20.

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. | Closed | - |
|------|--|--------|---|

2020-06-16 (Meeting 29): VCC to forward drone video to POCO.

2020-07-21 (Meeting 30): VCC forwarded the drone video to POCO. POCO performed drone video as well, which will be posted on POCO web site.

29.01 ACOUSTICAL IMPROVEMENTS

| | | | |
|------|--|----|------------|
| 29.1 | Tango noted that POCO is considering acoustical improvements for Phase 1 and rink 1. | TM | 2020-08-04 |
|------|--|----|------------|

2020-07-21 (Meeting 30): Tango to advise at the beginning of August.

New Business

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

30.01 PCN'S

| | | | |
|------|--|----------|---|
| 30.1 | PCN 67 Out Door Events Power: Change order to be issued. | | - |
| 30.2 | PCN 069 Structural Steel Frames for score boards and shot clocks has been issued for review/approval. | POCO, TM | - |

30.02 FACILITY RE-OPENING DATE

| | | | |
|------|---|------|------------|
| 30.1 | POCO advised that City Council will review the facility re-opening date on July 28/20 and will advise. | POCO | 2020-07-31 |
| 30.2 | The library intends to open August 8, 2020. | Info | - |

30.03 VACATIONS

| | | | |
|------|---|------|---|
| 30.1 | Lori will be away August 20-29 | Info | - |
| 30.2 | Joseph will be away August 10-24 | Info | - |

30.04 NEXT MEETING

30.1 The next meeting will be held August 18, 2020 at 10:00am

2020-08-18

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



| CONSTRUCTION DEFICENCIES | | |
|---------------------------|--|---|
| Location | Description | Status @ July 9th |
| 121 | Lockers to be coin operated | PoCo to be advised are part of wide spread locker improvement |
| 2nd floor walkway | Concrete repair required along edge adjacent to glass guardrail | VCC confirmed to make good. |
| Wilson Lounge (PoCo #29) | Floor bubbling and cracked | To be inspected at 1 year warranty after concrete dries out |
| Small MP Rm | Floor bubbling | To be inspected at 1 year warranty after concrete dries out |
| 118 | FA clashes with HoF exhibit | To be reviewed once HoF has been designed. Not deemed a construction deficiency |
| Fitness studio- 2nd floor | Sliding doors require mirrors | Complete June 2nd |
| Pool | Clean scratched handles and replace thumb turns to sliding doors | Complete June 2nd |
| Pool | NW door cratches threshold. | Complete June 2nd |
| Lifeguard- control room | Horizontal mullion of opening window in view line | Complete June 2nd |
| Lifeguard- control room | Operable window at child's head height | Complete June 2nd |
| 100 | Crack in drywall above 1A100F. MJ missing | Complete June 2nd |
| 100 | Crack leasing from S side of 1A100E. MJ missing | Complete June 2nd |
| 100 | Temp sensor in slab to be made good | Complete June 2nd |

All red text by VCC July 20/2020

| WARRANTY ITEMS | | | | | |
|----------------|-------|-------------------|-----------------------------------|--|---|
| Date | Level | Area | Location Specific Area | Issue | Status @ July 9th |
| 28-Jan-20 | 1 | Arena | Arena 2 | North East door: Rain water enters the building from outside surface. Slopes outside the door needs to be adjusted so that rain water drains away from the exit doors | Sent to Ventana #78. Touch up required. VCC to touch-up thresh-hold. |
| 22-Aug-19 | | External Pathways | Arena Entrance | Curb with ramp near accessible stalls out front by East entrance has a very sharp corner that could cause someone to tip. Removing a small portion of the curb near the closest parking stall would allow for a ramp to be on the side so someone could go straight from there to the | City to inspect with VCC. VCC to review to consider if safety issue? As per drawings. Adding a ramp from curb into stall would reduce accessible stall width which is a code issue |
| 30-Jan-20 | 1 | Arena | Arena Entrance | The wheelchair ramp outside the facility is at a low spot. During heavy rain, the bottom of the ramp fills with over a couple inches of water making it had for wheelchair use. | Sent to Ventana #88 VCC to address with onsite Civil contract after contractor mobilizes |
| 14-Jan-20 | 1 | Arena | Arena 3 | Wheelchair viewing from main corridor - issues with not able to see through tinted glass | Sent to Ventana #70. PoCo deems this to be an error. |
| 26-May-20 | 1 | Arena 3 | Arena 3 Slab | A crack has appeared in the slab. Please review and advise on cause. | Sent to Ventana #119. VCC confirmed that this is part of the curing process and not structural. Written confirmation to be provided. |
| 26-May-20 | 1 | Arena 3 | Arena 3 Slab | Holes found in the slab. Please review and advise on cause. | Sent to Ventana #120. VCC to repair |
| 05-Sep-19 | 1 | W-BTHRM | West Bathrooms and change area | Concrete uneven at lip to floor tile | Needs touch up VCC to address through Applied |
| 22-Oct-19 | 1 | Wilson | Wilson Electrical Room | Electrical Room (Wilson Centre) – During the rains on Monday, water from the building exterior leaked into the electrical room | Sent to Ventana #10. Part of the phasing condition. VCC managing until Phase 2 is complete VCC continues to monitor |
| 22-Nov-19 | 1 | Wilson | Wilson Lounge - Floor | Floor bubbling and cracked in the Wilson Lounge | Sent to Ventana #29. To be addressed at warranty period if not already naturally rectified |
| 30-Jan-20 | 1 | Wilson | Wilson Lounge | The storage room doors are damaged due to stopper and now do not remain closed., they automatically open on their own. | Sent to Ventana #83 Doors will be replaced with proper opening doors instead of sliders |
| 10-Mar-20 | 1 | Wilson Kitchen | Swinging Door | Deficiency: The bottom hinge of the Wilson Centre Kitchen swinging door is broken again. The screws have popped out of the door and require replacement. I would recommend a complete door replacement as the hinges have busted numerous times on this door so it is apparent that the metal cover on the door is not sufficient to hold the weight of the door movements. NOTE: This is a safety concern. | Sent to Ventana #114. VCC to replace with a high impact door. |
| 30-Jan-20 | 1 | Fitness | Fitness Spin Studio | The structural integrity of the flooring in the Spin Studio is a concern and does not meet the intended use for fitness spin bikes. The floor has developed numerous dimples from the weight of the spin bikes. | Sent to Ventana #90 VCC is testing another foot solution while considering alternative flooring products |
| 30-Jan-20 | 1 | Fitness | Fitness Level 1 | Rain water from above continuously condenses on the exterior pipe surface of the two exposed rain water leaders and leaves large puddles on the fitness floor. | Sent to Ventana #91 This item is addressed and should be removed from the list |
| 28-Jan-20 | 1/2 | All | Concrete Slab | Due to the pile driving, numerous deep cracks have developed throughout the facility, and some of the concrete surface is starting to break away. The concession landing, second floor bridge to fitness and the east-west concourse are the worst. VCC to have structural review the slab and solutions for remediation. | To be inspected at 1 year warranty walk through to determine if arch or structural. VCC have provided engineering opinion that confirms they have not been caused by piling activities. VCC Structural Engineer already confirmed this is not a structural concern. Cracks are purely cosmetic; suggest rewording accordingly |
| 26-May-20 | | West CSA | West Customer Service area | Door into west customer service area is binding. Please review and adjust. | Sent to Ventana #123 It was evident that this door (and others) are being wedged). Marks existed on door frame and looked as if it was bent. Tango/PoCo to review with staff |
| 26-May-20 | | Main Concourse | Main Concourse | Since the slab pour outside of the concourse, water from the exterior seeps under the wall into the building. See attached photos. If this drywall is to remain VCC to ensure that the bottom of the drywall is replaced after construction on the exterior is water tight. | Sent to Ventana #124. Part of the phasing condition. VCC managing until Phase 2 is complete |
| 09-Jul-20 | | Mechanical | n/a | Electrical room is not cooling properly. Heat pump HP-68 is locked out and is only running on fan – we’ve reset the power to the unit but it did not reset. Also, in the electrical room, the exhaust fan EF-25 is somewhat working but the VFD is not accurately reflecting operation All heat pumps are currently functional. This was confirmed via Devon and Omega | Upon investigation, we reset HP-68 and it has been operating as intended since. As we cannot re-create the fault, it is difficult to determine the cause. This may have been just a “glitch” or it may have been caused by a higher than intended condenser loop temperature. If the HP cannot reject the heat to the loop it will shut itself off as a safety precaution. This also ties into Warranty Item #126. As for EF-25, it is operating as intended – no issues were noted |
| 09-Jul-20 | | Mechanical | n/a | Backflow Preventers Test Fail:Dishwasher hot serial# 229102 in WC; Steamer serial# 195466 in WC kitchen; Combi oven 2 serial# 236668 in WC kitchen; Combi serial# 195480 untestable. Need piping alterations; West lower mechanical serial #SD1455 is missing, please provide us with a location. | All backflows in the facility were tested prior to Occupancy and passed. Documentation was provided to VCC and the City for reference. However, we will assist the City in this matter and have these items taken care of. The repair works have been scheduled for the week of the 27 th Omega to repair |
| 09-Jul-20 | | Mechanical | n/a | The air compressor in the basement mechanical room serving the PCCC west sprinkler system is short cycling After review compressor appears to be in working condition | Escape Fire Protection reviewed the air compressor in question and did not notice any short cycling. They also spoke with a maintenance individual and he too was not aware of any short cycling issues. Can we please request that the City monitor the situation and advise if this happens again? Further, once Phase 2 is Occupied, the currently installed compressor will be removed and larger one will be installed. |
| 09-Jul-20 | 1 | Fitness | SW Corner | Small drip in the south west corner of the first-floor fitness area. This item is fixed. | The drip found was not Hydronic Water rather lube from the Victaulic Fitting. This has led us to believe that the condenser loop temperature exceeded the design temperature for a period of time. A high loop temperature may be the reason why the HP tripped off. Can we have the City confirm that Cimco’s supplied and installed Cooling Tower is operational? The Cooling Tower should always be operational. |
| 09-Jul-20 | 1 | Wilson Lounge | Exit Doors | The exit door from the Wilson lounge to the south is sticking and does not close of its own. | Sent to Ventana #127VCC to have adjusted once more only. Tango to review door wedging with |
| 09-Jul-20 | 2 | MP Rooms | Doors | The two doors into the J.B. Young program room are unable to lock/unlock due to doors not lining. | Sent to Ventana #128PoCo, as can adversely impact door hardware. VCC to have adjusted once more only. See above |
| 09-Jul-20 | 1 | Mechanical | Refrigeration Plant | A non-structural metal strut used to mount electrical boxes in the refrigeration plant room has been brought up as a concern by several maintenance staff. The strut has developed a bend which they claim is due to compression due to building movement. Can you please review and let us know if this is a concern? | Sent to Ventana #131 Nightingale to address. |
| 09-Jul-20 | 2 | Mens Washroom | Floor Tile | Grout in the floor tile at the entrance men's upstairs washroom is separating. | Sent to Ventana #132 |
| 26-May-20 | 1 | Mechanical | Floor Drains | Sewer gas smells from floor drains in Zamboni bays (very distinct around the two north drains in Zamboni Bay 2) as well as the second floor womens washroom. Please review to confirm that the drains have trap primers and trap primers are functioning. | Sent to Ventana #121. PoCo to dump water into drains to check if this remedies the issue. Rana to check if this worked. This item was confirmed. To be removed from list. |
| 25-Feb-20 | 1 | Pool | Accessible Showers | The vertical shower bar for the shower head needs to be extended down so that someone in a wheelchair can reach the shower head | Sent to Ventana #107. VCC propose that staff reset all showers to low level during daily close down procedures. If set to low level then an able bodied person could not use correctly. Glenn/Lori/Yvonne to inspect This item was agreed / confirmed. To be removed from list. |
| 25-Feb-20 | 1 | Pool | Handicap Showers (all) | The handicap seat slams open and can hurt patrons standing in front of the seat. Please adjust the speed in which the seats open to prevent serious injuries from happening. | Sent to Ventana #108. VCC propose that seat is locked off, so it will not be operable. PoCo to confirm if acceptable. Glenn/Lori/Yvonne to inspect Spring was replaced to improve seat functionality. Seat as supplied is ADA compliant |
| 11-Dec-19 | 1/2 | Mechanical | HVAC | We have issues changing air filters on a multiple heat pumps. The heat pumps are installed with limited service access, the air filters cannot be changed without damaging/bending the air filter. This makes the air filter weaker and susceptible to collapsing. We found numerous units with limited services access throughout the facility, the mechanical contractor should examine each unit to ensure they are serviceable. Some examples are: HP 50 and HP 50A in the Laking Room, HP49 and HP49A in the Young Room. Library Level 2, HP51A, HP52, HP52A and 52B. | Sent to Ventana #63. Rana to confirm status? Bob provided to VCC. Vcc to co PoCo confirmed this item was resolved following meeting with Omega on site. VCC to add access panel in Library (HP-51a). After added, this item should be removed from list. |
| 25-Sep-19 | 1 | Wilson | Wilson-Kitchen—Gate | The rolling welcome gate at the hot holding unit requires a handle and strap to allow for ease of opening and closing and to address potential safety concerns for staff. | Check with Kitchen staff if still an issue |
| 22-Nov-19 | 2 | Concession | Concession—Wall outlet | There is a hidden plug in the Concession which may be illegal and deemed a fire hazard. It may not, I am unsure of the specs regarding that. It is unusable as it is unreachable, and should there be an electrical issue there is no way to unplug the existing appliance | Sent to Ventana #34, Met with VCC, they will install an access door to provide access to plug. Follow up from VCC. Deemed to be to code. Operator can easily slide out to access. PoCo to confirm? |
| 22-Aug-19 | 1 | Games Rooms | Lobby/Games Room Door | Games Room—Slow down how fast the door from Games Room to Lobby closes | City to inspect with VCC. Complete June 2nd |
| 25-Feb-20 | | Janitor Rm | Janitor Room in Pool area | Water flows away from the floor drain onto adjacent walls. Floor drains need to be lowered. | Sent to Ventana #110. Not a floor drain. It's for flooding and to be managed using squeegies. Complete June 2nd |
| 10-Mar-20 | | Wilson-Kitchen | Door from Wilson Kitchen to Foyer | Door from Wilson kitchen into the foyer is uneven and is scraping on the top of the frame and door | Sent to Ventana #113. Complete June 2nd |
| 22-Nov-19 | 1 | Lounge | Wilson Lounge | The Electrical outlet boxes are sticking out and causing a potential trip hazard. They have also been identified by our JOHSC (Joint Occupational Health and Safety Committee) as a potential trip hazard and need to be fixed. | Sent to Ventana #37. VCC will provide something in writing that this does indeed meet code and is not a trip hazard. LR deems not be a trip hazard. Closed June 2nd |

| | | | | | |
|-----------|---------|---------|---------------------------|--|--|
| 28-Nov-19 | 2 | Fitness | Fitness-Studio | Door has issues. It is misaligned such that when it is opened, the bottom of the door scrapes the wood laminate. | Sent to Ventana #38. Checked on Jan 28, 20 doors still scraping. Closed June 2nd |
| 07-Apr-20 | | Pool | Steam Room | Replace rusted sprinkler excutcheon plate | Sent to Ventana #115. Complete June 2nd |
| 07-Apr-20 | | Pool | Hot Tub | Investigate cause for rusting on the top step | Sent to Ventana #116. Complete June 2nd |
| 07-Apr-20 | | Pool | Pool Tile | The grout in the tile is cracking due to settlement on the pool side in front of the "Everyone-Welcome" change room sign. The grout needs to be repaired | Sent to Ventana #117. Complete June 2nd |
| 26-May-20 | Arena 2 | | Arena 2 Lighting | Two banks of LED lighting in Arena 2 are not functioning properly and some lighting is out. Please have Nightingale review and replace fixtures/lamps as needed. | Sent to Ventana #122. VCC to repair |
| 07-Nov-19 | 1 | Arena | Zambonia Bay 3 | As per walkthrough by Tango, it appears when Ventana cut the channel, they did it at a similar death fife the full length of the cut. At the grate, Ventana needs to cut deeper into the frame, as it comes up and this is keeping water in the channel. The water then stays in the channel groove and due to some floor deviation and a dip in the floor, the water in the channel is now higher than the floor and floods over and onto the other side towards the benches and user storage room. Cutting the grate and maybe also cutting the groove deeper / wider if possible may elevate this problem. | Sent to Ventana #22. Complete with a sand/epoxy mix, as opposed to concrete. PoCo to test positive slopes for drainage. |
| 07-Apr-20 | 1 | Arena 3 | South East Entrance Doors | The South East entrance glass doors do not lock. The panic bars need to be adjusted. | Sent to Ventana #118. VCC to repair |
| 29-Jan-20 | 1 | TFL | Library Main Slider Doors | The front slider doors are still having issues, as the panels don't all move correctly on the track (even when there is no debris). The problem panel seems to change so that it's not always the same one that doesn't slide properly. It could be the door setting or the mechanism etc. Can you please review. | Sent to Ventana #81 |
| 30-Jan-20 | 1 | Fitness | Fitness Spin Studio | The fitness spin studio is experiencing high relative humidity, particularly when a class is in session. We are getting numerous complaints that the room is warm and muggy. We placed an air quality monitor and logged approximately 80% relative humidity as times. The average humidity over the five day period was approximately 65%. Relative humidity for a fitness/exercise room should be between 40-60%. We would like to reduce the temperature setpoint to have the air conditioning run more but there may be limits to how low the temperature setpoint should be lowered and still maintain warranty. Please have Omega review and provide some recommendations regarding how low the temperature setpoint can be set for the heat pumps (in particular HP-28) ? | Sent to Ventana #82 Circulation fan will be installed to exhaust air out of the room. Dehumidifier added. PoCo to confirm once a class is on. |



PORT COQUITLAM COMMUNITY CENTRE

Owner's Representative Progress Report #41

August 2020

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APPENDICES

Appendix 1 – Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: September 16th 2020 - Update

Appendix 2 – Progress Photographs: August 2020

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Appendix 7 – Owners Meeting Minutes #31: August 18, 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 #41 to the Owner. This report represents a summary of key project activities and issues that occurred up to August 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.

