

2011 City Square Project

Meeting No.:
2011-12

Progress Meeting No. 12

May 4, 2011

Location:

PCL Site Office

Start: 1:30 p.m.

Agenda

1. Welcome
2. Adoption of Agenda & Minutes
3. Old Business: Outstanding Action Items (Regular Meetings)
4. Old Business: Master Task List (Work Sessions)
(Refer to 2011-05-04 Master Task List Document)
5. New Business
6. Adjournment

Next Meeting (Tentative):

**Wednesday, May 11, 2011
1:30 p.m. – 3:00 p.m.
PCL Site Office**

NOTE: Please bring your safety gear (hard hats, steel toed boots) so that we may be able to go onsite if needed.

/MZ

City Square Project
Weekly Update: July 6, 2011

Past Weeks Major Events (From June 28):

June 28: Meeting with Parks, Meeting with SKTel

June 30: Site Visit

July 1: Stat Holiday

July 4: Site Visit

July 5: Site Visit

Past Weeks Major Tasks:

- Signage for PT Funding (Complete)
- PCL Progress Payment 10 Processed (Complete)
- Clifton Phone Call (Complete)
- Formalized Changes (Complete/Ongoing)
- Project Status Update Report (Complete)

Current Major Issues:

1. Stage Design (Ongoing)
2. Formalize Changes (Ongoing)
3. Ideas for the Transition
4. Subconsultants Paperwork/ Agreements (Sent Out)
5. SaskTel Duct Potential Damage / Delay
6. Steel Works Delay
7. Irrigation Installation
8. Approval Memo to Finance (not yet received)

Future Activities:

<i>Date</i>	<i>Activity</i>
6	Progress Meeting
8	Irrigation Work Completion Date

17(1)(b)(i) Proprietary

2011 City Square Project

Meeting No.:
2011-18

New Consultant Meeting No. 18

July 6, 2011

Location:

PCL Site Office

Start: 1:30 p.m.

Attendees / Distribution:

In Attendance:	Organization	Role	Phone	Email
Denise Donahue	City of Regina (CoR)	Project Manager	28(1)	28(1) Personal
Eric Bonke	City of Regina (CoR)	CAD Drafting /	28(1)	28(1) Personal
Max Zasada	City of Regina (CoR)	Project Manager	28(1)	28(1) Personal
28(1)	PCL Construction Management (PCL)	Contractor / Project Manager	28(1)	28(1) Personal
28(1)	Clifton Associates (CA)	On-Site	28(1)	28(1) Personal
28(1)	Alfa Engineering (Alfa)	Electrical	28(1)	28(1) Personal
Others:	28((PCL), Dennis (City of Regina)28(1) (Wilco)			
Not In Attendance:				
28(1)	Clifton Associates (CA)	On-Site	28(1)	<u>28(1) Personal</u>
Dustin McCall	City of Regina (CoR)	Civil	28(1)	<u>28(1) Personal</u>
Joann Adie	City of Regina (CoR)	CAD Drafting / Design	28(1)	28(1) Personal
Kelly Wyatt	City of Regina (CoR)	Director of Development Engineering	28(1)	28(1) Personal
28(1)	BBK Engineering (BBK)	Structural	28(1)	28(1) Personal
28(1)	BBK Engineering (BBK)	Structural	28(1)	28(1) Personal
28(1)	Alliance Energy (AE)	Electrical Project Coordinator	28(1)	28(1) Personal
28(1)	PCL (PCL)	Contractor / Project Manager	28(1)	28(1) Personal
28(1)	P3 Architecture (P3)	Architect	28(1)	28(1) Personal
28(1)	P3 Architecture (P3)	Architect	28(1)	28(1) Personal

Distribution to All of the Above, via email.

Agenda

1. Welcome
2. Adoption of Agenda & Minutes
3. Old Business: Outstanding Action Items From Meeting No. 17
4. Old Business: Master Task List (Working Sessions)
5. New Business
6. Adjournment