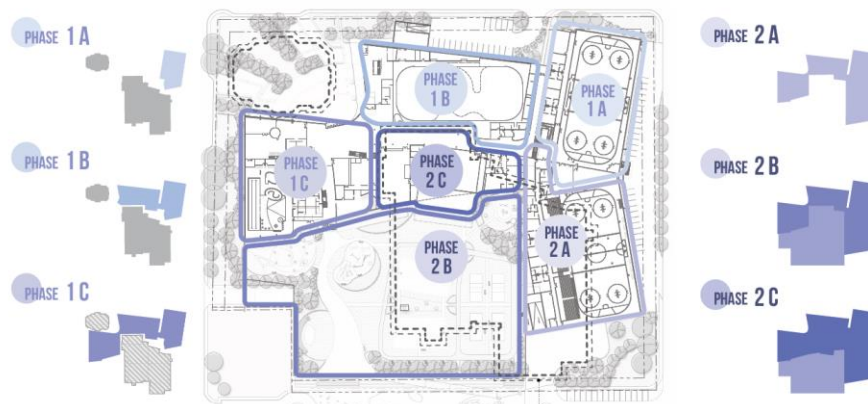
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

2.0 EXECUTIVE SUMMARY

During August 2020 numerous meetings, co-ordination, procurement, design and construction activities have taken place. The parkade and Rink 1 concrete structure is near completion. Structural steel, metal deck and glulam's are complete on the Large Multipurpose Room, Gymnasium and Child Care areas. Roof, envelope and M&E works are ongoing. Based on the information contained in this Monthly Progress Report #41 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.

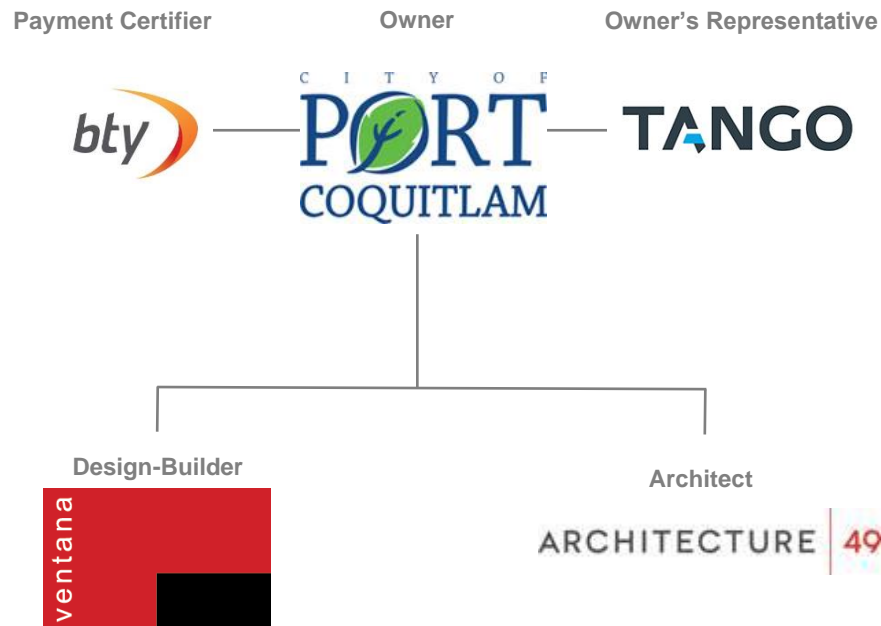


4.0 PROJECT TEAM

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 & Schematic Design

Conceptual and Schematic design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Conceptual and 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 September 17, 2020:

Phase 2:

| | |
|-------------------------|---------------------------------|
| Bulk Ex and Excavation; | Formwork; |
| Concrete Reinforcing; | Structural Steel; |
| Concrete Polishing; | Metal Deck; |
| Waterproofing; | Sprayed Thermal Insulation; |
| Roof Anchors; | Glulam's; |
| Masonry; | Metal Wall Panels; |
| Glazing; | Rubber Roofing; |
| Drywall; | Tiling; |
| Landscaping; | Sports Flooring / Gym Equipment |

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

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 #31 was held on August 18, 2020. Please refer to Appendix 7 of this Monthly Progress Report for a copy of the Owner's Meeting Minutes #31.

Owner Request for Information (RFI)

- Number of RFI's issued – 176
- Number of RFI's Closed – 173
- Number of RFI's Open – 3

7.0 PROJECT BUDGET

Project Budget Summary

The Project Budget is summarized below:

| Design and Construction | Dollar Value |
|---|----------------------|
| Design-Builder Pre Contract Costs | \$983,000 |
| Design-Builder Contract Price | \$116,717,000 |
| Approved Changes | \$9,594,937 |
| Current (Revised) Contract Price | \$126,311,937 |
| Work Certified as Completed (Base Contract) | \$109,496,983 |
| Current Cost to Complete (Base Contract) | \$16,814,954 |
| Lien Holdback (Base Contract) | \$10,449,698 |
| Lien Holdback Released | -\$7,162,604 |
| Non-Contract Costs | \$8,225,958 |
| Total Project Budget | \$135,520,895 |
| Capital Utility Budget | \$3,420,895 |
| 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. 44 dated September 14, 2020, which certifies the current payment due to the Design-Builder, under the terms of the Design-Build Contract ("DBC") for the period ending August 31, 2020.

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

| Item | Dollar Value |
|--|--------------------|
| Current Net | \$3,258,599 |
| Current GST (5.0%) | \$162,930 |
| Total Current Payable to the Design-Builder | \$3,421,529 |
| Total Current Builders Lien Holdback | \$3,287,094 |

Please refer to Appendix 4 of this report for a copy of Certificate of Payment No. 44.

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 August 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 |
| 45 | Exterior low level lighting | \$47,448 | Project Contingency |
| 46 | Events 200amp Services | \$49,174 | Project Contingency |
| 47 | Rink 1 & Gym Scoreclock Structural Steel | \$42,073 | Project Contingency |
| 48 | Add Cross Courts and Equipment | \$42,856 | Project Contingency |
| 49 | Cross Court Basketball Hoops | \$34,613 | Project Contingency |
| SUB-TOTAL | | \$4,093,949 | |
| 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 | | \$9,594,937 | |

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, or Unknown Condition.

Claims Management

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

8.0 **PROJECT SCHEDULE**

Construction Progress (August End 2020)

We conducted detailed site inspections on August 10, 18 & 28, 2020. At the time of the inspections the status of work can be summarized as follows:

- **Phase 1ABC:** Minor deficiencies and warranty administration is ongoing.
- **Phase 2A - Spectator Arena**
 - Rink slab grade prep is near completion;
 - Structural steel is ongoing;
 - Mechanical and electrical rough in is ongoing;
 - Bleacher formwork is ongoing; and
 - Storage masonry ongoing.
- **Phase 2B – Parkade**
 - Parkade walls formwork strip and waterproofing near completion;
 - Structural slab falsework strip near completion;
 - Vertical wall footings formwork complete for infill;
 - Traffic membrane waterproofing install ongoing;
 - Infill slab on grade is ongoing;
 - M&E rough-in is ongoing;
 - Stair core formwork and rebar ongoing; and
 - Main entrance landscaping is ongoing.
- **Phase 2C – Large MP / Gymnasium / Childcare**
 - Wall assembly framing ongoing;
 - M&E rough in ongoing; and
 - Internal framing is ongoing.

8.0 Project Schedule (continued)

We received a copy of the Design-Builder's updated schedule – ***"Port Coquitlam Community Recreation Complex – Owner's Schedule: September 16th 2020 - Update"***.

The critical path activity still 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 early summer of 2021, followed by the parkade and external sports courts in late summer 2021, approximately two (2) months earlier than initially 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 August 2020.

Monthly Look Ahead

During September 2020, the following key construction activities are scheduled (based on ***"Port Coquitlam Community Recreation Complex – Owner's Schedule: September 16th 2020 - Update"***).

- **Phase 1ABC** - Close out construction deficiencies and warranty items.
- **Phase 2A - Spectator Arena**
 - Complete slab-on-grade and vertical concrete;
 - Complete structural steel;
 - Continue with interior block walls; and
 - Commence metal decking
- **Phase 2B – Parkade**
 - Continue with vertical concrete and suspended slab;
 - Continue waterproofing membrane; and
 - Continue with M&E rough-in.
- **Phase 2C – Large MP / Gymnasium / Childcare**
 - Continue with glazing;
 - Commence metal cladding; and
 - Commence interior steel stud and drywall.

9.0 QUALITY ASSURANCE & QUALITY CONTROL

Construction Deficiencies and Warranty Close-Out

A joint inspection of Phase 1AB was performed on September 12, 2020 to document the status of open warranty items post the completion of the one-year warranty anniversary for Phase 1AB (August 19, 2020). The Owner and the Design-Builder are aligned on the status of the warranty obligations, which are being administered and closed-out in a timely manner.

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 September 2, 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 #69, dated August 15, 2020 and Site Report #70, dated August 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 any copies of BMZ's Construction Review Memos during this reporting period from the Design-Builder.

We received a copy of Smith and Anderson's Job Report No. E027, dated August 19, 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 a copy of WSP's Mechanical and Plumbing Field Report No. MP.33, dated August 31, 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 any copies of Thurber Engineering's Field Reports during this reporting period from the Design-Builder.

We performed site inspections on August 10, 18 & 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

On Sunday August 20, 2020, a structural beam came loose from its weld and bolts and fell to the ground. No one was harmed or hurt. WorkSafe BC investigated and put a stop work order on the location in Rink 1, where the beam fell. A WorkSafeBC and Design-Builder internal investigation of the cause of the incident is under review with a full report forthcoming.

11.0 AREAS OF CONCERN & OUTSTANDING ISSUES

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

There is a potential future risk that the COVID-19 pandemic may have an impact to the project schedule, labour and supply chain availability. 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 continues to be 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.

We understand the Owner is planning to reopen the facility on September 8, 2020 for restricted programming only.

APPENDIX 1

Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: September 16th 2020 - Update



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
September 16th 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 | | | | | | | | | | | |
| 1 | 1 Port Coquitlam Recreation Centre | 1155 days | Fri 2/24/17 | Tue 8/31/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 1.1 Design Phases | 144 days | Fri 2/24/17 | Wed 9/20/17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 1.1.1 Phase 1ABC - Groundworks | 55 days | Fri 2/24/17 | Fri 5/12/17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 1.1.2 Pile tender and award | 60 days | Mon 6/26/17 | Wed 9/20/17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 1.2 Phase 1ABC - Design - Structure | 649 days | Fri 2/24/17 | Mon 9/23/19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 1.2.1 Formwork/Reinforcing | 190 days | Fri 2/24/17 | Mon 11/27/17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | 1.2.2 Structural Steel & Glulam | 90 days | Fri 9/22/17 | Fri 2/2/18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 1.2.3 Phase 1ABC - Design - Balance | 329 days | Mon 5/8/17 | Fri 8/31/18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 34 | 1.2.4 Phase 2ABC - Design | 249 days | Tue 10/2/18 | Mon 9/23/19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 40 | 1.3 Construction Phases | 613 days | Tue 9/5/17 | Tue 2/4/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 261 | 1.4 Phase 2 | 556 days | Tue 7/16/19 | Tue 8/31/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 262 | 1.4.1 Demo | 102.5 days | Tue 7/16/19 | Thu 12/5/19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 268 | 1.4.2 Phase 2ABC | 486 days | Tue 10/22/19 | Tue 8/31/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 269 | 1.4.2.1 Earthworks | 85 days | Tue 10/22/19 | Mon 2/17/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 271 | 1.4.2.2 Foundations | 100 days | Tue 12/24/19 | Mon 5/11/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 274 | 1.4.2.3 Parkade Structure | 170 days | Tue 2/18/20 | Mon 10/12/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 275 | 1.4.2.3.1 Parkade SOG | 140 days | Tue 2/18/20 | Mon 8/31/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 276 | 1.4.2.3.2 Parkade Vertical Concrete and Suspended Slabs | 170 days | Tue 2/18/20 | Mon 10/12/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 277 | 1.4.2.4 Spectator Rink Structure | 110 days | Tue 5/12/20 | Mon 10/12/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 278 | 1.4.2.4.1 Spectator Rink Vertical and SOG | 80 days | Tue 5/12/20 | Mon 8/31/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 279 | 1.4.2.4.2 Spectator Rink Vertical and Suspended Slab | 60 days | Tue 7/7/20 | Mon 9/28/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 280 | 1.4.2.4.3 Spectator Rink Exterior Walls | 30 days | Tue 9/1/20 | Mon 10/12/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 281 | 1.4.2.5 Phase 2C - Multi-Purpose / Gym / Daycare | 275 days | Tue 5/19/20 | Mon 6/7/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 282 | 1.4.2.5.1 Structural Steel and glulam | 30 days | Tue 5/19/20 | Mon 6/29/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 283 | 1.4.2.5.2 Metal Decking | 25 days | Tue 6/30/20 | Mon 8/3/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 284 | 1.4.2.5.3 Roofing | 20 days | Tue 8/4/20 | Mon 8/31/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 285 | 1.4.2.5.4 Glazing | 60 days | Tue 8/4/20 | Mon 10/26/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 286 | 1.4.2.5.5 Metal Cladding | 50 days | Tue 9/1/20 | Mon 11/9/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 287 | 1.4.2.5.6 Interior Steel Stud/Drywall | 60 days | Tue 9/15/20 | Mon 12/7/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 288 | 1.4.2.5.7 Interior Finishes | 120 days | Tue 11/10/20 | Mon 4/26/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 289 | 1.4.2.5.8 Millwork | 30 days | Tue 3/16/21 | Mon 4/26/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 290 | 1.4.2.5.9 M&E Finishes | 20 days | Tue 4/20/21 | Mon 5/17/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 291 | 1.4.2.5.10 Commissioning | 15 days | Tue 5/18/21 | Mon 6/7/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 292 | 1.4.2.6 Phase 2A - Spectator Ice | 260 days | Tue 7/28/20 | Mon 7/26/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 293 | 1.4.2.6.1 Structural Steel | 40 days | Tue 7/28/20 | Mon 9/21/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 294 | 1.4.2.6.2 Interior Block Walls | 45 days | Tue 8/11/20 | Mon 10/12/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 295 | 1.4.2.6.3 Metal Decking | 20 days | Tue 9/22/20 | Mon 10/19/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 296 | 1.4.2.6.4 Insulated Metal Panel | 20 days | Tue 10/20/20 | Mon 11/16/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 297 | 1.4.2.6.5 Roofing | 35 days | Tue 11/17/20 | Mon 1/4/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 298 | 1.4.2.6.6 Glazing | 15 days | Tue 11/17/20 | Mon 12/7/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 299 | 1.4.2.6.7 Rink Slab | 35 days | Tue 1/5/21 | Mon 2/22/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 300 | 1.4.2.6.8 Dasher Boards | 20 days | Tue 2/23/21 | Mon 3/22/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 301 | 1.4.2.6.9 Interior Steel Stud/Drywall | 35 days | Tue 1/5/21 | Mon 2/22/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 302 | 1.4.2.6.10 Interior Finishes | 100 days | Tue 2/9/21 | Mon 6/28/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 303 | 1.4.2.6.11 Millwork | 20 days | Tue 6/15/21 | Mon 7/12/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 304 | 1.4.2.6.12 M&E Finishes | 15 days | Tue 6/22/21 | Mon 7/12/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 305 | 1.4.2.6.13 Commissioning | 10 days | Tue 7/13/21 | Mon 7/26/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 306 | 1.4.2.7 Phase 2B - Parkade | 296 days | Tue 6/23/20 | Tue 8/10/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 307 | 1.4.2.7.1 Waterproof Membrane | 90 days | Tue 7/21/20 | Mon 11/23/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 308 | 1.4.2.7.2 M&E Rough in | 120 days | Tue 6/23/20 | Mon 12/7/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 309 | 1.4.2.7.3 Parkade finishing | 4 mons | Tue 10/13/20 | Mon 2/1/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 310 | 1.4.2.7.4 Perimeter backfill | 25 days | Tue 10/13/20 | Mon 11/16/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 311 | 1.4.2.7.5 Landscape Concrete | 60 days | Tue 11/24/20 | Mon 2/15/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 312 | 1.4.2.7.6 Hard Landscaping | 126 days | Tue 11/24/20 | Tue 5/18/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 313 | 1.4.2.7.7 Soft Landscaping | 100 days | Wed 3/24/21 | Tue 8/10/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 314 | 1.4.2.7.8 M&E Finishes | 60 days | Wed 5/19/21 | Tue 8/10/21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
September 16th 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 |
| 315 | 1.4.2.8 Phase 2 Roadworks | 130 days | Wed 2/10/21 | Tue 8/10/21 | Phase 2 Roadworks Aug 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 316 | 1.4.2.8.1 Surface treatments and street lighting | 1.5 mons | Wed 2/10/21 | Tue 3/23/21 | Surface treatments and street lighting Mar 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 317 | 1.4.2.8.2 Terry Fox Plaza Landscaping | 2 mons | Wed 6/16/21 | Tue 8/10/21 | Terry Fox Plaza Landscaping Aug 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 318 | 1.4.2.9 Phase 2 occupancy | 15 days | Wed 8/11/21 | Tue 8/31/21 | Phase 2 occupancy Aug 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