Minutes

<u>Item No.</u>	<u>Description / Notes</u>	<u>Action By / Due Date:</u>
18.01	Welcome	All Information
18.02	Adoption of Agenda and Minutes -Meeting 17 Minutes and Meeting 18 Agenda approved as is.	All Information
18.03	Old Business: Outstanding Action Items From Previous Meetings	
11.05/6 <input checked="" type="checkbox"/>	Formalizing Changes: PCL and the City to meet to formalize the changes up to now in the project.	1. PCL 2. P.M.
16.05/2 <input type="checkbox"/>	Pumphouse / Stage Design: Following completion of AI 2.1, Pumphouse to be designed as required. Electrical has provided the dimensions needed for the electrical room (6' wide x 6' tall x 4' deep); Structural will provide the structural design, and Project Managers will provide the aesthetic elements.	1. Architecture 2. P.M.
16.05/4 <input type="checkbox"/>	Cornwall St Turnaround Design: PMs to design a turnaround for vehicles north of the stage. Item to be addressed after finalization of stage design.	1. P.M.
16.05/5 <input type="checkbox"/>	Visually Impaired Review: Conduct a review of the plaza space for the visually impaired.	1. P.M.
16.05/6 <input type="checkbox"/>	Medallion Decision: Project Managers to decide on medallion / transition treatment at F.W. Hill Mall. PCL to provide dimensions.	1. P.M.
17.05/1 <input type="checkbox"/>	Joint Work In Slab: PCL to submit price to Project Managers.	1. PCL 2. P.M.
18.04	Old Business: Master Task List -Note: Master Task List has been closed. Remaining outstanding items from the Master Task List have been transferred to the Meeting Minutes.	
18.05	New Business	
18.05/1	Irrigation: Start planting this week, sod later next week. Sod will be placed next to trunk of trees in living rooms. Tree grate: material with landscape over top. Watering weeping tile cancelled due to concerns over air getting down there.	All Information
18.05/2	Water System in Stage: City has decided to cancel any attempts to put a water feature in the stage at this time.	All Information
18.05/3	Vacation: 28(1) will be away next week 28(1) the week following that.	All Information

18.05/4	SK Tel Work: SaskTel has informed the project managers that they need to do some repairs to their ducts and will do so in the upcoming days.	All Information
18.05/5	PCL Schedule: -Main Lights mid July. -Sod laid mid July. -Shadescreens mid July. -Irrigation and boring July 4-15.	All Information
18.06	Adjournment	2:30 p.m.

Next Meeting (tentatively scheduled):

Progress Meeting No 19:
Wednesday, July 20, 1:30 p.m.
PCL Site Office

Progress Meeting No 20:
Wednesday, August 6, 1:30 p.m.
PCL Site Office

The above meeting notes and action items are considered to be a true and accurate recording of all matters discussed. Should any discrepancy or inconsistency be noted, please advise the recorder or bring it up at the next scheduled meeting.

Max Zasada, P.Eng.
Project Engineer

/MZ

17(1)(b)(i) Proprietary

City Square Project
Weekly Update: June 28, 2011

Past Weeks Major Events (From June 21):

June 21: Update from P3A

June 22: Progress Meeting

Past Weeks Major Tasks:

- Draft up letter to BBK; approval memo for Clifton; contracts for Alfa
- Signage for PT Funding (Ongoing)
- PCL Progress Payment 10 Processed

Current Major Issues:

1. Stage Design (Ongoing)
2. Formalize Changes (Ongoing)
3. Ideas for the Transition
4. Subconsultants Paperwork/ Agreements
5. SaskTel Duct Potential Damage / Delay
6. Steel Works Delay
7. Irrigation Installation

Future Activities:

<i>Date</i>	<i>Activity</i>
TBD	Heritage Inventory Tour (Next Week)
July 8	Irrigation Work Completion Date

17(1)(b)(i) Proprietary

2011 City Square Project

Meeting No.:
2011-17

New Consultant Meeting No. 17

June 22, 2011

Location:

PCL Site Office

Start: 1:30 p.m.

Attendees / Distribution:

In Attendance:	Organization	Role	Phone	Email
Denise Donahue	City of Regina (CoR)	Project Manager	28(1)	28(1) Personal
Eric Bonke	City of Regina (CoR)	CAD Drafting /	28(1)	28(1) Personal
28(1)	P3 Architecture (P3)	Architect	28(1)	28(1) Personal
28(1)	PCL Construction Management (PCL)	Contractor / Project Manager	28(1)	28(1) Personal
28(1)	Clifton Associates (CA)	On-Site	28(1)	28(1) Personal
28(1)	P3 Architecture (P3)	Architect	28(1)	28(1) Personal
28(1)	Alfa Engineering (Alfa)	Electrical	28(1)	28(1) Personal
Others:	28(PCL)			
Not In Attendance:				
28(1)	Clifton Associates (CA)	On-Site	28(1)	<u>28(1) Personal</u>
Dustin McCall	City of Regina (CoR)	Civil	28(1)	28(1) Personal
Joann Adie	City of Regina (CoR)	CAD Drafting / Design	28(1)	28(1) Personal
Kelly Wyatt	City of Regina (CoR)	Director of Development Engineering	28(1)	28(1) Personal
28(1)	BBK Engineering (BBK)	Structural	28(1)	28(1) Personal
28(1)	BBK Engineering (BBK)	Structural	28(1)	28(1) Personal
28(1)	Alliance Energy (AE)	Electrical Project Coordinator	28(1)	28(1) Personal
28(1)	PCL (PCL)	Contractor / Project Manager	28(1)	28(1) Personal
Max Zasada	City of Regina (CoR)	Project Manager	28(1)	28(1) Personal

Distribution to All of the Above, via email.