APPENDIX 2

Progress Photographs – August 2020



Phase 2A – Rink structure progress



Phase 2A – Rink change rooms masonry



Phase 2B – Parkade waterproofing ongoing



Phase 2B – South side Terry Fox Plaza ramp ongoing



Phase 2C – Large MP Room progress



Phase 2C – Gymnasium progress



Phase 2C – Childminding progress



Main Entrance Plaza Progress

APPENDIX 3

Site Inspection Reports: August 2020

Field Review Report



Project: Port Coquitlam Community Centre

Reporting Date: 2020-08-10

Prepared By: Lewis Reilly

Weather: Sunny: x
Cloudy: _____

Rain: _____
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 25
Low of: 14

| General Contractor - VCC | | | | Trade Contractor's | | | |
|--------------------------|-----------|-------------------|----|------------------------|---|-------------------|------------|
| Superintendents | 1 | Piling | | Waterproofing | | Painting | |
| Engineers | | Site Work | 3 | Scaffolding | | Misc. Specialties | |
| Office Staff | | Landscaping | 1 | Spray Insul/Fire Proof | | Cleaners | |
| CSO / First Aid | | Paving | | Caulking/Firestopping | | Plumbing | 5 |
| Carpenters | 10 | Concrete Formwork | 48 | Roofing | 6 | Mechanical | |
| Labourers | 16 | Rink prep / conc | | Doors & Hardware | | Refrigeration | |
| Operators | | Reinforcing Steel | 6 | Windows/Glazing | | Sprinklers | 2 |
| | | Structural Steel | 5 | Exterior Cladding | 3 | Electrical | 8 |
| SITE TOTAL | 27 | Metal Decking | | SS/Drywall | 6 | Controls | |
| | | Masonry | 12 | Drywall Taper | | Pool Piping | |
| | | Rough Carpentry | | Resilient Tile | | | |
| | | Finish Carpentry | | Ceramic Tile | | Tango's Subtotal | |
| | | Millwork | | Elevator | | Trade's Subtotal | 105 |
| | | | | | | SITE TOTAL | 105 |

JOB DELAYS OR POSSIBLE DELAYS:

Site progress trending ahead of current schedule

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QAQC

As previously noted and discussed with Ventana, A49 and Consultants

Site clean and tidy

Social distancing measures implemented

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

| | Comments |
|----------|--|
| Phase 2A | Rink slab grade prep ongoing |
| | Structural steel ongoing |
| | Mechanical and electrical rough in |
| | Bleacher formwork ongoing |
| | Storage masonry ongoing |
| Phase 2B | Parkade walls formwork strip and waterproofing ongoing |
| | Structural slab falsework near completion |
| | Vertical wall footings formwork complete for infill |
| | Traffic membrane waterproofing install ongoing |
| | Infill slab on grade preparaion commenced |
| | Staircore and Doghouse ongoing |
| | Main entrance landscaping ongoing |
| Phase 2C | Structural steel complete |
| | Roofing ongoing |
| | Wall assembly framing ongoing |
| | Glazing commenced |
| | M&E rough in ongoing |
| | Internal framing commenced |

Field Review Report



Project: Port Coquitlam Community Centre

Reporting Date: 2020-08-18

Prepared By: Lewis Reilly

Weather: Sunny: x
Cloudy: _____

Rain: _____
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 26
Low of: 16

| General Contractor - VCC | | | | Trade Contractor's | | | |
|--------------------------|-----------|-------------------|----|------------------------|----|-------------------|------------|
| Superintendents | 1 | Piling | | Waterproofing | | Painting | |
| Engineers | | Site Work | | Scaffolding | | Misc. Specialties | |
| Office Staff | | Landscaping | | Spray Insul/Fire Proof | | Cleaners | |
| CSO / First Aid | | Paving | | Caulking/Firestopping | | Plumbing | 6 |
| Carpenters | | Concrete Formwork | 40 | Roofing | 12 | Mechanical | 2 |
| Labourers | 17 | Rink prep / conc | | Doors & Hardware | | Refrigeration | 2 |
| Operators | | Reinforcing Steel | 7 | Windows/Glazing | | Sprinklers | 2 |
| | | Structural Steel | 6 | Exterior Cladding | 3 | Electrical | 10 |
| SITE TOTAL | 18 | Metal Decking | | SS/Drywall | 5 | Controls | |
| | | Masonry | 15 | Drywall Taper | | Pool Piping | |
| | | Rough Carpentry | | Resilient Tile | | | |
| | | Finish Carpentry | | Ceramic Tile | | Tango's Subtotal | |
| | | Millwork | | Elevator | | Trade's Subtotal | 110 |
| | | | | | | SITE TOTAL | 110 |

JOB DELAYS OR POSSIBLE DELAYS:

Site progress trending ahead of current schedule

QAQC

As previously noted and discussed with Ventana, A49 and Consultants

Site clean and tidy

Social distancing measures implemented

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

| | Comments |
|----------|--|
| Phase 2A | Rink slab grade prep ongoing |
| | Structural steel ongoing |
| | Mechanical and electrical rough in ongoing |
| | Bleacher formwork ongoing |
| | Storage masonry ongoing |
| Phase 2B | Parkade walls formwork strip and waterproofing ongoing |
| | Structural slab falsework near completion |
| | Vertical wall footings formwork complete for infill |
| | Traffic membrane waterproofing install ongoing |
| | Infill slab falsework preparation commenced |
| | Staircore and Doghouse ongoing |
| | Main entrance landscaping ongoing |
| Phase 2C | Structural steel complete |
| | Roofing ongoing |
| | Wall assembly framing ongoing |
| | Glazing ongoing |
| | M&E rough in ongoing |
| | Internal framing ongoing |

Field Review Report



Project: Port Coquitlam Community Centre

Reporting Date: 2020-08-28

Prepared By: Lewis Reilly

Weather: Sunny: x
Cloudy: _____

Rain: _____
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 25
Low of: 12

| General Contractor - VCC | | | | Trade Contractor's | | | |
|--------------------------|-----------|-------------------|----|------------------------|----|-------------------|------------|
| Superintendents | 1 | Piling | | Waterproofing | | Painting | |
| Engineers | | Site Work | | Scaffolding | | Misc. Specialties | |
| Office Staff | | Landscaping | 1 | Spray Insul/Fire Proof | | Cleaners | |
| CSO / First Aid | | Paving | | Caulking/Firestopping | | Plumbing | 9 |
| Carpenters | | Concrete Formwork | 27 | Roofing | 11 | Mechanical | 2 |
| Labourers | 19 | Rink prep / conc | | Doors & Hardware | | Refrigeration | |
| Operators | 1 | Reinforcing Steel | 5 | Windows/Glazing | | Sprinklers | 2 |
| | | Structural Steel | 6 | Exterior Cladding | | Electrical | 9 |
| SITE TOTAL | 21 | Metal Decking | | SS/Drywall | 8 | Controls | |
| | | Masonry | 20 | Drywall Taper | | Pool Piping | |
| | | Rough Carpentry | | Resilient Tile | | | |
| | | Finish Carpentry | | Ceramic Tile | | Tango's Subtotal | |
| | | Millwork | | Elevator | | Trade's Subtotal | 100 |
| | | | | | | SITE TOTAL | 100 |

JOB DELAYS OR POSSIBLE DELAYS:

Site progress trending ahead of current schedule

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QAQC

As previously noted and discussed with Ventana, A49 and Consultants

Site clean and tidy

Social distancing measures implemented

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

| | Comments |
|----------|--|
| Phase 2A | Rink slab grade prep ongoing |
| | Structural steel ongoing |
| | Mechanical and electrical rough in ongoing |
| | Bleacher formwork ongoing |
| | Storage masonry ongoing |
| Phase 2B | Parkade walls formwork strip and waterproofing ongoing |
| | Structural slab falsework near completion |
| | Vertical wall footings formwork complete for infill |
| | Traffic membrane waterproofing install ongoing |
| | Infill slab falsework preparation commenced |
| | Staircore and Doghouse ongoing |
| | Main entrance landscaping ongoing |
| Phase 2C | Structural steel complete |
| | Roofing near completion |
| | Wall assembly framing ongoing |
| | Glazing ongoing |
| | M&E rough in ongoing |
| | Internal framing, insulation and drywall ongoing |

APPENDIX 4

Certificate of Payment No.44: September 14, 2020

CERTIFICATE OF PAYMENT : No. 44 (Progress Claim 45)



| | | | |
|------------------|---|--------------------------|-----------|
| PROJECT: | City of Port Coquitlam Community Centre | FILE: | 3 - 9308 |
| LOCATION: | 2150 Wilson Ave, Port Coquitlam, BC | INSPECTION DATE: | 31-Aug-20 |
| | | CERTIFICATE DATE: | 14-Sep-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 | \$ 9,594,936 | \$ 126,311,936 |

| PAYMENT CALCULATION | Gross Amount to Date | Previous Period | Gross Amount This Period | Holdback | Net Payment This Period |
|--|-----------------------|-----------------------|--------------------------|-------------------|-------------------------|
| Total Work Completed | \$ 109,496,983 | \$ 105,876,318 | \$ 3,620,665 | \$ 362,067 | \$ 3,258,599 |
| Total Work Completed | \$ 109,496,983 | \$ 105,876,318 | \$ 3,620,665 | \$ 362,067 | \$ 3,258,599 |
| Add: Holdback Released | \$ 7,162,604 | (7,162,604) | | \$ 0 | \$ 0 |
| Current Net Payable | | | \$ 3,620,665 | \$ 362,067 | \$ 3,258,599 |
| Plus GST (5.0%) on Net Payable | | | | | \$ 162,930 |
| Total Current Payable Amount | | | | | \$ 3,421,528 |
| Holdback Retained to Date (incl. this Certificate) | | | | | \$ 3,287,095 |
| Total GST Paid to Date (incl. this Certificate) | | | | | \$ 5,060,494 |
| PROJECT COST TO COMPLETE | | | | | \$ 16,814,953 |

This is to Certify that, for the Port Coquitlam Community Centre, a payment of \$3,421,528 (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 August 31, 2020. As per the Builder's Lien Act, a 10% holdback has been deducted amounting to \$362,067. The total holdback retained to date is \$3,287,095 and the total GST paid to date is \$5,060,494 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$16,814,953 (Not incl. GST & holdback).

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



APPENDIX 5

Project Dashboard – August 31, 2020

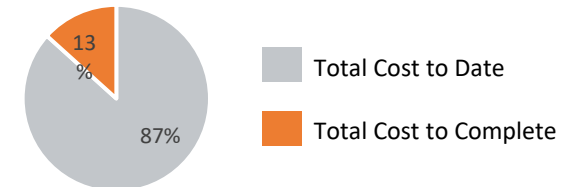
PROJECT DASH BOARD

Updated: 2020-8-31

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 | Jul-21 | | | | | |
| Phase 2B - Underground Parking | Oct-20 | Aug-21 | | | | | |
| Phase 2C - MP, Flex Hall & Child Care | Jan-20 | Aug-21 | | | | | |

CONSTRUCTION BUDGET



PHASING PLAN



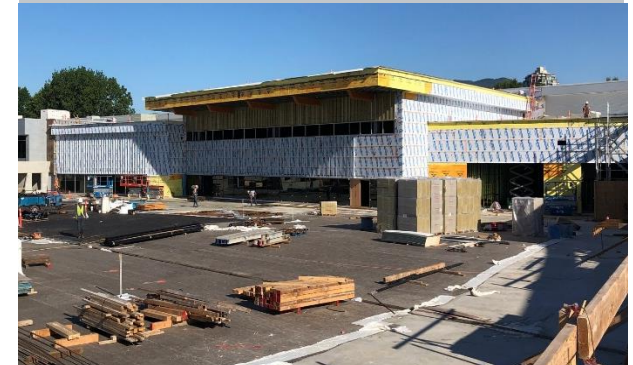
PHASE 2A - Overview



PHASE 2B - Overview



PHASE 2C - Overview



APPENDIX 6

Architecture 49 Letter of Construction Conformance: September 2, 2020

September 2, 2020

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

T 1.604.736.5329
architecture49.com

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 August 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. Items where conformance is in question are being addressed in follow up site review.

Attached are the August reports received to date and previous reports that may not have been submitted:

- 2020-08-12 A49_Site Report 69
- 2020-08-26 A49_Site Report 70
- 2020-07-31 – WSP Mechanical Field Report 33
- 2020-08-12 – S+A Electrical Field Report E027

Sincerely,

ARCHITECTURE49 INC.



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

APPENDIX 7

Owner's Meeting Minutes #31: August 18, 2020

| | |
|------------------------|--|
| Date Issued | 2020-08-21 |
| Project | Port Coquitlam Community Recreation Complex, 2150 Wilson Ave, Port Coquitlam |
| Meeting | Owners Meeting Minutes #31 |
| Meeting Held On | 2020-08-18 |

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 |
| 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 |
| John Bowser | Tango Management | 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 |
| Joseph Lenz | Ventana Construction (Poco) Corporation | VCC | 604.291.9000 | jlenz@ventanaconstruction.com |

Old Business

| | DESCRIPTION | ACTION BY | REQUIRED BY |
|--------------------|---|-----------|-------------|
| 1.01 SAFETY | | | |
| 28.3 | WorkSafe BC noted COVID measures will continue to be monitored. | Info | - |
| 31.1 | VCC advised that one Omega Mechanical employee has been tested positive for COVID-19. All Omega employees that were in contact with this individual are in self-isolation as of Friday August 7th. It has not yet been confirmed where the virus was contracted. | | - |
| 31.2 | VCC advised no new incidents to report. | | - |

1.02 DESIGN

- 22.1 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.

2019-12-17 (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.

2020-01-21 (Meeting 24): Tango provided a response to usergroup feedback. VCC to action.

2020-01-18 (Meeting 25): Tango is meeting with POCO today. VCC to look into adding bottle fillers to phase 2 change rooms.

2020-03-17 (Meeting 26): User group comments have been provided to A49. VCC to advise on consultant response once received.

2020-04-21 (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.

2020-05-19 (Meeting 28): VCC provided revised user groups comments May 8/20. POCO is performing final review for Friday May 22/20.

2020-06-16 (Meeting 29): Drawing revision is in progress. An SI is forthcoming, VCC will provide POCO/Tango upon receipt. VCC noted that Cascadia has advised against the white netting for Rink 1, and that the black Kevlar at the spectator side is more ideal.

2020-07-21 (Meeting 30): VCC advised user group SI is imminent. VCC noted the sink in the child minding may not be possible.

2020-08-18 (Meeting 31): SI is still pending VCC is ensuring confirmed requested items are included in related scopes.

- 25.1 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.

VCC

-

2020-04-21 (Meeting 27): Poco advised instrall before end of May would be ideal.

2020-05-19 (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.

2020-07-21 (Meeting 30): VCC advised revised finalized drawing review is nearly complete. VCC will advise on construction timeline upon receipt.

2020-08-18 (Meeting 31): VCC advised railing contractor has been confirmed and isntall to take place by Sept 8/20. JB to confirm site measurement date to Rana and Lori.

- 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

2020-08-28

2020-06-16 (Meeting 29): VCC will re-tender this scope of work.

2020-07-21 (Meeting 30): Out for tender. VCC will provide more information once

tender is closed.

2020-08-18 (Meeting 31): VCC advised that this will recommence week of Aug 24th upon Joseph's return from holidays.

- | | | | |
|------|--|-----------|------------|
| 28.2 | <p>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).</p> <p><u>2020-06-16 (Meeting 29):</u> VCC and A49 will provide feedback next week.</p> <p><u>2020-07-21 (Meeting 30):</u> VCC advised this item has been forwarded for review to A49 and the hardware specialist. VCC will continue to follow up.</p> <p><u>2020-08-18 (Meeting 31):</u> VCC advised that Tech 8 door and hardware trade have reviewed and noted most paths of travel have already been incorporated into scope. Tango requested A49 to review and advise on openings that could use touch-less door operators and to see if they are aware of COVID related changes to the industry.</p> | VCC | - |
| 28.3 | <p>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.</p> <p><u>2020-06-16 (Meeting 29):</u> VCC to review parkour/cross fit options with PMG Landscaping consultant for their input.</p> <p><u>2020-07-21 (Meeting 30):</u> POCO to send cut-sheets for exterior Synergy unit. VCC advised that equipment and layout will need to be finalized for surfacing thickness. VCC advised that timber playground construction may be a possibility, but budget is to be reviewed further and require VCC Partner confirmation if acceptable. VCC noted if this option is viable, preferably a small user group review meeting with key personnel should take place.</p> <p><u>2020-08-18 (Meeting 31):</u> POCO advised the following attendees should be present to discuss eventual timber playground: Rec Centre Manager, Parks Board, Child Services, Lori, and Lewis. VCC requested accessible playground spec sheets along with Synergy load requirements. Tango/POCO to provide.</p> | VCC, POCO | 2020-07-28 |
| 30.1 | <p>Rink 1 - Dasher Boards: VCC will issue an email describing ice dam requirements and costing associated with removable dasher-boards.</p> <p><u>2020-08-18 (Meeting 31):</u> Tango/VCC to review and advise.</p> | VCC, TM | - |
| 30.2 | <p>VCC advised sports flooring will likely be awarded to Centaur and the sports flooring will likely be awarded to Cascadia.</p> <p><u>2020-08-18 (Meeting 31):</u> VCC confirmed that Centaur was awarded the sports flooring, Hoops and elastiplus flooring. Cascadia was awarded Dasher boards, impact wall, seating and wall padding.</p> | Info | - |
| 31.1 | <p>Re-purposed wood from the existing trees: Tango inquired where the re-purposed wood will be utilized, VCC advised that they will utilized as wood benches.</p> | Info | - |

1.04 SCHEDULE

31.1 Site status:

-

- Rink steel roof starting week of Aug 24/20
- Brick veneer in progress
- Landscape concrete in progress
- Damproofing is at 70% complete
- 90% of the parkade suspended waterproofing has been installed
- Plaza doghouse concrete is nearing completion.
- P2C boarding will be loaded onto site starting week of Aug 24/20
- P2C roofing is complete including spectator lobby. P2A low roof should be complete by end of week.
- Ramp walls to commence week of Aug 24/20
- South perimeter backfill taking place this week
- Glazing in the multipurpose / gym area is in progress.
- Concrete block work trending to complete in one month

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.

VCC

-

2020-05-19 (Meeting 28): Next meeting to tentatively be in September.

2020-08-18 (Meeting 31): Lori noted that a walkthrough at the stakeholder meeting would be ideal. VCC to coordinate.

1.07 OFFSITE WORK

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

VCC

-

2019-12-17 (Meeting 23): The meeting took place, POCO (Kristen) comments are pending.

2020-01-21 (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.

2020-02-18 (Meeting 25): VCC advised mid April for Terry Fox Design development.

2020-03-17 (Meeting 26): VCC to propose Terry Fox milestones within the plaza. POCO to confirm with Terry Fox Foundation.

2020-04-21 (Meeting 27): Poco advised the Terry Fox conceptual design is with the Terry fox Foundation.

2020-05-19 (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.

2020-06-16 (Meeting 29): Tango to review with Terry Fox family to confirm extension of Terry's route from Thunder bay to West-Coast, and request input on informational "Points of Interest" at medallions along route.

2020-07-21 (Meeting 30): Tango provided Terry Fox Family route response. VCC to review/advise.

2020-08-18 (Meeting 31): VCC to review Terry Fox route marker suggestions by Fox family with PMG to determine how many characters can potentially fit onto a given route marker. Once this is determined the Fox family will decide on marker messages.

10.02 TREE REMOVAL

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

VCC

-

2020-01-21 (Meeting 24): Potential tree removal will be reviewed with HUB and PMG.

2020-02-18 (Meeting 25): HUB and PMG to review and finalize.

2020-03-17 (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.

2020-04-21 (Meeting 27): VCC to advise Poco in advance of tree removal.

2020-08-18 (Meeting 31): VCC noted that the next tree removal will take place in spring 2021 sometime and will confirm actual date later.

21.01 DEFICIENCIES PHASE 1

| | | | |
|-------|--|------|---|
| 26.4 | <p>Powered vents are being reviewed for cash room and level 1 fitness.</p> <p><u>2020-04-21 (Meeting 27):</u> Mechanical trade is currently reviewing.</p> <p><u>2020-05-19 (Meeting 28):</u> 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.</p> <p><u>2020-06-16 (Meeting 29):</u> A dehumidifier in the spin room is slated to be installed by the end of the June.</p> <p><u>2020-07-21 (Meeting 30):</u> Commissioning reports are pending.</p> <p><u>2020-08-18 (Meeting 31):</u> Reports have been received . VCC to upload to FTP and will advise once loaded. Jerry requested POCO to confirm cash room temp once facility re-opens.</p> | Info | - |
| 26.6 | <p>Wallet lockers in P1A and games room are on hold pending City review of transient use of lockers.</p> <p><u>2020-04-21 (Meeting 27):</u> Lori to review with Rana and advise.</p> <p><u>2020-05-19 (Meeting 28):</u> POCO to review with the trade Coronation and advise.</p> <p><u>2020-07-21 (Meeting 30):</u> POCO to follow up with Coronation to understand if there are locker token return systems available specific for POCO use.</p> <p><u>2020-08-18 (Meeting 31):</u> POCO advised that this matter will be dealt with in the future.</p> | POCO | - |
| 26.7 | <p>Blinds - VCC to advise after receipt of trade feedback (manual/warranty) and review user group comments.</p> <p><u>2020-04-21 (Meeting 27):</u> VCC is reviewing with Glastech. Attachment detail to be finalized.</p> <p><u>2020-05-19 (Meeting 28):</u> This has been addressed in the user group comments. PoCo to provide response post review regarding powered blinds.</p> <p><u>2020-06-16 (Meeting 29):</u> VCC proposed splitting the automatic shades, provided this mode of shading is desired. It was agreed with POCO/Tango/VCC that manual blinds will be installed.</p> <p><u>2020-07-21 (Meeting 30):</u> VCC to provide manual blinds for the rinks. Poco advised that hand crank system would be preferred.</p> <p><u>2020-08-18 (Meeting 31):</u> VCC noted that the blind contractor stated hand-cranks are difficult to operate. Lori described that their intent with the blinds is that the blinds system would need to be actioned by staff so the blinds are not overused as durability is a concern.</p> | Info | - |
| 26.12 | <p>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.</p> | VCC | - |
| 30.1 | <p>POCO noted that there are dents on the floor due to the stationary bikes. VCC to review.</p> <p><u>2020-03-17 (Meeting 26):</u> VCC proposed continuing sports flooring into fitness</p> | VCC | - |

room.

2020-04-21 (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.

2020-05-19 (Meeting 28): VCC advised the trade response has been received and will review and advise. Potentially propose in-situ solution at bike feet.

2020-06-16 (Meeting 29): Spin bike "feet" spec and proposed alternate floor specs to be provided by VCC.

2020-07-21 (Meeting 30): VCC advised they are reviewing alternative flooring options. VCC will forward Kaiser flooring options.

2020-08-18 (Meeting 31): POCO to review and advise if Actiflex flooring or Rubber flooring would be preferable and advise.

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

2020-08-28

2020-02-18 (Meeting 25): Comments have been forwarded by VCC.

2020-03-17 (Meeting 26): Tango to forward response from Geopacific. VCC to finalize and send claim amount within a week.

2020-04-21 (Meeting 27): VCC provided technical responses to Tango, which are now with Geopacific for review.

2020-05-19 (Meeting 28): VCC Ownership is in conversation with POCO. VCC to provide response shortly.

2020-06-16 (Meeting 29): Tango forwarded VCC response to Geopacific who is providing Geotechnical support. Tango/POCO will provide their comments once they hear back from Geopacific.

2020-07-21 (Meeting 30): Upcoming meeting between Thurber, VCC and Geopacific is likely to take place early September.

2020-08-18 (Meeting 31): VCC will provide Thurbers response week of Aug 24/20

24.03 OWNER RFI'S

24.3 RFI 165 Gym and Multipurpose Curtain: POCO/Tango reviewing. TM -

2020-04-21 (Meeting 27): VCC advised of a non issue for gym. Multipurpose require spec in 1.5 months. Poco/Tango to provide.

2020-05-19 (Meeting 28): Gym divider is nearly coordinated. Multipurpose is with Nathan, and pending scope award.

2020-06-16 (Meeting 29): Tango confirmed RFI will be closed and that the steel support for multipurpose divider is proprietary to divider. VCC will provide anticipated date required for rough-in.

2020-07-21 (Meeting 30): Tango to forward multipurpose divider spec sheet.

2020-08-18 (Meeting 31): Tango advised the RFP/Award will be finalized at the end of September. VCC inquired if desired system will be similar to the Richelieu product previously shared for the purpose of determining ceiling framing offsets divider and divider pocket block out.

26.1 RFI 170 Court Layout and Socket Locations : POCO has developed a sketch for VCC consideration. VCC -

2020-04-21 (Meeting 27): Revised layout provided to POCO for review. Comments are expected by end of next week May 1/20.

2020-05-19 (Meeting 28): Updated and with A49 for formal SI; this will be issued in a post-tender-addendum.

2020-06-16 (Meeting 29): SI has been priced by sports specialty contractors. VCC advised that the bidders had noted the layout is not what is normally installed. VCC to review with POCO post award.

2020-07-21 (Meeting 30): VCC advised they will forward court layout shop drawings upon receipt.

2020-08-18 (Meeting 31): POCO requested a meeting with Centuar to review court layout inserts . VCC advised if review could be accomplished via drawings mark-up that would be preferable.

31.1 Tango to issue RFI with respect to code compliance of roller shutter gates with signage. *post meeting note Owner RFI 176 has been issued. -

27.01 ADDITIONAL SHOWER

27.1 Lewis advised they would like an additional shower in room 1B115. VCC to review and create PCN. VCC -

2020-05-19 (Meeting 28): VCC has procured pricing and will forward to PoCo for review.

2020-06-16 (Meeting 29): VCC will endeavor to provide pricing by the end of June.

2020-07-21 (Meeting 30): QCO (PCN 60) was issued to Tango /Poco Friday July 17/20.

2020-08-18 (Meeting 31): Joseph to review upon his return next week.

28.01 SITE FOOTAGE

31.1 VCC to forward site panorama photo -

29.01 ACOUSTICAL IMPROVEMENTS

29.1 Tango noted that POCO is considering acoustical improvements for Phase 1 and rink 1. TM 2020-08-04

2020-07-21 (Meeting 30): Tango to advise at the beginning of August.

2020-08-18 (Meeting 31): Acoustic enhancement RFP will go out for rinks 2 and 3. Test results in Rinks 2/3 will determine if enhancement will be required phase 2. Tango advised the product will be spray-applied and to the roof deck.

30.01 PCN'S

30.1 PCN 67 Out Door Events Power: Change order to be issued. Closed -

2020-08-18 (Meeting 31): Approved.

30.2 PCN 069 Structural Steel Frames for score boards and shot clocks has been issued for review/approval. TM -

2020-08-18 (Meeting 31): Tango advised they received response from Kristen this morning and will forward.

31.1 PCN 70 Basketball Hoop Steel: Has been issued for review and approval. POCO, TM -

30.02 FACILITY RE-OPENING DATE

30.1 POCO advised that City Council will review the facility re-opening date on July 28/20 and will advise. POCO 2020-07-31

2020-08-18 (Meeting 31): The rinks will open Sept 8th. Weight room will open Sept 14/20. The corridor will remain closed. VCC to review South exit completion Sept 14th.

31.1 POCO advised that there is to be no trade parking in facility lot after it re-opens, VCC will notify trades. VCC -

30.03 VACATIONS

30.1 Lori will be away August 20-29. Rana and Yvonne will be available. Info -

30.2 Joseph will be away August 10-24 Info -

31.1 Tallon O'Neill will be away September 11 - 18 -

31.2 Jerry B September 20 - Oct 2 -

New Business

DESCRIPTION

ACTION BY

REQUIRED BY

31.01 CASCADIA PRICING

- | | | | |
|------|--|------|---|
| 31.1 | VCC reiterated that Cascadia's separate pricing was forwarded to Tango/POCO and to reach out if there are any questions. | Info | - |
|------|--|------|---|

31.02 WARRANTY REVIEW

- | | | | |
|------|--|--|---|
| 31.1 | Tango inquired about warrant review within facility. VCC advised an email will be sent with date and time along with procedures. | | - |
|------|--|--|---|

31.03 KITCHEN IMPACT DOOR

- | | | | |
|------|---|--|---|
| 31.1 | VCC noted the kitchen impact door will be replaced imminently and storage sliders have been measured for fabrication. | | - |
|------|---|--|---|

31.04 SPIN ROOM AIR CHANGE

- | | | | |
|------|---|-----|---|
| 31.1 | POCO requested air change hourly in the spin room and queried if any other rooms in the facility have greater air changes that could be utilized for fitness classes. VCC to inquire with WSP and advise. | VCC | - |
|------|---|-----|---|

31.05 REFRIGERATION PLANT

- | | | | |
|------|--|-----|---|
| 31.1 | POCO requested clarification on procedures of refrigeration plant operations during hours of operation and if they can be notified with Cimco ties in rink 1 system. VCC will discuss with Cimco and advise. | VCC | - |
|------|--|-----|---|

31.06 NEXT MEETING

- | | | | |
|------|---|--|------------|
| 31.1 | The next meeting will be held September 15, 2020 at 10:00 am. | | 2020-09-15 |
|------|---|--|------------|

These minutes are believed to be a true and accurate record of all items discussed. Any errors and/or omissions should be reported, in writing, to Ventana Construction (POCO) Corp. as soon as possible.

Recorded by:
Ventana Construction (POCO) Corp.
Tallon O'Neill



PORT COQUITLAM COMMUNITY CENTRE

Owner's Representative Progress Report #42

September 2020

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APPENDICES

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

Appendix 2 – Progress Photographs: September 2020

Appendix 3 - Site Inspection Reports: September 2020

Appendix 4 – Certificate of Payment No.45: October 9, 2020

Appendix 5 – Project Dashboard: September 30, 2020

Appendix 6 – Architecture 49 Letter of Construction Conformance – October 6, 2020

Appendix 7 – Owners Meeting Minutes #32: September 15, 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 #42 to the Owner. This report represents a summary of key project activities and issues that occurred up to September 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.

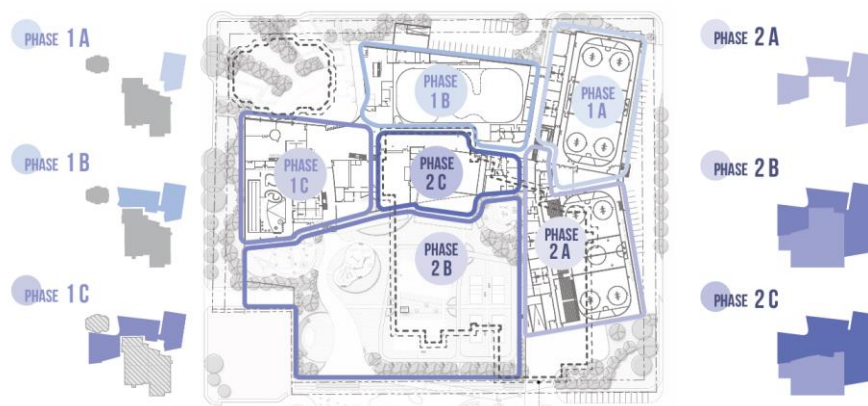
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

2.0 EXECUTIVE SUMMARY

During September 2020 numerous meetings, co-ordination, procurement, design and construction activities have taken place. The parkade and Rink 1 concrete structure is near completion. Structural steel, metal deck and glulam's are complete on the Large Multipurpose Room, Gymnasium and Child Care areas. Roof, envelope, M&E and fit-out works are ongoing. Based on the information contained in this Monthly Progress Report #42 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.

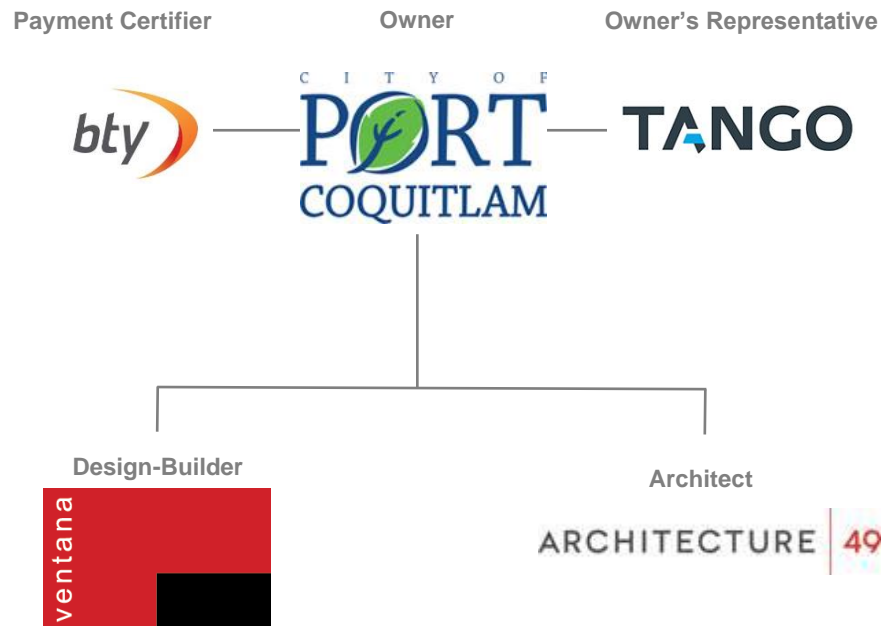


4.0 PROJECT TEAM

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 & Schematic Design

Conceptual and Schematic design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Conceptual and 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 October 15, 2020:

Phase 2:

| | | |
|-------------------------|----------------------------------|-----------------------|
| Bulk Ex and Excavation; | Formwork; | Overhead Doors |
| Concrete Reinforcing; | Structural Steel; | Painting; and |
| Concrete Polishing; | Metal Deck; | Washroom Accessories. |
| Waterproofing; | Sprayed Thermal Insulation; | |
| Roof Anchors; | Glulam's; | |
| Masonry; | Metal Wall Panels; | |
| Glazing; | Rubber Roofing; | |
| Drywall; | Tiling; | |
| Landscaping; | Sports Flooring / Gym Equipment; | |

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

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 #32 was held on September 15, 2020. Please refer to Appendix 7 of this Monthly Progress Report for a copy of the Owner's Meeting Minutes #32.

Owner Request for Information (RFI)

- Number of RFI's issued – 176
- Number of RFI's Closed – 173
- Number of RFI's Open – 3

7.0 PROJECT BUDGET

Project Budget Summary

The Project Budget is summarized below:

| Design and Construction | Dollar Value |
|---|----------------------|
| Design-Builder Pre Contract Costs | \$983,000 |
| Design-Builder Contract Price | \$116,717,000 |
| Approved Changes | \$9,648,617 |
| Current (Revised) Contract Price | \$126,365,617 |
| Work Certified as Completed (Base Contract) | \$113,151,169 |
| Current Cost to Complete (Base Contract) | \$13,214,448 |
| Lien Holdback (Base Contract) | \$10,815,117 |
| Lien Holdback Released | -\$7,162,604 |
| Non-Contract Costs | \$8,172,278 |
| Total Project Budget | \$135,520,895 |
| Capital Utility Budget | \$3,420,895 |
| 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. 45 dated September 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 September 30, 2020.

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

| Item | Dollar Value |
|--|--------------------|
| Current Net | \$3,288,768 |
| Current GST (5.0%) | \$164,438 |
| Total Current Payable to the Design-Builder | \$3,453,206 |
| Total Current Builders Lien Holdback | \$3,652,513 |

Please refer to Appendix 4 of this report for a copy of Certificate of Payment No. 45.

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 September 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 |
| 43 | Removal of Asbestos Concrete Pipe | \$14,070 | Project Contingency |
| 44 | Deletion of Rink 1 West Roof Credit | -\$93,914 | Project Contingency |
| 45 | Exterior low level lighting | \$47,448 | Project Contingency |
| 46 | Events 200amp Services | \$49,174 | Project Contingency |
| 47 | Rink 1 & Gym Scoreclock Structural Steel | \$42,073 | Project Contingency |
| 48 | Add Cross Courts and Equipment | \$42,856 | Project Contingency |
| 49 | Cross Court Basketball Hoops | \$34,613 | Project Contingency |
| 50 | Rink 1 Upgrades | \$53,680 | Project Contingency |
| SUB-TOTAL | | \$4,147,629 | |
| 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 | | \$9,648,617 | |

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, or Unknown Condition.