Agenda

1. Welcome
2. Adoption of Agenda & Minutes
3. Old Business: Outstanding Action Items From Meeting No. 16
4. Old Business: Master Task List (Working Sessions)
5. New Business
6. Adjournment

Minutes

<u>Item No.</u>	<u>Description / Notes</u>	<u>Action By / Due Date:</u>
17.01	Welcome	All Information
17.02	Adoption of Agenda and Minutes -Meeting 16 Minutes and Meeting 17 Agenda approved as is.	All Information
17.03	Old Business: Outstanding Action Items From Previous Meetings	
11.05/6 <input type="checkbox"/>	Formalizing Changes: PCL and the City to meet to formalize the changes up to now in the project.	1. PCL 2. P.M.
15.05/1 <input checked="" type="checkbox"/>	West Pavilion Pricing Request: The Project Managers requested a price for roughly framing in the west pavilion building following the existing slab as a temporary measure to house the electrical equipment.	1. PCL
15.05/5 <input checked="" type="checkbox"/>	Fountain Equipment: Needs to be moved to free up space.	1. P.M.
16.05/1 <input checked="" type="checkbox"/>	Paver Sealer: A decision needs to be made to add the paver sealer when the pavers are installed. NEW: Project managers have decided to add the sealer.	1. P.M.
16.05/2 <input type="checkbox"/>	16(1)(e)	1. Architecture 2. P.M.
16.05/4 <input type="checkbox"/>	Cornwall St Turnaround Design: PMs to design a turnaround for north of the stage. Item to be addressed after finalization of stage design.	1. P.M.
16.05/5 <input type="checkbox"/>	Visually Impaired Review: Conduct a review of the plaza space for the visually impaired.	1. P.M.
16.05/6 <input type="checkbox"/>	Medallion Decision: Project Managers to decide on medallion / transition treatment at F.W. Hill Mall.	1. P.M.
17.04	Old Business: Master Task List -Note: Master Task List has been closed. Remaining outstanding items from the Master Task List have been transferred to the Meeting Minutes.	
17.05	New Business	
17.05/1 <input type="checkbox"/>	Joint Work In Slab: PCL to submit price to Project Managers.	1. PCL 2. P.M.

17.05/2	Sound System in Stage: 28(has advised that 3 more feet will be required if it is desired to put a p.a. address system in the stage.	All Information
17.05/3	PCL Schedule: -Main Lights mid July. -Sod laid mid July. -Shadescreens mid July. -Remove all asphalt on Cornwall for July 4. Piles for stage by July 11. -Irrigation and boring July 4-15.	All Information
17.05/4 <input checked="" type="checkbox"/>	Structural Bases: Approval is needed from Structural for the main light bases and traffic light bases.	1. P.M. 2. Structural
17.06	Adjournment	2:30 p.m.

Next Meeting (tentatively scheduled):

Progress Meeting No 18:
Wednesday, July 6, 1:30 p.m.
PCL Site Office

Progress Meeting No 19:
Wednesday, July 20, 1:30 p.m.
PCL Site Office

The above meeting notes and action items are considered to be a true and accurate recording of all matters discussed. Should any discrepancy or inconsistency be noted, please advise the recorder or bring it up at the next scheduled meeting.

Max Zasada, P.Eng.
Project Engineer

/MZ

17(1)(b)(i) Proprietary

City Square Project
Weekly Update: June 21, 2011

Past Weeks Major Events (From June 14):

June 14: Site Visit / Inspection; First Paving Stones Laid

June 15: Sick day

June 17: Site visit, PT Funding Sign Request to 28(1)

Past Weeks Major Tasks:

June 20: Draft up letter to BBK; approval memo for Clifton; contracts for Alfa

Current Major Issues:

1. Stage Design (Ongoing)
2. Formalize Changes (Ongoing)
3. Ideas for the Transition
4. Subconsultants Paperwork/ Agreements

Future Activities:

<i>Date</i>	<i>Activity</i>
22	Progress Meeting No. 17

17(1)(b)(i) Proprietary

City Square Project
Weekly Update: June 16, 2011

Past Weeks Major Events (From May 25):

May 25: Site Visit (ramps, retaining wall)

May 26: All day seminar

May 30 – June 6: CITE Conference

June 8: Progress Meeting No. 15, Site Visit

June 9: Paving Stones Sealant Decision

June 10: CS June Variance Report

June 13: Site Visit

Current Major Issues:

1. Stage Design (Ongoing)
2. Formalize Changes (Ongoing)
3. Highlight Sheet for Website (Completed)
4. Progress Meeting Occurances / Completion of Master Task List
5. East Foundation: What to do?
6. Schedule
7. Ideas for the Transition
8. Paver Drainage

Future Activities:

<i>Date</i>	<i>Activity</i>
15(?)	Progress Meeting No. 16
TBD	Stage Progress Update

Future Tasks:

1. Formalize Changes (Ongoing)
2. Formalize Agreements with SubConsultants
3. Other Construction Issues as Required

17(1)(b)(i) Proprietary

2011 City Square Project
New Consultant Meeting No. 16

June 8, 2011

Meeting No.:
2011-16

Location:

PCL Site Office

Start: 1:30 p.m.