Claims Management

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

8.0 **PROJECT SCHEDULE**

Construction Progress (September End 2020)

We conducted detailed site inspections on September 11, 2020 and October 1, 2020. At the time of the inspections the status of work can be summarized as follows:

- **Phase 1ABC:** Minor deficiencies and warranty administration is ongoing.
- **Phase 2A - Spectator Arena**
 - Rink slab grade prep is near completion;
 - Structural steel is ongoing;
 - Mechanical and electrical rough in is ongoing;
 - Bleacher formwork is ongoing;
 - Storage masonry ongoing; and
 - Metal roof decking has commenced.
- **Phase 2B – Parkade**
 - Structural slab falsework strip is complete;
 - Traffic membrane waterproofing is ongoing;
 - M&E rough-in is ongoing; and
 - Main entrance landscaping is ongoing.
- **Phase 2C – Large MP / Gymnasium / Childcare**
 - Glazing is ongoing;
 - Metal Cladding is ongoing; and
 - Internal steel stud and drywall is ongoing.

8.0 Project Schedule (continued)

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

The critical path activity still runs through the waterproof traffic 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 early summer of 2021, followed by the parkade and external sports courts in late summer 2021, approximately two (2) months earlier than initially 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 September 2020.

Monthly Look Ahead

During October 2020, the following key construction activities are scheduled (based on ***"Port Coquitlam Community Recreation Complex – Owner's Schedule: October 15th 2020 - Update"***).

- **Phase 1ABC** - Close out construction deficiencies and warranty items.
- **Phase 2A - Spectator Arena**
 - Complete interior block walls;
 - Complete metal decking; and
 - Commence Insulated Metal Panels.
- **Phase 2B – Parkade**
 - Continue waterproofing membrane;
 - Continue with M&E rough-in;
 - Commence finishing; and
 - Commence perimeter backfill.
- **Phase 2C – Large MP / Gymnasium / Childcare**
 - Complete glazing;
 - Continue metal cladding; and
 - Continue interior steel stud and drywall.

9.0 QUALITY ASSURANCE & QUALITY CONTROL

Construction Deficiencies and Warranty Close-Out

A joint inspection of Phase 1AB was performed on September 12, 2020 to document the status of open warranty items post the completion of the one-year warranty anniversary for Phase 1AB (August 19, 2020). The Owner and the Design-Builder are aligned on the status of the warranty obligations, which are being administered and closed-out in a timely manner.

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 October 6, 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 #71, dated September 9, 2020 and Site Report #72, dated September 22, 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 September 2, 3, 15 & 18, 2020 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.

We received a copy of Smith and Anderson's Job Report No. E028, dated September 18, 2020. No items have been identified for the Design-Builder to review and action.

We received a copy of WSP's Mechanical and Plumbing Field Report No. MP.34, dated October 1, 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 performed site inspections on September 11, 2020 and October 1, 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

On Sunday August 20, 2020, a structural beam came loose from its weld and bolts and fell to the ground. No one was harmed or hurt. WorkSafe BC investigated and put a stop work order on the location in Rink 1, where the beam fell. A WorkSafeBC and Design-Builder internal investigation of the cause of the incident is under review with a full report forthcoming.

11.0 AREAS OF CONCERN & OUTSTANDING ISSUES

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

There is a potential future risk that the COVID-19 pandemic may have an impact to the project schedule, labour and supply chain availability. 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 reopened on September 8, 2020 for restricted programming only.

APPENDIX 1

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

Page 1 of 1

APPENDIX 2

Progress Photographs – September 2020



Phase 2A – Rink structure progress



Phase 2A – Rink bleachers



Phase 2B – Parkade waterproofing ongoing



Phase 2B – South side Terry Fox Plaza ramp ongoing



Phase 2C – Large MP Room progress



Phase 2C – Gymnasium progress



Phase 2C – Childminding progress



Main Entrance Plaza Progress

APPENDIX 3

Site Inspection Reports: September 2020

Field Review Report



Project: Port Coquitlam Community Centre

Reporting Date: 2020-09-11

Prepared By: Lewis Reilly

Weather: Sunny: x
Cloudy: _____

Rain: _____
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 26
Low of: 13

General Contractor - VCC

Trade Contractor's

| | | | | | | | |
|-------------------|-----------|-------------------|----|------------------------|---|-------------------|-----------|
| Superintendents | 1 | Piling | | Waterproofing | | Painting | |
| Engineers | | Site Work | | Scaffolding | | Misc. Specialties | 6 |
| Office Staff | | Landscaping | 2 | Spray Insul/Fire Proof | | Cleaners | |
| CSO / First Aid | | Paving | | Caulking/Firestopping | | Plumbing | |
| Carpenters | | Concrete Formwork | 30 | Roofing | | Mechanical | 9 |
| Labourers | 16 | Rink prep / conc | | Doors & Hardware | | Refrigeration | 1 |
| Operators | | Reinforcing Steel | | Windows/Glazing | 3 | Sprinklers | |
| | | Structural Steel | 6 | Exterior Cladding | 5 | Electrical | 11 |
| SITE TOTAL | 17 | Metal Decking | | SS/Drywall | 6 | Controls | |
| | | Masonry | 17 | Drywall Taper | | Pool Piping | |
| | | Rough Carpentry | | Resilient Tile | | | |
| | | Finish Carpentry | | Ceramic Tile | | Tango's Subtotal | |
| | | Millwork | | Elevator | | Trade's Subtotal | 96 |
| | | | | | | SITE TOTAL | 96 |

JOB DELAYS OR POSSIBLE DELAYS:

Site progress trending ahead of current schedule

QAQC

As previously noted and discussed with Ventana, A49 and Consultants

Site clean and tidy

Social distancing measures implemented

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

| | Comments |
|----------|--|
| Phase 2A | Rink slab grade prep ongoing |
| | Structural steel ongoing |
| | Mechanical and electrical rough in ongoing |
| | Bleacher formwork ongoing |
| | Storage masonry ongoing |
| Phase 2B | Parkade walls formwork strip and waterproofing ongoing |
| | Structural slab falsework near completion |
| | Vertical wall footings formwork complete |
| | Traffic membrane waterproofing install ongoing |
| | M&E rough-in ongoing |
| | Staircore and Doghouse finishing ongoing |
| | Main entrance landscaping ongoing |
| Phase 2C | Structural steel complete |
| | Roofing complete |
| | Wall assembly framing ongoing |
| | Glazing ongoing |
| | M&E rough in ongoing |
| | Internal framing, insulation and drywall ongoing |

Field Review Report



Project: Port Coquitlam Community Centre

Reporting Date: 2020-10-01

Prepared By: Lewis Reilly

Weather: Sunny: _____
Cloudy: x

Rain: _____
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 22
Low of: 12

| General Contractor - VCC | | | | Trade Contractor's | | | |
|--------------------------|-----------|-------------------|----|------------------------|---|-------------------|------------|
| Superintendents | 1 | Piling | | Waterproofing | | Painting | |
| Engineers | | Site Work | 2 | Scaffolding | | Misc. Specialties | 10 |
| Office Staff | | Landscaping | 3 | Spray Insul/Fire Proof | | Cleaners | |
| CSO / First Aid | | Paving | | Caulking/Firestopping | | Plumbing | |
| Carpenters | | Concrete Formwork | 19 | Roofing | 4 | Mechanical | 11 |
| Labourers | 16 | Rink prep / conc | 6 | Doors & Hardware | | Refrigeration | 1 |
| Operators | | Reinforcing Steel | 2 | Windows/Glazing | | Sprinklers | |
| | | Structural Steel | 11 | Exterior Cladding | 4 | Electrical | 10 |
| SITE TOTAL | 17 | Metal Decking | | SS/Drywall | | Controls | |
| | | Masonry | 17 | Drywall Taper | 9 | Pool Piping | |
| | | Rough Carpentry | | Resilient Tile | | | |
| | | Finish Carpentry | | Ceramic Tile | | Tango's Subtotal | |
| | | Millwork | | Elevator | | Trade's Subtotal | 109 |
| | | | | | | SITE TOTAL | 109 |

JOB DELAYS OR POSSIBLE DELAYS:

Site progress trending ahead of current schedule

QAQC

As previously noted and discussed with Ventana, A49 and Consultants

Site clean and tidy

Social distancing measures implemented

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

| | Comments |
|----------|--|
| Phase 2A | Rink slab grade prep ongoing |
| | Structural steel ongoing |
| | Mechanical and electrical rough in ongoing |
| | Bleacher formwork and concrete ongoing |
| | Storage masonry ongoing |
| | Roof deck commenced |
| Phase 2B | Parkade walls formwork strip and waterproofing ongoing |
| | Vertical wall footings formwork complete |
| | Traffic membrane waterproofing install ongoing |
| | M&E rough-in ongoing |
| | Staircore and Doghouse finishing ongoing |
| | Main entrance landscaping ongoing |
| Phase 2C | Structural steel complete |
| | Roofing complete |
| | Wall assembly framing ongoing |
| | Glazing ongoing |
| | M&E rough in ongoing |
| | Internal framing, insulation and drywall ongoing |

APPENDIX 4

Certificate of Payment No.45: October 9, 2020

CERTIFICATE OF PAYMENT : No. 45 (Progress Claim 46)



| | | | |
|------------------|---|--------------------------|-----------|
| PROJECT: | City of Port Coquitlam Community Centre | FILE: | 3 - 9308 |
| LOCATION: | 2150 Wilson Ave, Port Coquitlam, BC | INSPECTION DATE: | 06-Oct-20 |
| | | CERTIFICATE DATE: | 09-Oct-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 | \$ 9,648,616 | \$ 126,365,616 |

| PAYMENT CALCULATION | Gross Amount to Date | Previous Period | Gross Amount This Period | Holdback | Net Payment This Period |
|--|-----------------------|-----------------------|--------------------------|-------------------|-------------------------|
| Total Work Completed | \$ 113,151,169 | \$ 109,496,983 | \$ 3,654,186 | \$ 365,419 | \$ 3,288,768 |
| Total Work Completed | \$ 113,151,169 | \$ 109,496,983 | \$ 3,654,186 | \$ 365,419 | \$ 3,288,768 |
| Add: Holdback Released | \$ 7,162,604 | (7,162,604) | | \$ 0 | \$ 0 |
| Current Net Payable | | | \$ 3,654,186 | \$ 365,419 | \$ 3,288,768 |
| Plus GST (5.0%) on Net Payable | | | | | \$ 164,438 |
| Total Current Payable Amount | | | | | \$ 3,453,206 |
| Holdback Retained to Date (incl. this Certificate) | | | | | \$ 3,652,513 |
| Total GST Paid to Date (incl. this Certificate) | | | | | \$ 5,224,933 |
| PROJECT COST TO COMPLETE | | | | | \$ 13,214,447 |

This is to Certify that, for the Port Coquitlam Community Centre, a payment of \$3,453,206 (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 September 30, 2020. As per the Builder's Lien Act, a 10% holdback has been deducted amounting to \$365,419. The total holdback retained to date is \$3,652,513 and the total GST paid to date is \$5,224,933 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$13,214,447 (Not incl. GST & holdback).

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

APPENDIX 5

Project Dashboard – September 30, 2020

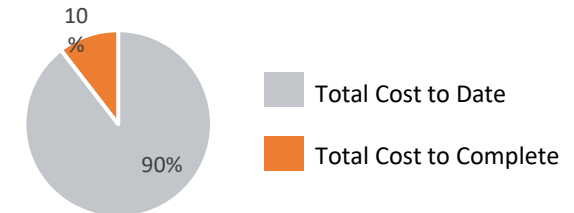
PROJECT DASH BOARD

Updated: 2020-9-30

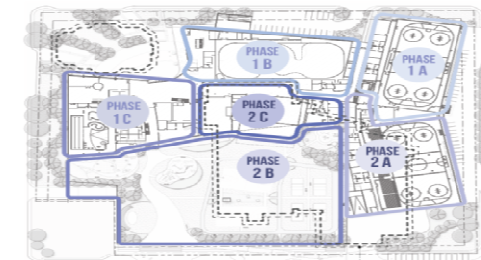
PROJECT SCHEDULE

| 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 | Jul-21 | | | | | |
| Phase 2B - Underground Parking | Oct-20 | Aug-21 | | | | | |
| Phase 2C - MP, Flex Hall & Child Care | Jan-20 | Aug-21 | | | | | |

CONSTRUCTION BUDGET



PHASING PLAN



PHASE 2A - Overview



PHASE 2B - Overview



PHASE 2C - Overview



APPENDIX 6

Architecture 49 Letter of Construction Conformance: October 6, 2020



October 6, 2020

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

T 1.604.736.5329
architecture49.com

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 September 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. Items where conformance is in question are being addressed in follow up site review.

Attached are the September reports received to date and previous reports that may not have been submitted:

- 2020-09-09 A49_Site Report 71
- 2020-09-22 A49_Site Report 72
- 80058-01-BMZ (Structural) Field Reviews:
 - 2020-08-04
 - 2020-08-06
 - 2020-08-10
 - 2020-08-11
 - 2020-08-13
 - 2020-08-14
 - 2020-08-24
 - 2020-08-26
 - 2020-08-28
- 2020-09-22/29 – WSP Mechanical Field Report 34

Sincerely,
ARCHITECTURE49 INC.

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

APPENDIX 7

Owner's Meeting Minutes #32: September 15, 2020

| | |
|------------------------|--|
| Date Issued | 2020-09-18 |
| Project | Port Coquitlam Community Recreation Complex, 2150 Wilson Ave, Port Coquitlam |
| Meeting | Owners Meeting Minutes #32 |
| Meeting Held On | 2020-09-15 |

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 |
| John Bowser | Tango Management | 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 | | | |
| 32.1 | No new COVID developments or positive tests. | Info | - |
| 32.2 | VCC advised PoCo that a beam detached from the rink superstructure and fell to the ground. Damage was minor and no worker was injured as the beam fell on a Sunday. VCC advised the welding inspectors report is imminent and once received will be forward to PoCo along with Worksafe and VCC incident reports. | | - |
| 32.3 | VCC advised that an advisory has been sent to trades addressing the poor air quality. | | - |

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><u>2019-12-17 (Meeting 23)</u> : 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><u>2020-01-21 (Meeting 24)</u>: Tango provided a response to usergroup feedback. VCC to action.</p> <p><u>2020-01-18 (Meeting 25)</u>: Tango is meeting with POCO today. VCC to look into adding bottle fillers to phase 2 change rooms.</p> <p><u>2020-03-17 (Meeting 26)</u>: User group comments have been provided to A49. VCC to advise on consultant response once received.</p> <p><u>2020-04-21 (Meeting 27)</u>: 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><u>2020-05-19 (Meeting 28)</u>: VCC provided revised user groups comments May 8/20. POCO is performing final review for Friday May 22/20.</p> <p><u>2020-06-16 (Meeting 29)</u>: Drawing revision is in progress. An SI is forthcoming, VCC will provide POCO/Tango upon receipt. VCC noted that Cascadia has advised against the white netting for Rink 1, and that the black Kevlar at the spectator side is more ideal.</p> <p><u>2020-07-21 (Meeting 30)</u>: VCC advised user group SI is imminent. VCC noted the sink in the child minding may not be possible.</p> <p><u>2020-08-18 (Meeting 31)</u>: SI is still pending VCC is ensuring confirmed requested items are included in related scopes.</p> <p><u>2020-09-15 (Meeting 32)</u>: SI was sent to POCO.</p> | Closed | - |
| 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><u>2020-04-21 (Meeting 27)</u>: Poco advised instrall before end of May would be ideal.</p> <p><u>2020-05-19 (Meeting 28)</u>: 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> <p><u>2020-07-21 (Meeting 30)</u>: VCC advised revised finalized drawing review is nearly complete. VCC will advise on construction timeline upon receipt.</p> <p><u>2020-08-18 (Meeting 31)</u>: VCC advised railing contractor has been confirmed and isntall to take place by Sept 8/20. JB to confirm site measurement date to Rana and Lori.</p> <p><u>2020-09-15 (Meeting 32)</u>: Corridor guardrail is now installed. VCC advised it would be painted next week.</p> | Closed | - |
| 28.1 | <p>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</p> | VCC | 2020-09-16 |

when construction is to commence.

2020-06-16 (Meeting 29): VCC will re-tender this scope of work.

2020-07-21 (Meeting 30): Out for tender. VCC will provide more information once tender is closed.

2020-08-18 (Meeting 31): VCC advised that this will recommence week of Aug 24th upon Joseph's return from holidays.

2020-09-15 (Meeting 32): VCC advised this would be sent out today or tomorrow.

- 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

-

2020-06-16 (Meeting 29): VCC and A49 will provide feedback next week.

2020-07-21 (Meeting 30): VCC advised this item has been forwarded for review to A49 and the hardware specialist. VCC will continue to follow up.

2020-08-18 (Meeting 31): VCC advised that Tech 8 door and hardware trade have reviewed and noted most paths of travel have already been incorporated into scope. Tango requested A49 to review and advise on openings that could use touch-less door operators and to see if they are aware of COVID related changes to the industry.

2020-09-15 (Meeting 32): VCC advised they did not receive feedback from A49 or the door / hardware consultant. VCC suggested that facility staff observe areas with heavy use and specific doors are addressed as required.

- 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.

VCC

-

2020-06-16 (Meeting 29): VCC to review parkour/cross fit options with PMG Landscaping consultant for their input.

2020-07-21 (Meeting 30): POCO to send cut-sheets for exterior Synergy unit. VCC advised that equipment and layout will need to be finalized for surfacing thickness. VCC advised that timber playground construction may be a possibility, but budget is to be reviewed further and require VCC Partner confirmation if acceptable. VCC noted if this option is viable, preferably a small user group review meeting with key personnel should take place.

2020-08-18 (Meeting 31): POCO advised the following attendees should be present to discuss eventual timber playground: Rec Centre Manager, Parks Board, Child Services, Lori, and Lewis. VCC requested accessible playground spec sheets along with Synergy load requirements. Tango/POCO to provide.

2020-09-15 (Meeting 32): VCC advised they will be meeting with a certified playground inspector within the next two weeks. If the concept is agreeable from a safety perspective it will be brought forward to POCO for review and consideration.

- 30.1 Rink 1 - Dasher Boards: VCC will issue an email describing ice dam requirements and costing associated with removable dasher-boards.

VCC, TM

-

2020-08-18 (Meeting 31): Tango/VCC to review and advise.

2020-09-15 (Meeting 32): VCC noted that Cascadia advised that a continuous ice dam would save approximately 120hr

- 31.1 Re-purposed wood from the existing trees: Tango inquired where the re-purposed wood will be utilized, VCC advised that they will utilize as wood benches.

Info

-

2020-09-15 (Meeting 32): VCC advised that there are benches attached to the large planters in the plaza and that the intention is to use the wood as a live edge bench seat.

1.04 SCHEDULE

- 32.1 VCC advised that the Owner's schedule will be adjusted to show a late summer completion, however we are still targeting completion in Late April / Early May. VCC will issue Lewis and Lori the internal construction schedule and break out tasks identifying dates for FF+E install.

VCC

-

- 32.2 Jerry of VCC provided a summary of construction tasks currently underway. Generally VCC is tracking mostly on schedule for parkade and amenity construction tasks. The spectator rink is currently behind the internal schedule.

Info

-

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

-

2020-05-19 (Meeting 28): Next meeting to tentatively be in September.

2020-08-18 (Meeting 31): Lori noted that a walkthrough at the stakeholder meeting would be ideal. VCC to coordinate.

2020-09-15 (Meeting 32): Lori confirmed the stakeholder meeting will be held next Wednesday at 4:30pm.

1.07 OFFSITE WORK

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

Info

-

2020-06-16 (Meeting 29): Tango to review with Terry Fox family to confirm extension of Terry's route from Thunder bay to West-Coast, and request input on informational "Points of Interest" at medallions along route.

2020-07-21 (Meeting 30): Tango provided Terry Fox Family route response. VCC to review/advise.

2020-08-18 (Meeting 31): VCC to review Terry Fox route marker suggestions by Fox family with PMG to determine how many characters can potentially fit onto a given route marker. Once this is determined the Fox family will decide on marker messages.

2020-09-15 (Meeting 32): Tango advised they are waiting on a response from the Fox family.

10.02 TREE REMOVAL

| | | | |
|------|--|------|---|
| 23.1 | It was noted that one tree left behind is obstructing construction design. VCC to RFI. | Info | - |
| | <u>2020-01-21 (Meeting 24):</u> Potential tree removal will be reviewed with HUB and PMG. | | |
| | <u>2020-02-18 (Meeting 25):</u> HUB and PMG to review and finalize. | | |
| | <u>2020-03-17 (Meeting 26):</u> 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. | | |
| | <u>2020-04-21 (Meeting 27):</u> VCC to advise Poco in advance of tree removal. | | |
| | <u>2020-08-18 (Meeting 31):</u> VCC noted that the next tree removal will take place in spring 2021 sometime and will confirm actual date later. | | |
| | <u>2020-09-15 (Meeting 32):</u> VCC advised that tree removal will take place shortly before any offsite roadworks takes place. This could be as early as November. | | |

21.01 DEFICIENCIES PHASE 1

| | | | |
|------|--|----------|---|
| 26.4 | Powered vents are being reviewed for cash room and level 1 fitness. | Closed | - |
| | <u>2020-04-21 (Meeting 27):</u> Mechanical trade is currently reviewing. | | |
| | <u>2020-05-19 (Meeting 28):</u> 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. | | |
| | <u>2020-06-16 (Meeting 29):</u> A dehumidifier in the spin room is slated to be installed by the end of the June. | | |
| | <u>2020-07-21 (Meeting 30):</u> Commissioning reports are pending. | | |
| | <u>2020-08-18 (Meeting 31):</u> Reports have been received . VCC to upload to FTP and will advise once loaded. Jerry requested POCO to confirm cash room temp once facility re-opens. | | |
| 26.7 | Blinds - VCC to advise after receipt of trade feedback (manual/warranty) and review user group comments. | POCO, TM | - |
| | <u>2020-04-21 (Meeting 27):</u> VCC is reviewing with Glastech. Attachment detail to be finalized. | | |
| | <u>2020-05-19 (Meeting 28):</u> This has been addressed in the user group comments. PoCo to provide response post review regarding powered blinds. | | |
| | <u>2020-06-16 (Meeting 29):</u> VCC proposed splitting the automatic shades, provided this mode of shading is desired. It was agreed with POCO/Tango/VCC that manual blinds will be installed. | | |
| | <u>2020-07-21 (Meeting 30):</u> VCC to provide manual blinds for the rinks. Poco advised that hand crank system would be preferred. | | |
| | <u>2020-08-18 (Meeting 31):</u> VCC noted that the blind contractor stated hand-crankers are difficult to operate. Lori described that their intent with the blinds is that the blinds system would need to be actioned by staff so the blinds are not overused as durability is a concern. | | |
| | <u>2020-09-15 (Meeting 32):</u> VCC proposed utilizing a non-transparent film or | | |

coating to the practice rink. Tango and PoCo will review glare from headlights into the rink.

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

VCC

-

2020-03-17 (Meeting 26): VCC proposed continuing sports flooring into fitness room.

2020-04-21 (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.

2020-05-19 (Meeting 28): VCC advised the trade response has been received and will review and advise. Potentially propose in-situ solution at bike feet.

2020-06-16 (Meeting 29): Spin bike "feet" spec and proposed alternate floor specs to be provided by VCC.

2020-07-21 (Meeting 30): VCC advised they are reviewing alternative flooring options. VCC will forward Kaiser flooring options.

2020-08-18 (Meeting 31): POCO to review and advise if Actiflex flooring or Rubber flooring would be preferable and advise.

2020-09-15 (Meeting 32): VCC will send PoCo the colour selection for the rubber flooring.

- 32.1 **VCC will attach the warranty and deficiency list to the minutes moving forward.**

Info

-

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

2020-09-18

2020-02-18 (Meeting 25): Comments have been forwarded by VCC.

2020-03-17 (Meeting 26): Tango to forward response from Geopacific. VCC to finalize and send claim amount within a week.

2020-04-21 (Meeting 27): VCC provided technical responses to Tango, which are now with Geopacific for review.

2020-05-19 (Meeting 28): VCC Ownership is in conversation with POCO. VCC to provide response shortly.

2020-06-16 (Meeting 29): Tango forwarded VCC response to Geopacific who is providing Geotechnical support. Tango/POCO will provide their comments once they hear back from Geopacific.

2020-07-21 (Meeting 30): Upcoming meeting between Thurber, VCC and Geopacific is likely to take place early September.

2020-08-18 (Meeting 31): VCC will provide Thurbers response week of Aug 24/20

2020-09-15 (Meeting 32): VCC, PoCo, Tango, Geopacific and Thurber met to review the details of the claim. VCC will be providing backup for costs claimed.

24.03 OWNER RFI'S

24.3 RFI 165 Gym and Multipurpose Curtain: POCO/Tango reviewing. -

2020-04-21 (Meeting 27): VCC advised of a non issue for gym. Multipurpose require spec in 1.5 months. Poco/Tango to provide.

2020-05-19 (Meeting 28): Gym divider is nearly coordinated. Multipurpose is with Nathan, and pending scope award.

2020-06-16 (Meeting 29): Tango confirmed RFI will be closed and that the steel support for multipurpose divider is proprietary to divider. VCC will provide anticipated date required for rough-in.

2020-07-21 (Meeting 30): Tango to forward multipurpose divider spec sheet.

2020-08-18 (Meeting 31): Tango advised the RFP/Award will be finalized at the end of September. VCC inquired if desired system will be similar to the Richelieu product previously shared for the purpose of determining ceiling framing offsets divider and divider pocket block out.

2020-09-15 (Meeting 32): Tango advised the RFP was closing shortly. VCC is proceeding with drywall finishing in the multipurpose room and will modify existing construction as required when the shop drawings are received.

26.1 RFI 170 Court Layout and Socket Locations : POCO has developed a sketch for VCC consideration.

POCO, TM

2020-09-18

2020-04-21 (Meeting 27): Revised layout provided to POCO for review. Comments are expected by end of next week May 1/20.

2020-05-19 (Meeting 28): Updated and with A49 for formal SI; this will be issued in a post-tender-addendum.

2020-06-16 (Meeting 29): SI has been priced by sports specialty contractors. VCC advised that the bidders had noted the layout is not what is normally installed. VCC to review with POCO post award.

2020-07-21 (Meeting 30): VCC advised they will forward court layout shop drawings upon receipt.

2020-08-18 (Meeting 31): POCO requested a meeting with Centuar to review court layout inserts . VCC advised if review could be accomplished via drawings mark-up that would be preferable.

2020-09-15 (Meeting 32): Games line shop drawings are with POCO for review. VCC requested confirmation / revisions to the proposed lines by end of this week.

31.1 Tango to issue RFI with respect to code compliance of roller shutter gates with signage. *post meeting note Owner RFI 176 has been issued. -

27.01 ADDITIONAL SHOWER

| | | | |
|------|---|-----|---|
| 27.1 | Lewis advised they would like an additional shower in room 1B115. VCC to review and create PCN. | VCC | - |
|------|---|-----|---|

2020-05-19 (Meeting 28): VCC has procured pricing and will forward to PoCo for review.

2020-06-16 (Meeting 29): VCC will endeavor to provide pricing by the end of June.

2020-07-21 (Meeting 30): QCO (PCN 60) was issued to Tango /Poco Friday July 17/20.

2020-08-18 (Meeting 31): Joseph to review upon his return next week.

2020-0915 (Meeting32): VCC proposed via email to split the cost of the work . Tango advised that would be an agreeable solution. VCC will forward a revised change order.

28.01 SITE FOOTAGE

| | | | |
|------|------------------------------------|------|---|
| 31.1 | VCC to forward site panorama photo | Info | - |
|------|------------------------------------|------|---|

2020-09-15 (Meeting 32): Jerry of VCC advised he had sent the most recent drone footage to Lori.

29.01 ACOUSTICAL IMPROVEMENTS

| | | | |
|------|--|----|------------|
| 29.1 | Tango noted that POCO is considering acoustical improvements for Phase 1 and rink 1. | TM | 2020-08-04 |
|------|--|----|------------|

2020-07-21 (Meeting 30): Tango to advise at the beginning of August.

2020-08-18 (Meeting 31): Acoustic enhancement RFP will go out for rinks 2 and 3. Test results in Rinks 2/3 will determine if enhancement will be required phase 2. Tango advised the product will be srpay-applied and to the roof deck.

30.01 PCN'S

| | | | |
|------|---|--------|---|
| 30.2 | PCN 069 Structural Steel Frames for score boards and shot clocks has been issued for review/approval. | Closed | - |
|------|---|--------|---|

2020-08-18 (Meeting 31): Tango advised they received response from Kristen this morning and will forward.

2020-09-15 (Meeting 32): Change order has been approved.

| | | | |
|------|--|--------|---|
| 31.1 | PCN 70 Basketball Hoop Steel: Has been issued for review and approval. | Closed | - |
|------|--|--------|---|

2020-09-15 (Meeting 32): Change order has been approved.

30.02 FACILITY RE-OPENING DATE

| | | | |
|------|--|------|------------|
| 30.1 | POCO advised that City Council will review the facility re-opening date on July 28/20 and will advise. | POCO | 2020-07-31 |
|------|--|------|------------|

2020-08-18 (Meeting 31): The rinks will open Sept 8th. Weight room will open Sept 14/20. The corridor will remain closed. VCC to review South exit completion Sept 14th.

| | | | |
|------|--|-----|---|
| 31.1 | POCO advised that there is to be no trade parking in facility lot after it re-opens, | VCC | - |
|------|--|-----|---|

VCC will notify trades.

30.03 VACATIONS

- | | | |
|------|---|--------|
| 31.1 | Tallon O'Neill will be away September 11 - 18 | - |
| 31.2 | Jerry B September 20 - Oct 2 | - |
| 32.1 | Lori will be away September 25 to October 13 | Info - |

31.02 WARRANTY REVIEW

- | | | |
|------|--|----------|
| 31.1 | Tango inquired about warrant review within facility. VCC advised an email will be sent with date and time along with procedures. | Closed - |
|------|--|----------|

2020-09-15 (Meeting 32): 1 year warranty review was completed. Tango and VCC to coordinate the closing out of remaining items.

31.03 KITCHEN IMPACT DOOR

- | | | |
|------|---|----------|
| 31.1 | VCC noted the kitchen impact door will be replaced imminently and storage sliders have been measured for fabrication. | Closed - |
|------|---|----------|

2020-09-15 (Meeting 32): The kitchen swing door has been replaced along with the games room storage doors.

31.05 REFRIGERATION PLANT

- | | | |
|------|--|-------|
| 31.1 | POCO requested clarification on procedures of refrigeration plant operations during hours of operation and if they can be notified with Cimco ties in rink 1 system. VCC will discuss with Cimco and advise. | VCC - |
|------|--|-------|

New Business

DESCRIPTION

ACTION BY

REQUIRED BY

32.01 IRRIGATION

- | | | |
|------|--|------|
| 32.1 | Jerry of VCC requested clarification of irrigation system requirements from PoCo. Tango to advise. | TM - |
|------|--|------|

***Post meeting Note the response has been received as of the issuance of these minutes.**

32.02 ARBORIST

- | | | |
|------|--|--------|
| 32.1 | Jerry of VCC advised he will be requesting to meet a City arborist to review the trees and softscape build-up along Mary Hill. | Info - |
|------|--|--------|

32.03 NEXT MEETING

- | | | |
|------|---|-----------------|
| 32.1 | The next meeting will be held October 20, 2020 at 10:30am location is to be determined. | Info 2020-10-20 |
|------|---|-----------------|

These minutes are believed to be a true and accurate record of all items discussed. Any errors and/or omissions should be reported, in writing, to Ventana Construction (POCO) Corp. as soon as possible.

Recorded by:
Ventana Construction (POCO) Corp.
Joseph Lenz



CONSTRUCTION DEFICIENCIES

| Location | Description | Status @ September 2nd |
|---------------------------|---|--|
| 121 | Lockers to be coin operated | PoCo to be advised are part of wide spread locker improvement |
| 2nd floor walkway | Concrete repair required along edge adjacent to glass guardrail | VCC confirmed to make good. This item was reviewed by VCC/PoCo and was confirmed to be rectified (Sep.8, 2020). |
| Wilson Lounge (PoCo #29) | Floor bubbling and cracked | To be inspected at 1 year warranty after concrete dries out This item was reviewed by VCC/PoCo and was confirmed to be mostly "self-healed". Some floor welds require touch-up - this will be addressed by VCC (Sep.8, 2020). |
| Small MP Rm | Floor bubbling | To be inspected at 1 year warranty after concrete dries out |
| Wilson Kitchen Swing Door | Deficiency: The bottom hinge of the Wilson Centre Kitchen swinging door is broken again. The screws have popped out of the door and require replacement. I would recommend a complete | Sent to Ventana #114. VCC to replace with a high impact door. High impact replacement door has been installed. Still requires paint. |
| Rink 3 Slab | Some small holes at Rink 3 slab surface | VCC advised holes are from styrofoam cast into slab. Some small holes may still be outstanding after contractor performed pass-thru of Rink 3. To be reviewed after ice sheet is removed (Sep.8, 2020). |

Owner Request Items

| Date | Level | Building Location | Item | |
|-----------|-------|----------------------|---|---|
| 22-Aug-19 | 1 | Arena Entrance (P1A) | Curb with ramp near accessible stalls out front by East entrance has a very sharp corner that could cause someone to tip. Removing a small portion of the curb near the closest parking stall would allow for a ramp to be on the side so someone could go straight from there to the | City to inspect with VCC. VCC to review to consider if safety issue? Built as per drawings. Adding a ramp from curb into stall would reduce accessible stall width which is a code issue. |
| 30-Jan-20 | 1 | Wilson Lounge | The storage room doors are damaged due to stopper and now do not remain closed., they automatically open on their own. | Sent to Ventana #83 Doors will be replaced with proper opening doors instead of sliders Original doors installed as per specification. After doors were damaged, VCC installed replacement storage doors as a value-add to the project. This work is complete |
| | | | | |
| | | | | |

WARRANTY ITEMS

| Date | Level | Area | Location Specific Area | Issue | Status @ July 9th |
|-----------|-------|-------|------------------------|---|---|
| 28-Jan-20 | 1 | Arena | Arena 2 | North East door: Rain water enters the building from outside surface. Slopes outside the door needs to be adjusted so that rain water drains away from the exit doors | Sent to Ventana #78. Touch up required. VCC advised have not witnessed water ingress since recent rain events. If continues to be an issue in rainy season, VCC will touch-up threshold with own forces (Sep.8, 2020). |
| 14-Jan-20 | 1 | Arena | Arena 3 | Wheelchair viewing from main corridor - issues with not able to see through tinted glass | Sent to Ventana #70. PoCo deems this to be an error. |

| | | | | | |
|-----------|-----|---------------|----------------------------|--|--|
| 30-Jan-20 | 1 | Fitness | Fitness Spin Studio | The structural integrity of the flooring in the Spin Studio is a concern and does not meet the intended use for fitness spin bikes. The floor has developed numerous dimples from the weight of the spin bikes. | Sent to Ventana #90 VCC has agreed to install (2) options of flooring to replace the existing Sportgrain flooring in the sports studio. Options include Actiflex or Rubber Sports flooring. City preferred option is pending. Yvonne to review with Lorie and confirm preferred flooring product (Sep.8, 2020). |
| 26-May-20 | | West CSA | West Customer Service area | Door into west customer service area is binding. Please review and adjust. | Sent to Ventana #123 During July 9th review, it was evident this door (and others) were being wedged during normal operations, as door hinges were bent and scuffed. Tango/PoCo to review with staff. September 2nd warranty meeting VCC agreed to perform final pass thru with door/hardware specialist. Upon completion all door items will be removed from this list (Sep.8, 2020). |
| 09-Jul-20 | 1 | Wilson Lounge | Exit Doors | The exit door from the Wilson lounge to the south is sticking and does not close of its own. | Sent to Ventana #127 VCC had adjusted this door once more. Tango to review door wedging with PoCo operations. See door comments above (Sep.8, 2020). |
| 09-Jul-20 | 2 | MP Rooms | Doors | The two doors into the J.B. Young program room are unable to lock/unlock due to doors not lining. | Sent to Ventana #128 Same as item above (Sep.8, 2020). |
| 09-Jul-20 | 2 | Mens Washroom | Floor Tile | Grout in the floor tile at the entrance men's upstairs washroom is separating. | Sent to Ventana #132 VCC to have tiling contractor touch-up grout at mens washroom. NOTE: This item is outside of the Phase 1 warranty review, as is part of the second Phase 1C occupancy (Sep.8, 2020). |
| 11-Dec-19 | 1/2 | Mechanical | HVAC | We have issues changing air filters on a multiple heat pumps. The heat pumps are installed with limited service access, the air filters cannot be changed without damaging/bending the air filter. This makes the air filter weaker and susceptible to collapsing. We found numerous units with limited services access throughout the facility, the mechanical contractor should examine each unit to ensure they are serviceable. Some examples are: HP 50 and HP 50A in the Laking Room, HP49 and HP49A in the Young Room. Library Level 2, HP51A, HP52, HP52A and 52B. | Sent to Ventana #63. Rana to confirm status? Bob provided to VCC. PoCo confirmed this item was resolved following site meeting with Omega. VCC to review and confirm if HP-51a in Library requires new access panel. VCC advised there a light fixture exists at a potential access panel location. It was agreed PoCo staff would review and determine if they can, or cannot access the heat pump to replace filters (Sep.8, 2020). |

RECOMMENDATION:

None.