Attendees / Distribution:

In Attendance:	Organization	Role	Phone	Email
Max Zasada	City of Regina (CoR)	Project Manager	28(1)	28(1) Personal
Eric Bonke	City of Regina (CoR)	CAD Drafting /	28(1)	28(1) Personal
28(1)	P3 Architecture (P3)	Architect	28(1)	28(1) Personal
28(1)	PCL Construction Management (PCL)	Contractor / Project Manager	28(1)	28(1) Personal
28(1)	Clifton Associates (CA)	On-Site	28(1)	28(1) Personal
28(1)	P3 Architecture (P3)	Architect	28(1)	28(1) Personal
28(1)	Alfa Engineering (Alfa)	Electrical	28(1)	28(1) Personal
Others:	28(1 (PCL)			
Not In Attendance:				
28(1)	Clifton Associates (CA)	On-Site	28(1)	<u>28(1) Personal</u>
Denise Donahue	City of Regina (CoR)	Project Manager	28(1)	28(1) Personal
Dustin McCall	City of Regina (CoR)	Civil	28(1)	28(1) Personal
Joann Adie	City of Regina (CoR)	CAD Drafting / Design	28(1)	28(1) Personal
Kelly Wyatt	City of Regina (CoR)	Director of Development Engineering	28(1)	28(1) Personal
28(1)	BBK Engineering (BBK)	Structural	28(1)	28(1) Personal
28(1)	BBK Engineering (BBK)	Structural	28(1)	28(1) Personal
28(1)	Alliance Energy (AE)	Electrical Project Coordinator	28(1)	28(1) Personal
28(1)	PCL (PCL)	Contractor / Project Manager	28(1)	28(1) Personal

Distribution to All of the Above, via email.

Agenda

1. Welcome
2. Adoption of Agenda & Minutes
3. Old Business: Outstanding Action Items From Meeting No. 15
4. Old Business: Master Task List (Working Sessions)
5. New Business
6. Adjournment

Minutes

<u>Item No.</u>	<u>Description / Notes</u>	<u>Action By / Due Date:</u>
16.01	Welcome	All Information
16.02	Adoption of Agenda and Minutes -Meeting 15 Minutes and Meeting 16 Agenda approved as is.	All Information
15.03	Old Business: Outstanding Action Items From Previous Meetings	
4.05/1 <input checked="" type="checkbox"/>	Incident Report: The project managers will submit the incident report to PCL for inclusion in their incident report.	1. P.M. PCL
11.05/6 <input type="checkbox"/>	Formalizing Changes: PCL and the City to meet to formalize the changes up to now in the project.	1. PCL 2. P.M.
12.05/4 <input checked="" type="checkbox"/>	Logos on the Ramps: PCL asked for more information on the logos to be placed on the ramps. NEW: Project Managers and PCL to mark out area on ramps.	1. P.M.
15.05/1 <input type="checkbox"/>	West Pavilion Pricing Request: The Project Managers requested a price for roughly framing in the west pavilion building following the existing slab as a temporary measure to house the electrical equipment.	1. PCL
15.05/5 <input type="checkbox"/>	Fountain Equipment: Needs to be moved to free up space.	1. P.M.
16.04	Old Business: Master Task List -Note: Master Task List has been closed. Remaining outstanding items from the Master Task List have been transferred to the Meeting Minutes below.	
16.05	New Business	
16.05/1 <input checked="" type="checkbox"/>	Paver Sealer: A decision needs to be made to add the paver sealer when the pavers are installed. NEW: Project managers have decided to add the sealer.	1. P.M.
16.05/2 <input type="checkbox"/>	Pumphouse Design: Following completion of AI 2.1, Pumphouse to be designed as required. Electrical has provided the dimensions needed for the electrical room (6' wide x 6' tall x 4' deep); Structural will provide the structural design, and Project Managers will provide the aesthetic elements.	1. Architecture 2. P.M. (June 4)
16.05/3	Architecture Update: P3 provided an update on the design of the stage. A final location will be finalized shortly in conjunction with shots taken from PCL to confirm alignment of the stage. Size has been determined.	All Information
16.05/4	Cornwall St Turnaround Design: PMs to design a turnaround for vehicles north of the stage. Item to be addressed after finalization of	1. P.M.

<input type="checkbox"/>	stage design.	
16.05/5	Visually Impaired Review: Conduct a review of the plaza space for the visually impaired.	1. P.M.
<input type="checkbox"/>		
16.05/6	Medallion Decision: Project Managers to decide on medallion / transition treatment at F.W. Hill Mall.	1. P.M.
<input type="checkbox"/>		
16.06/7	Daily Site Reports: Clifton to sent out remaining reports from May today.	All Information
16.05/8	PCL Schedule: -Finish odds and ends on Friday -Start paving stones on Monday / Tuesday -Done offloading all containers -Next week pour on Scarth St., weather depending. -No dates on the steel- needs to be cut at different shop, will have an update next week.	All Information
16.05/9	Bi-Weekly Meeting Schedule: The project managers have determined that a bi-weekly meeting schedule will be followed for the time being. Offline meetings will still occur as necessary.	All Information
16.06	Adjournment	2:30 p.m.