REPORT SUMMARY

The purpose of this report is to provide an update on the Detachment's 2020 second trimester crime statistics and analysis.

BACKGROUND

The Coquitlam RCMP Detachment provides three "trimester" reports to Council each year to ensure Council is informed about RCMP initiatives and corresponding crime statistics/analysis.

DISCUSSION

2020-T2 Trimester Update

Attachment #2 provides the 2020-T2 Trimester Update which includes the crime statistics from May 1 to August 31, 2020. The following observations were made for the City of Port Coquitlam:

- **Person Crimes** - Person crimes were decreased in 2020-T2 (233) compared to the three-year average (237) with an observed 2% reduction (page 10). Decreases were observed for family violence (-29%), robbery (-40%), and sex offenses (-38%) whereas an increase was observed for assaults (+28%). Assaults have been above average for every month of the year thus far in 2020 excluding June. The two additional members of the Sex Crimes Unit and Domestic Violence Unit approved by Port Coquitlam Council in 2019 have enabled these units to respond to an increase in file load.
- **Property Crimes** - Property crimes in 2020-T2 (670) decreased in comparison to the three-year average (796) with an observed 16% decrease (page 10). Decreases were observed in B&E Business (-20%), B&E Residence (-51%), theft from vehicle (-32%), shoplifting (-18%), and fraud (-15%) whereas a small increase was observed for theft of vehicle (+4%). One of the positive effects of the pandemic during 2020-T2 appeared to be associated with marked reductions in B&E Residence and theft from vehicle.
- **Mental Health-Related Calls for Services** - The management of mental health calls continues to be a priority for the Detachment. There was a small decrease in mental health calls for service in 2020-T2 (204) compared to the three-year average (216) with an observed 6% reduction (page 11). There were marked decreases in average hospital waiting time (-30%) and files with wait times greater than 2 hours (-73%).

Fortunately, all four months of 2020-T2 were below the three-year average for mental health calls for service. As in 2020-T1, reductions in emergency room attendance by the public as well as policy changes at Royal Columbian Hospital may have helped to reduce hospital waiting times.

- **Traffic Violation Tickets** - Road safety is a main focus for the Detachment. There were decreases in distracted driving (-49%), seatbelt (-73%), and intersection infractions (-57%) in 2020-T2 compared to the three-year average. Increases were recorded in speeding (+37%) and impaired drug/alcohol infractions (+15%).
- **RCMP Auxiliary Program Update** - Auxiliaries are unarmed volunteers whose primary purpose is to participate in community policing and crime prevention activities. In British Columbia, the Auxiliary Program (AP) has been in existence for over 50 years and is governed by Provincial Policy.

In 2016, the RCMP National Headquarters initiated a review of the national AP after the fatal shooting of an unarmed, uniformed member of the Canadian Forces in October 2014. Shortly after this incident, RCMP National HQ issued a directive requiring Auxiliary Members working in uniform to be under the direct supervision of a Regular Member equipped with all intervention tools.

In 2017, the national RCMP released significant changes to the program including national training standards, a new more identifiable uniform (with high-visibility vest), and three different Tiers of service for Provinces to choose from. In BC, the RCMP Auxiliary program is currently being finalized for Tier 3 services and the Detachment has indicated its intent to maintain its AP under this tier. Candidates who choose to join will be trained in accordance with Tier 3 standards and will participate in all the activities in Tier 1 such as Neighbourhood Watch programs, public education initiatives and participating in community events; the addition of activities in Tier 2 such as community presence on foot or bicycle, traffic control and disaster assistance; and activities under Tier 3 such as the addition of general duty patrol, attending calls and scene security under the direct supervision of an RCMP Regular Member. The program will formally begin four to six months after the implementation date (currently unknown) and costs for the detachment will include medical tests and new uniforms for auxiliary members.

Prior to the suspension of the program and the restrictions put in place by the RCMP in 2016, the Coquitlam RCMP Detachment had a high of 54 auxiliary members. The membership has declined since that time as there were concerns about the new program and the uniform changes. The Coquitlam RCMP detachment's numbers have significantly decreased since 2016 and there are currently only 16 active auxiliary

members. During the COVID-19 pandemic, all RCMP volunteer programs were suspended, including the AP.

The detachment believes there are multiple benefits to the AP as it enhances community policing and crime prevention initiatives within the City, offering specially trained volunteers the opportunity to contribute to their communities with experience they acquire from volunteering with the police. The police services budget includes funding for the AP which is adequate to cover the new costs associated with implementation of the new Tier 3 program.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

Attachment #1: RCMP 2020-T2 Trimester Report: City of Port Coquitlam

Lead author(s): Darryl Lal, John Hill



Coquitlam

CITY OF
PORT
COQUITLAM



RCMP Trimester Report: 2020-T2 (May 1 – Aug 31)





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RCMP Trimester Report: City of Port Coquitlam: 2020-T2 (May 1 – Aug 31)

Introduction

The purpose of this report is to provide Council with an update on the detachment's 2020 second trimester information along with a preview of the 2021 budget information.

This report supports Coquitlam's strategic goals to have Safe and complete neighbourhoods and Achieve excellence in city governance by demonstrating accomplishments in 2020 which are aligned with the Coquitlam RCMP 2016-2020 Strategic Plan.

The second trimester of 2020 represents the first report where all four months of data were collected during the COVID-19 pandemic. By now, we are all aware of the many changes associated with living under pandemic conditions. We have made some steps forward in 2020-T2 by reopening community police offices in both cities and we are exploring new ways to communicate safety messages to the community.

RCMP Victim Services is recognizing 40 years of support

This year is the 40th year that residents of Anmore, Belcarra, Coquitlam and Port Coquitlam have been supported by Victim Services since 1980. The service was established to help people deal with the aftermath of critical incidents, particularly victims of break and enters. With the introduction of the Victims of Crime Act & the Canadian Victims Bill of Rights, Victim Services was able to increase the mandate. The service has gone from strength to strength and the detachment recognizes it as an essential frontline benefit.

Four specially-trained employees now provide support to all victims and witnesses of crime including; domestic violence, fraud, abuse, suicide, assault and acute family problems. With the support of eight auxiliaries.

In 2019, Victim Services assisted 1267 clients from various referral methods including 954 police files. Other achievements include significant research into brain trauma, which assists the team in understanding behaviour and coping techniques some clients exhibit.

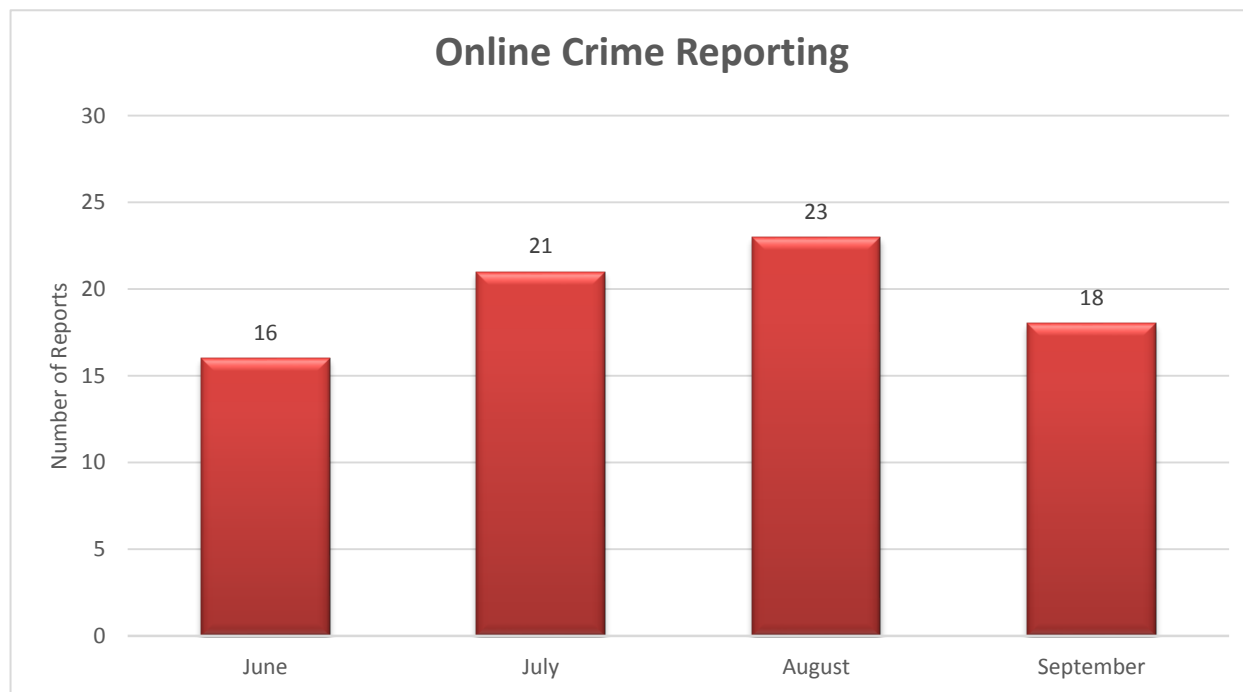




RCMP Trimester Report: City of Port Coquitlam: 2020-T2 (May 1 – Aug 31)

Online Crime Reporting: Preliminary Report

On June 1, 2020, online crime reporting was opened to the public and has been used with increasing frequency each subsequent month. The top three report types received thus far include driving complaints, theft, and mischief.



- Median time required to complete report = 15 minutes
- Top 3 report types received:
 - Driver Complaints = 20
 - Theft under \$5000 = 15
 - Mischief under \$5000 to property = 14





RCMP Trimester Report: City of Port Coquitlam: 2020-T2 (May 1 – Aug 31)

COVID-19 Impact Report: Full Jurisdiction

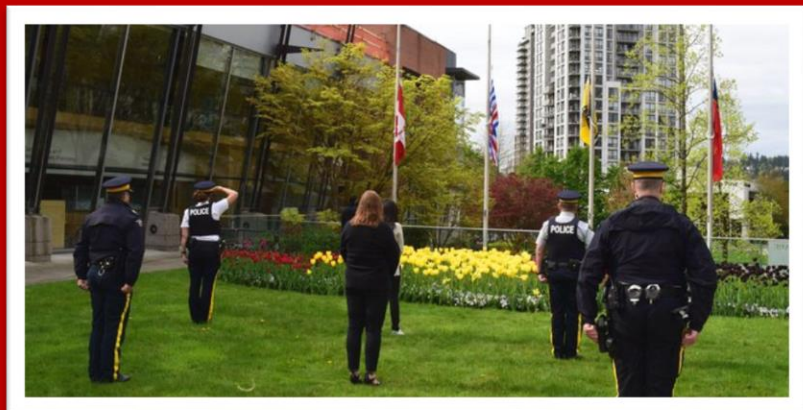
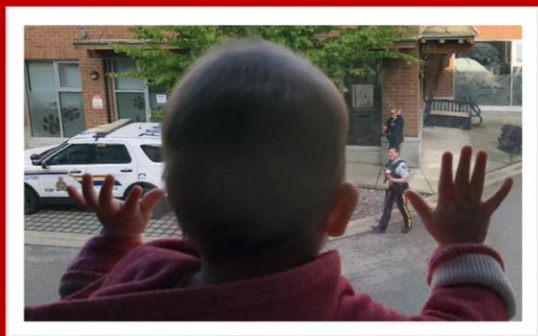
Calls for Service from March to August 2020 were lower for every month compared to the last three years. 2020 YTD remains approximately 16% lower or 3500 calls less than the 3-year YTD average.

After COVID-19 restrictions were implemented in March, shoplifting statistics dropped dramatically and reached a low level in May (34 files). Since restrictions have been eased, the number of files have steadily increased: June (49 files), July (68 files), and August (80 files).

The total number of overdoses (fatal and non-fatal) in 2020 YTD is 36, which is slightly higher than the same period in 2019 (33), but remains lower than 2017 (70), and 2018 (44).

The total number of hate crimes in 2020 is 13. Over half the hate crimes (7), including 4 graffiti incidents were COVID-19-related.

Physical distancing

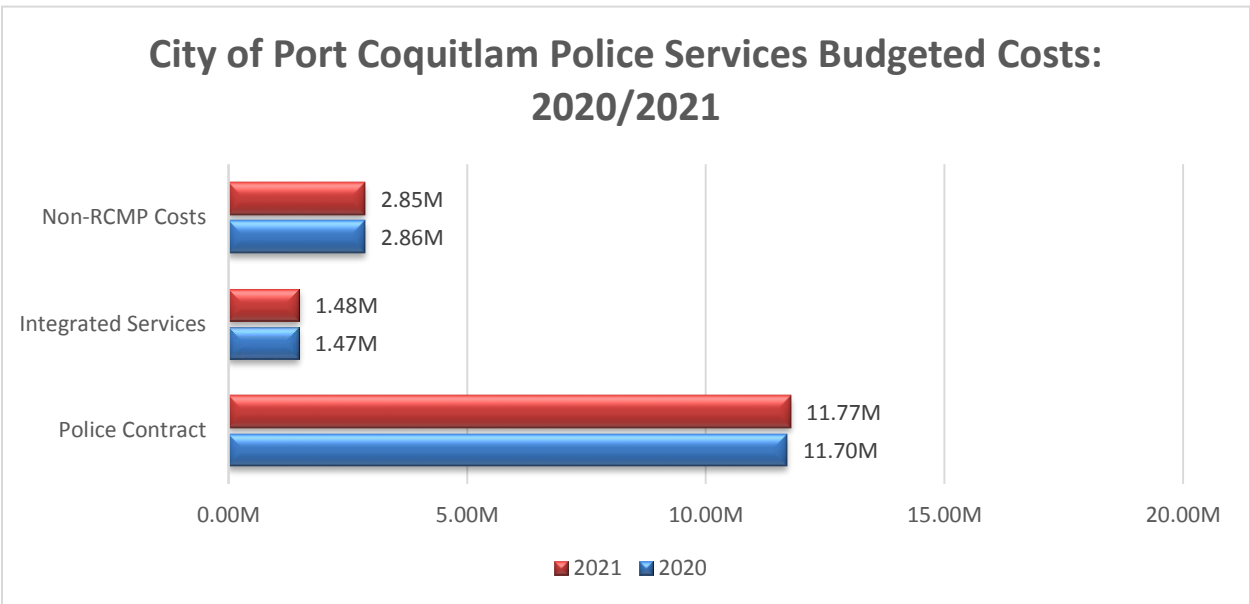
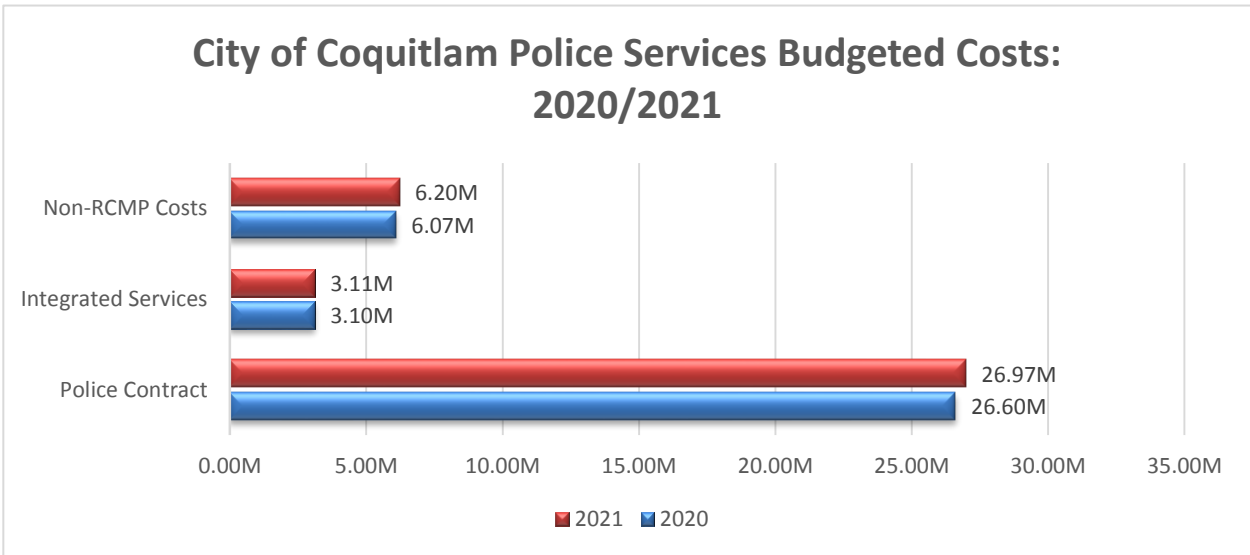




Police Services Budget Costs: 2020/2021

Cost Drivers

- Regular Pay – 2.5% increase (affects all pay elements)
- Division Administration – health & leave costs together with admin/overhead have decreased by \$630/FTE over 2019/20
- Green Timbers – Ongoing negotiations between the Federal and Provincial governments settled in 2020. Annual accommodation costs are part of Police Contract through to March 31, 2038
- Earned Retirement Benefit (Severance) – Ongoing negotiations between the Federal and Provincial governments settled in 2020. Outstanding amount is payable in annual installments through to March 31, 2





2021 Budget Highlights

Looking forward to 2021, the City of Coquitlam's base budget for total policing costs are expected to increase by 1.4% while the City of Port Coquitlam's are expected to increase by 0.4%.