Next Meeting (tentatively scheduled):

Progress Meeting No 17:
Wednesday, June 22, 1:30 p.m.
PCL Site Office

Progress Meeting No 18:
Wednesday, July 6, 1:30 p.m.
PCL Site Office

The above meeting notes and action items are considered to be a true and accurate recording of all matters discussed. Should any discrepancy or inconsistency be noted, please advise the recorder or bring it up at the next scheduled meeting.

Max Zasada, P.Eng.
Project Engineer

/MZ

17(1)(b)(i) Proprietary

City Square Project
Weekly Update: May 25, 2011

Past Weeks Major Events (From May 17):

May 17: Council Presentation / Tour

May 18: Mtg with Architect, Structural, RE: Stage/Fountain

- Decided no water feature for stage area; animate with lights
- Confirmed main light design

May 18: Progress Meeting No. 14, Site Visit

May 19: Site Visit / Inspection

May 24: Media Event / Tour

Past Weeks Tasks:

19	Decided on final design for 12 th and Lorne
24	Delay Approval Memo, Media Release

Current Major Issues:

1. Delay Funds Released ASAP
2. Stage Structure Final Design (Ongoing)
3. Formalize Changes

Future Activities:

<i>Date</i>	<i>Activity</i>
25	Progress Meeting No. 15
27	Weekly Update Meeting
30-3	28(1) Away
6-10	28(1) Away

Future Tasks:

1. Highlight Sheet for Website (Ongoing)
2. Formalize Changes (Ongoing)

Future Construction Activities:

<i>Date</i>	<i>Activity</i>
26	Finish Concrete Pour on 12 th Avenue (West Pavilion to Cornwall)
27	Finish Asphalt Work on 12 th Avenue (west and east end)
Nxt Wk.	Paving Stones Arrive

17(1)(b)(i) Proprietary

2011 City Square Project
New Consultant Meeting No. 15

Meeting No.:
2011-15

May 25, 2011

Location:

PCL Site Office

Start: 1:30 p.m.

Attendees / Distribution:

In Attendance:	Organization	Role	Phone	Email
Max Zasada	City of Regina (CoR)	Project Manager	28(1)	28(1) Personal
28(1)	PCL Construction Management (PCL)	Contractor / Project Manager	28(1)	28(1) Personal
Eric Bonke	City of Regina (CoR)	CAD Drafting / Design	28(1)	<u>28(1) Personal</u>
28(1)	P3 Architecture (P3)	Architect	28(1)	<u>28(1) Personal</u>
28(1)	PCL Construction Management (PCL)	Contractor / Project Manager	28(1)	28(1) Personal
28(1)	Clifton Associates (CA)	On-Site	28(1)	28(1) Personal
28(1)	Alliance Energy (AE)	Electrical Project Coordinator	28(1)	28(1) Personal
28(1)	Alfa Engineering (Alfa)	Electrical	28(1)	28(1) Personal
Others:	28(PCL)			
Not In Attendance:				
28(1)	Clifton Associates (CA)	On-Site	28(1)	28(1) Personal
Denise Donahue	City of Regina (CoR)	Project Manager	28(1)	28(1) Personal
Dustin McCall	City of Regina (CoR)	Civil	28(1)	28(1) Personal
Joann Adie	City of Regina (CoR)	CAD Drafting / Design	28(1)	28(1) Personal
Kelly Wyatt	City of Regina (CoR)	Director of Development Engineering	28(1)	28(1) Personal
28(1)	BBK Engineering (BBK)	Structural	28(1)	28(1) Personal
28(1)	BBK Engineering (BBK)	Structural	28(1)	28(1) Personal

Distribution to All of the Above, via email.

Agenda

1. Welcome
2. Adoption of Agenda & Minutes
3. Old Business: Outstanding Action Items From Meeting No. 14
4. Old Business: Master Task List (Working Sessions)
5. New Business
6. Adjournment

Minutes

<u>Item No.</u>	<u>Description / Notes</u>	<u>Action By / Due Date:</u>
15.01	Welcome	All Information
15.02	Adoption of Agenda and Minutes -Meeting 14 Minutes and Meeting 15 Agenda approved as is.	All Information
15.03	Old Business: Outstanding Action Items From Previous Meetings	
4.05/1 <input type="checkbox"/>	Incident Report: The project managers will submit the incident report to PCL for inclusion in their incident report.	1. P.M. PCL
11.05/6 <input type="checkbox"/>	Formalizing Changes: PCL and the City to meet to formalize the changes up to now in the project.	1. PCL 2. P.M.
12.05/4 <input type="checkbox"/>	Logos on the Ramps: PCL asked for more information on the logos to be placed on the ramps. NEW: Project Managers and PCL to mark out area on ramps.	1. P.M.
14.05/1 <input checked="" type="checkbox"/>	Lorne and 12th SE Corner: PCL to submit a plan to Project Managers outlining work to be done to this corner for approval. PCL notified the Project Managers that the catch basin just south of the west ramp cannot be moved and will not trap any water.	1. PCL 2. P.M.
14.05/3 <input checked="" type="checkbox"/>	Moving Fence Near SW Corner of Project Site: PCL requested that the fence be moved an extra 20-30 feet near the Parks building on the southwest corner of the site to provide more space to do their work. Project Managers to follow up with Parks to seek approval.	1. P.M.
15.04	Old Business: Master Task List -Refer to 2010-05-25 Master Task List Document. Updates / changes are as follows: None.	
15.05	New Business	
15.05/1 <input type="checkbox"/>	West Pavilion Pricing Request: The Project Managers requested a price for roughly framing in the west pavilion building following the existing slab as a temporary measure to house the electrical equipment.	1. PCL
15.05/2	Main Light Bases: Currently with 28(1) just about done. Anlin has approved drawings.	All Information
15.05/3	Media Tour: Project Managers thanked PCL for accommodating a PPE-Free area for the media tour.	All Information
15.05/4	Stainless Steel Visit: PCL and PMs to visit stainless steel manufacturer to inspect the bases this week.	All Information
15.05/5 <input type="checkbox"/>	Fountain Equipment: Needs to be moved to free up space.	1. P.M.

15.05/5	PCL Schedule: -Last 12 th Avenue main section to be poured -Tuesday: twinkle light area to be poured -Monday: paving stones arrive. Installation wont start until P5 stones arrive.	All Information
15.06	Adjournment	2:30 p.m.

Next Meeting (tentatively scheduled):

Progress Meeting No 16:
 Wednesday, June 1, 1:30 p.m.
 PCL Site Office

The above meeting notes and action items are considered to be a true and accurate recording of all matters discussed. Should any discrepancy or inconsistency be noted, please advise the recorder or bring it up at the next scheduled meeting.

Max Zasada, P.Eng.
 Project Engineer

/MZ

17(1)(b)(i) Proprietary

2011 City Square Project

Meeting No.:
2011-14

New Consultant Meeting No. 14

May 18, 2011

Location:

PCL Site Office

Start: 1:30 p.m.

Attendees / Distribution:

In Attendance:	Organization	Role	Phone	Email
Max Zasada	City of Regina (CoR)	Project Manager	28(1)	28(1) Personal
Denise Donahue	City of Regina (CoR)	Project Manager	28(1)	28(1) Personal
Eric Bonke	City of Regina (CoR)	CAD Drafting / Design	28(1)	28(1) Personal
Kelly Wyatt	City of Regina (CoR)	Director of Development Engineering	28(1)	28(1) Personal
28(1)	PCL Construction Management (PCL)	Contractor / Project Manager	28(1)	28(1) Personal
Others:	28((PCL)28(1) (City of Regina)			
Not In Attendance:				
28(1)	Clifton Associates (CA)	On-Site	28(1)	28(1) Personal
28(1)	Alliance Energy (AE)	Electrical Project Coordinator	28(1)	<u>28(1) Personal</u>
28(1)	Clifton Associates (CA)	On-Site	28(1)	28(1) Personal
28(1)	PCL Construction Management (PCL)	Contractor / Project Manager	28(1)	<u>28(1) Personal</u>
Dustin McCall	City of Regina (CoR)	Civil	28(1)	28(1) Personal
Joann Adie	City of Regina (CoR)	CAD Drafting / Design	28(1)	28(1) Personal
28(1)	P3 Architecture	Architect	28(1)	28(1) Personal
28(1)	BBK Engineering (BBK)	Structural	28(1)	28(1) Personal
28(1)	BBK Engineering (BBK)	Structural	28(1)	28(1) Personal
28(1)	Alfa Engineering (Alfa)	Electrical	28(1)	28(1) Personal

Distribution to All of the Above, via email.

Agenda

1. Welcome
2. Adoption of Agenda & Minutes
3. Old Business: Outstanding Action Items From Meeting No. 13
4. Old Business: Master Task List (Working Sessions)
5. New Business
6. Adjournment