The base budget includes three components: 1) the budgeted cost of the RCMP Police Contract (shared between Coquitlam and Port Coquitlam using the cost sharing formula); 2) the budgeted cost of Integrated Services (billed separately and based on the regional cost share formula); and 3) the cost of non-RCMP costs including municipal employees and building maintenance (shared between Coquitlam and Port Coquitlam based on the cost share formula). The base budget also includes an allowance for vacancy savings which is determined by each municipality respectively. Each municipality also chooses their budgeted cost share percentage.

Cost drivers are offset by an allowance to manage RCMP member vacancies as well as a reduction in the budget for other indirect policing costs such as vehicle repairs to bring the budget in-line with actual expenditures.

Given the anticipated future cost increases associated with RCMP unionization and the transition of Surrey RCMP to a municipal police force, it has been recommended that the City include a contingency amount in the budget to mitigate the impact of these future cost increases.



2021 Business Planning Priorities

The City of Coquitlam has proposed two business planning priorities for 2021

Objective 1 – A multi-disciplinary approach to mental health calls for service.

- The Coquitlam RCMP proposes to participate and partner with the Fraser Health Authority and other law enforcement in the community to provide assistance on mental health-related calls for service.

Objective 2 – Examining the impacts of changes in the local policing environment.

- The Coquitlam RCMP will use data to make informed and timely decisions related to human and financial resources.

RECOMMENDATION:

That Committee of Council approve the projects as listed in the October 20, 2020 staff report, “2021-2022 Capital Plan & One-Time Enhancements” for inclusion in the 2021-2025 Financial Plan Bylaw.

REPORT SUMMARY

This report outlines the 2021-2022 draft capital plan and one-time enhancements for inclusion in the 2021-2025 Financial Plan bylaw.

BACKGROUND

Since 2017, the City has used a two-year budget process. This process has been highly successful in achieving competitive pricing for City projects, as well as ensuring projects are delivered on time. The proposed 2021-2022 capital plan and one-time enhancements continue this strategy.

The development of the projects contained within the 2021-2022 capital plan & one-time enhancements are guided by multiple sources including:

- Council’s Action Plan for 2019-2022
- Council requests
- Resident feedback through the budget survey and other channels
- Staff input
- Plans, programs, studies, assessments, investigations and inspections
- City policies for Financial Management, Operating Costs of Capital.

2021-2022 one-time enhancements fund a range of projects to help the City plan for the future, while the 2021-2022 Capital Plan builds on recent plans through continued investment in the renewal of the city’s core infrastructure. A focus on “Getting the Basics Right” addresses infrastructure gaps with improvements to parks, sidewalks, intersections, streetlights, road/lane paving, pedestrian safety, and traffic calming.

The development of this plan required extensive coordination with all City departments. The process to develop the plan started at the end of 2019 with approval of the 2020-2021 capital plan and one-time decision packages. Since approval of the 2020-2021 plan, new information has become available requiring amendments to 2021. Amendments can be the result of new opportunities, risks, or unforeseen costs. In other cases, time-sensitive needs have also arisen requiring new project additions to the 2021 portion of the plan.

To prepare for 2022, council and staff were provided an opportunity to submit budget requests for consideration in the summer. These requests were reviewed and screened by management prior to being incorporated into the draft plan for consideration of Council.

DISCUSSION

Capital Plan Highlights

Infrastructure is one of the City's top priorities which is reflected in the 2021-2022 capital plan. Building on recent plans, the 2021-2022 plan has a continued focus on renewal of our core infrastructure while new expenditures align with "Getting the Basics Right" and address infrastructure gaps with improvements to parks, sidewalks, intersections, streetlights, road/lane paving, pedestrian safety and traffic calming. The plan also includes specific projects which align with the recommendations of the Downtown Action Plan

Capital projects have been consolidated and sorted into three main categories:

1. Neighbourhood Infrastructure Rehabilitation – This category is intended to fund the replacement or renewal of existing civil infrastructure, including roads, water, sewer, storm, and associated pump stations and culverts.
2. Other Rehabilitation – This category is intended to fund all other capital renewal and replacement, prioritized corporately (such as facilities, parks, recreation, software etc.)
3. New – This category is for new assets, and in the long term will include the previously unfunded capital projects.

This format is intended to highlight and draw attention to what the City is doing to maintain existing assets and reduce the city's infrastructure backlog (categories 1 and 2), compared to new initiatives (category 3). Prioritization of categories 1 and 2 is consistent with policies in the City's Official Community Plan.

Proposed amendments to the 2021 capital program are further detailed in Attachment 1, but highlights of the amendments include:

- Accelerated timing for the Coquitlam River sanitary siphon
- Reduced neighbourhood design fees for 2022 because of a modified scope
- Planning for rehabilitation of the building envelope at City Hall

2021-2022 Capital Plan & One-Time Enhancements

The full 2022 capital program is detailed in Attachment 1, but the highlights of the draft 2022 capital program are as follows:

- \$3,905,000 for major utility facility replacements/upgrades (culverts, pump stations, valves)
- \$9,145,000 for road paving and utility replacements (water, sewer, drainage)
- 1.3 km of new sidewalk and 1.2 km of multi-use paths
- \$1,230,000 for sidewalk and pedestrian safety improvements
- \$150,000 for traffic calming
- \$200,000 for new streetlights
- \$400,000 for lane paving
- \$405,000 for school/park road safety improvements
- \$1.74M for park rehabilitation (turf replacement, skate bowl resurfacing, sport court amenities, athletic field upgrades, tennis court lighting)
- \$60,000 for Trail Signage and Network Upgrades
- McAllister Bridge Rehabilitation - Design
- Veterans and Leigh Square - Design
- Kingsway Avenue Road Improvement Construction (Tyner to Coast Meridian)
- Spray Park – Design
- Downtown Public Art

One-Time Enhancements Highlights

One-time enhancements are brought forward in response to Council and staff requests in conjunction with Council priorities and action items. The proposed projects for 2021 and 2022 are intended to address customer service, organizational efficiencies, infrastructure condition assessments, and to facilitate planning for future development. Highlights include:

- Coast Meridian Overpass inspection
- Hyde Creek recreation centre facility assessment
- Integrated stormwater management planning
- Climate Change Adaptation Plan

FINANCIAL IMPLICATIONS

The 2021 proposed amendments would result in a net \$1,370,600 increase to the 2021 capital plan, making the revised total \$28.0 million. The total cost of the proposed 2022 capital plan is \$22.7 million. Attachment 1 provides a listing of the projects and a breakdown of costs between Neighbourhood Rehabilitation, Other Rehabilitation, and New.

2021-2022 Capital Plan & One-Time Enhancements

A further \$193,600 of one-time enhancements are proposed for 2021, bringing the revised total to \$688,000. The total cost of proposed 2022 one-time enhancements is \$74,800. Attachment 2 provides a listing of the projects.

Over the last few years, the amount of funding coming out of the City's reserves to fund the capital program & one-time enhancements has exceeded the annual contributions into these funding sources. As recent capital plans have largely depleted available reserve balances, future plans will need to be scaled down in scope, or additional sources of funds will be required.

The following tables outline the projected reserve balances based on the proposed plan.

| | Dec 31, 2020 Estimated Ending Balance | 2021 Interest & Contribution | 2021 Projects & Transfers | Dec 31, 2021 Estimated Ending Balance | 2022 Interest & Contribution | 2022 Projects & Transfers | Dec 31, 2022 Estimated Ending Balance |
|-----------------------------------|--|------------------------------------|---------------------------------|--|------------------------------------|---------------------------------|--|
| RESERVE: | | | | | | | |
| Operating Reserves | 3,823,491 | 227,778 | - | 4,051,269 | 229,391 | (133,000) | 4,147,659 |
| Capital Reserves | 32,435,609 | 15,769,916 | (21,222,233) | 26,983,292 | 15,479,552 | (20,181,600) | 22,281,244 |
| Long Term Infrastructure Reserves | 12,179,478 | 1,609,201 | (642,000) | 13,146,679 | 1,618,873 | (642,000) | 14,123,551 |
| Other Reserves | 9,459,052 | 1,145,660 | (2,615,000) | 7,989,711 | 1,143,541 | (100,000) | 9,033,253 |
| Legacy Capital Reserves | 2,175,055 | 16,701 | (1,009,900) | 1,181,856 | 7,794 | (805,000) | 384,650 |
| Total | \$60,072,684 | \$18,769,256 | \$(25,489,133) | \$53,352,807 | \$ 18,479,151 | \$(21,861,600) | \$49,970,358 |

| | Dec 31, 2020 Estimated Available Balance | 2021 Transfers | 2021 Projects | Dec 31, 2021 Estimated Available Balance | 2022 Transfers | 2022 Projects | Dec 31, 2022 Estimated Available Balance |
|----------------------------|---|-------------------|--------------------|---|-------------------|------------------|---|
| Accumulated Surplus | | | | | | | |
| General | \$ 815,689 | \$ - | \$ (732,400) | \$ 83,289 | \$ - | \$ - | \$ 83,289 |
| Sewer | 790,034 | - | - | 790,034 | - | - | 790,034 |
| Water | (104,380) | - | - | (104,380) | - | - | (104,380) |
| Total | \$1,501,343 | \$ - | \$(732,400) | \$768,943 | \$ - | \$ - | \$768,943 |

OPTIONS (✓ = Staff Recommendation)

| | # | Description |
|---|---|--|
| ✓ | 1 | Approve the proposed plan |
| | 2 | Adjust the proposed plan (funding sources and/or projects accordingly) |

ATTACHMENTS

Att#1: 2021-2022 capital plan project listing

Att#2: 2021-2022 one-time enhancement project listing

Lead author(s): Farouk Zaba

Attachment #1 2021-2022 Capital Project Listing

| Project | 2021 Budget |
|--|---------------------|
| 2022 Neighbourhood Rehab Detailed Design | |
| Burns Rd Culvert | |
| Coquitlam River Sanitary Siphon | |
| Maple Creek Drainage Pump Station | |
| Mary Hill Sanitary Pump Station | |
| Nacht Sanitary Pump Station | |
| Trenton Water PRV Replacement | |
| Britannia Crescent – Suffolk to Coventry | |
| Cedar – Prairie to Wright | |
| Chadwick – St Michael to St Catherine | |
| Coquitlam – Oxford to York | |
| Coquitlam – Wellington to Coast Meridian | |
| Coventry – Suffolk to Westminster | |
| Fraser – Larch to Cedar | |
| Glade – Storm and Sanitary Upgrades | |
| Manning – Storm Sewer Extension | |
| Mary Hill – Thea to Shaughnessy | |
| Newberry – Fraser to Laburnum | |
| Prairie Ave – Coast Meridian to Fremont | |
| Sandlewood – Laburnum to Barberry | |
| St Albert – Coast Meridian to St James | |
| St Catherine – St Albert to Chadwick | |
| St James – St Albert to Chadwick | |
| St Michael – Robertson to Chadwick | |
| Tamarack – Sandlewood to east end | |
| Toronto – Prairie to south end | |
| Total Neighbourhood Rehabilitation | \$13,285,000 |
| 2021 Fleet Replacement Program | |
| 2021 Laptop and Tablet Replacements | |
| 2021 Network Infrastructure Replacement | |
| 2021 PC Replacement | |
| 2021 Public Safety Building Upgrades | |
| 2021 Software Purchases | |
| 2021 Solid Waste Carts and Locks | |
| Barrier Fence Replacement (2020-2024) | |
| Centralized Irrigation Systems (2020-2024) | |
| City Hall Building Envelope | |
| Court Resurfacing (2020-2024) | |
| Fire Department Toughbooks | |
| Fire Hall #2 Replacement | |
| Intersection Camera Replacement (2020-2024) | |
| LED Streetlight Conversion (2018-2021) | |
| Park Playground Improvements | |
| PoCo Trail Resurfacing (2020-2024) | |
| Salt Shed Roof Replacement | |
| Total Other Rehabilitation | \$4,261,800 |
| 2021 Development Infrastructure Gaps | |
| 2021 Pedestrian Safety & Sidewalk Improvements | |

Attachment #1 2021-2022 Capital Project Listing

| Project | 2021 Budget |
|--|---------------------|
| 2021 Traffic Calming | |
| Bylaw Enforcement Vehicles | |
| Donald St Path – Wilson Ave to McAllister Ave | |
| Heavy Rescue Stabilization Equipment | |
| Intersection Control – Oxford St at Coquitlam Ave | |
| Intersection Improvements – Shaughnessy St At Eastern Dr | |
| Land Acquisition | |
| Lane Paving (2021-2025) | |
| McAllister Ave Improvements | |
| School and Park Road Safety Improvements | |
| Streetlight Expansion (2021-2025) | |
| Transit Shelters (2020-2024) | |
| Total New | \$10,445,500 |
| Total 2021 Capital Program | \$27,992,300 |

| Project | 2022 Budget |
|---|---------------------|
| 2023 Neighbourhood Rehabilitation Detailed Design | |
| Burns Rd Culvert Replacement | |
| Coquitlam River Sanitary Siphon | |
| Dominion Avenue Sanitary Main Replacement | |
| Eastern Water PRV Replacement | |
| Handley Sanitary Pump Station | |
| Lions Park Sanitary Main Replacement | |
| Lougheed Hwy Culvert Replacement | |
| Maple Creek Drainage Pump Station Replacement | |
| Mary Hill Sanitary Pump Station Replacement | |
| Storm Pump Station Generators Upgrades | |
| Trenton Water PRV Replacement | |
| Central Ave – Shaughnessy To Tyner | |
| Kingsway Avenue | |
| Maple St – McAllister Ave to Wilson Ave | |
| Raleigh St Water Main - Gordon Ave to Davies Ave | |
| Shaughnessy St - Marpole Ave to Welcher Ave | |
| Shaughnessy St - Pitt River Ave to Stafford Ave | |
| Total Neighbourhood Rehabilitation | \$14,135,000 |
| 2022 Fleet Replacement Program | |
| 2022 Information Technology Hardware | |
| 2022 Information Technology Software | |
| 2022 Public Safety Building Upgrades | |
| 2022 Solid Waste Carts & Locks | |
| Athletic Field Upgrade Program (2022-2026) | |
| Automated External Defibrillator | |
| Barrier Fencing Replacement (2020-2024) | |
| Cemetery Driveway | |
| Centralized Irrigation Systems (2020-2024) | |
| City Hall Building Envelope | |
| Court Resurfacing (2020-2024) | |

Attachment #1 2021-2022 Capital Project Listing

| Project | 2022 Budget |
|---|---------------------|
| Fire Hall #1 - LED Lighting | |
| Fire Hall #2 Replacement | |
| Gates Parks Field #2 Turf Replacement | |
| Gates Park Tennis Court - LED Lighting | |
| Intersection Camera Replacements (2019-2024) | |
| McAllister Pedestrian Bridge Rehabilitation | |
| Plotter | |
| PoCo Trail Resurfacing (2020-2024) | |
| SCADA System Upgrades (2020-2024) | |
| Skate Bowl Resurfacing | |
| Sport Court Components (2022-2024) | |
| Thermal Imaging Cameras | |
| Trail Signage & Network Upgrades (2022-2024) | |
| Veterans Park & Leigh Square | |
| Total Other Rehab | \$5,720,600 |
| 2022 Development Infrastructure Gaps | |
| 2022 Sidewalks & Pedestrian Safety Improvements | |
| 2022 Traffic Calming | |
| Downtown Public Art | |
| Fleet Telematics System | |
| Irrigation Expansion (2022-2026) | |
| Lane Paving (2021-2025) | |
| School & Park Road Safety Improvements | |
| Spray Park | |
| Streetlight Expansion (2021-2025) | |
| Transit Shelters (2020-2024) | |
| Traffic Signal – Nicola Ave At Hawkins St | |
| Total New | \$2,795,000 |
| Total 2022 Capital Program | \$22,650,600 |

Attachment #2 2021-2022 One-Time enhancement Project Listing

| Project | 2021 Budget | 2022 Budget |
|---|------------------|-----------------|
| Citadel Heights Water Pump Station Assessment | 15,000 | - |
| Climate Change Adaptation Strategy | 150,000 | - |
| Coast Meridian Overpass Detailed Inspection | 100,000 | - |
| Community Policing Vehicle 18-Month Pilot | 33,600 | 16,800 |
| Corporate Office Microfilm Scanning | 30,000 | - |
| Extension of Land and Development Facilitator Contract | 100,000 | - |
| Fleet Stores Inventory Count | 45,000 | - |
| Hyde Creek Recreation Centre Assessment | - | 25,000 |
| Integrated Stormwater Management Plan | 200,000 | - |
| Tax and Utility Collection at Recreation Facilities Pilot | 14,400 | - |
| Tri Cities Cultural Map | - | 33,000 |
| Total | \$688,000 | \$74,800 |