Minutes

<u>Item No.</u>	<u>Description / Notes</u>	<u>Action By / Due Date:</u>
14.01	Welcome	All Information
14.02	Adoption of Agenda and Minutes -Meeting 13 Minutes and Meeting 14 Agenda approved as is.	All Information
13.03	Old Business: Outstanding Action Items From Previous Meetings	
4.05/1 <input type="checkbox"/>	Incident Report: The project managers will submit the incident report to PCL for inclusion in their incident report.	1. P.M. PCL
5.05/2 <input checked="" type="checkbox"/>	SKEnergy: SK Energy needs to come out to tie in services to pavilion buildings. Project Managers to coordinate and determine time for service call. PCL advised that it must be completed within 2 weeks, otherwise the schedule will be affected.	1. P.M. (Apr 13)
10.05/1 <input checked="" type="checkbox"/>	Electrical: Stove Plugs / Bases: Electrical to sketch out base detailing and confirm mounting for LED fixtures for main lights. Electrical to also research flap / shade structure housings. PCL advised that Anlin needs the drawings right away or we risk losing their services. PCL, PM and Electrical to visit P3 after meeting to discuss. Shop drawings for main and twinkle lights must be in to Anlin as soon as possible. NEW: Following offline meetings, everything required has been identified and drawings are now with 28(1).	1. Electrical
11.05/6 <input type="checkbox"/>	Formalizing Changes: PCL and the City to meet to formalize the changes up to now in the project.	1. PCL 2. P.M.
12.05/3 <input checked="" type="checkbox"/>	Buffalo Sculpture: PCL asked for some clarification on what is to be done with the buffalo sculpture pad. NEW: Project Managers instructed PCL to run paving stones abutting to the buffalo sculpture.	1. P.M.
12.05/4 <input type="checkbox"/>	Logos on the Ramps: PCL asked for more information on the logos to be placed on the ramps. NEW: Project Managers and PCL to mark out area on ramps.	1. P.M.
14.04	Old Business: Master Task List -Refer to 2010-05-18 Master Task List Document. Updates / changes are as follows:	
New! DEC 2.4 <input checked="" type="checkbox"/>	Fountain Feature Deletion: The fountain feature (water feature) shall be deleted from the stage / pumphouse structure. This will result in no pumphouse required, however, an electrical room will still be required. P3 Architecture to pursue light options to animate the space.	
AI 2.2	Pumphouse Design: Note: A deadline of June 4, 2011 has been identified for a final design	

	of the pumphouse in order to keep up with the schedule of the project. P3 to assume responsibility for the design of the structure.	
New! DEC 3.4 <input checked="" type="checkbox"/>	Stage Design: It has been decided to pursue P3's initial design of the stage (including no water feature and canopy piles directly abutting the stage.) P3 to pursue an option of using different material (glass) for the canopy. The outline (outside features of the stage) will be designed first in order to fit in with the schedule.	
14.05	New Business	
14.05/1 <input type="checkbox"/>	Lorne and 12th SE Corner: PCL to submit a plan to Project Managers outlining work to be done to this corner for approval. PCL notified the Project Managers that the catch basin just south of the west ramp cannot be moved and will not trap any water.	1. PCL 2. P.M.
14.05/2	Sod After Irrigation Lines Installed: It was decided to let Wilco do the sod in the south side of the park once the irrigation lines have been installed.	All Information
14.05/3 <input type="checkbox"/>	Moving Fence Near SW Corner of Project Site: PCL requested that the fence be moved an extra 20-30 feet near the Parks building on the southwest corner of the site to provide more space to do their work. Project Managers to follow up with Parks to seek approval.	1. P.M.
14.05/4	PCL Schedule: -Retaining wall to be poured tomorrow -West end (limit to west pavilion building) to be poured tomorrow -Asphalt done at both ends Next Week: -Working towards pours to finish majority of the site -Get ready for paving stones. First shipment (25 containers) expected to arrive May 30/31. 25 containers every week for the next month.	All Information
14.06	Adjournment	2:30 p.m.

Next Meeting (tentatively scheduled):

Progress Meeting No 15:
 Wednesday, May 25, 1:30 p.m.
 PCL Site Office

The above meeting notes and action items are considered to be a true and accurate recording of all matters discussed. Should any discrepancy or inconsistency be noted, please advise the recorder or bring it up at the next scheduled meeting.

Max Zasada, P.Eng.
Project Engineer

/MZ

17(1)(b)(i) Proprietary

City Square Project
Weekly Update: May 17, 2011

Past Weeks Major Events (From Apr 19):

Apr 20: Progress Meeting No. 10

Apr 26: Site Visit

Apr 27: Progress Meeting No. 11, Met with P3 Architecture

Apr 28: Weekly Update Mtg.

Apr 29: Meeting with P3: Pumphouse Progress

May 2: Site Visit

May 3: Mtg with Parks, Lorne St. Mtg, Update with Kelly, Site Visit

May 4: Progress Meeting No. 12, Site Visit

May 5: Weekly Update Mtg.

May 6: Mtg with Traffic (Lorne and 12th), Mtg with Finance (Variance Rpt)

May 9: Mtg with 28(1) (Light Show)

May 11: Progress Meeting No. 13

May 12: Mtg. with Structural

Past Weeks Tasks:

29	Fountain Memo
11	Variance Report

Current Major Issues:

1. Council Presentation
2. Fountain Feature for Pumphouse

Future Activities:

<i>Date</i>	<i>Activity</i>
17	Council Presentation
18	Progress Meeting No. 14
TBD	Media Presentation

Future Tasks:

1. Highlight Sheet for Media: Spring Plans

17(1)(b)(i) Proprietary

2011 City Square Project
New Consultant Meeting No. 13

May 11, 2011

Meeting No.:
2011-13

Location:

PCL Site Office

Start: 1:30 p.m.

Attendees / Distribution:

In Attendance:	Organization	Role	Phone	Email
Max Zasada	City of Regina (CoR)	Project Manager	28(1)	28(1) Personal
Eric Bonke	City of Regina (CoR)	CAD Drafting / Design	28(1)	28(1) Personal
28(1)	PCL Construction Management (PCL)	Contractor / Project Manager	28(1)	28(1) Personal
28(1)	Alfa Engineering (Alfa)	Electrical	28(1)	<u>28(1) Personal</u>
28(1)	PCL Construction Management (PCL)	Contractor / Project Manager	28(1)	28(1) Personal
28(1)	Clifton Associates (CA)	On-Site	28(1)	28(1) Personal
Others:	28(1 (PCL)			
Not In Attendance:				
28(1)	Clifton Associates (CA)	On-Site	28(1)	28(1) Personal
28(1)	Alliance Energy (AE)	Electrical Project Coordinator	28(1)	28(1) Personal
Kelly Wyatt	City of Regina (CoR)	Director of Development Engineering	28(1)	28(1) Personal
Denise Donahue	City of Regina (CoR)	Project Manager	28(1)	28(1) Personal
Dustin McCall	City of Regina (CoR)	Civil	28(1)	28(1) Personal
Joann Adie	City of Regina (CoR)	CAD Drafting / Design	28(1)	28(1) Personal
28(1)	P3 Architecture	Architect	28(1)	28(1) Personal
28(1)	BBK Engineering (BBK)	Structural	28(1)	28(1) Personal
28(1)	BBK Engineering (BBK)	Structural	28(1)	28(1) Personal

Distribution to All of the Above, via email.

Agenda

1. Welcome
2. Adoption of Agenda & Minutes
3. Old Business: Outstanding Action Items From Meeting No. 12
4. Old Business: Master Task List (Working Sessions)
5. New Business
6. Adjournment

Minutes

<u>Item No.</u>	<u>Description / Notes</u>	<u>Action By / Due Date:</u>
13.01	Welcome	All Information
13.02	Adoption of Agenda and Minutes -Meeting 12 Minutes and Meeting 13 Agenda approved as is.	All Information
13.03	Old Business: Outstanding Action Items From Previous Meetings	
4.05/1 <input type="checkbox"/>	Incident Report: The project managers will submit the incident report to PCL for inclusion in their incident report.	1. P.M. PCL
5.05/2 <input type="checkbox"/>	SKEnergy: SK Energy needs to come out to tie in services to pavilion buildings. Project Managers to coordinate and determine time for service call. PCL advised that it must be completed within 2 weeks, otherwise the schedule will be affected.	1. P.M. (Apr 13)
10.05/1 <input type="checkbox"/>	Electrical: Stove Plugs / Bases: Electrical to sketch out base detailing and confirm mounting for LED fixtures for main lights. Electrical to also research flap / shade structure housings. PCL advised that Anlin needs the drawings right away or we risk losing their services. PCL, PM and Electrical to visit P3 after meeting to discuss. NEW: Shop drawings for main and twinkle lights must be in to Anlin as soon as possible.	1. Electrical
11.05/6 <input type="checkbox"/>	Formalizing Changes: PCL and the City to meet to formalize the changes up to now in the project.	1. PCL 2. P.M.
12.05/3 <input type="checkbox"/>	Buffalo Sculpture: PCL asked for some clarification on what is to be done with the buffalo sculpture pad.	1. P.M.
12.05/4 <input type="checkbox"/>	Logos on the Ramps: PCL asked for more information on the logos to be placed on the ramps.	1. P.M.
13.04	Old Business: Master Task List -Refer to 2010-05-11 Master Task List Document. Updates / changes are as follows:	
13.05	New Business	
13.05/1	Retaining Wall Path: Has been sorted out in consultation with Project Managers.	All Information
13.05/2	Manhole Curbs: Concrete curbs must be installed around the manholes to transition to paving stones.	All Information
13.05/3	PCL Schedule: -Waiting for ground to dry -Pour on Friday: up to east limit ramps Next Week:	

	<ul style="list-style-type: none"> -Retaining wall to be poured -SKEnergy to finish their work -Fabricate base for west end 	
13.06	Adjournment	2:30 p.m.

Next Meeting (tentatively scheduled):

Progress Meeting No 14:
Wednesday, May 18, 1:30 p.m.
PCL Site Office

The above meeting notes and action items are considered to be a true and accurate recording of all matters discussed. Should any discrepancy or inconsistency be noted, please advise the recorder or bring it up at the next scheduled meeting.

Max Zasada, P.Eng.
Project Engineer

/MZ

17(1)(b)(i) Proprietary

City Square Project
Weekly Update Meeting

Thu, May 5, 2:00 p.m.
9th Floor Conference Room, City Hall

AGENDA

1. Major Decisions Made / Past Week Review
2. Major Decisions Needed
3. Communications
4. Schedule
5. Additional Agenda Items:

2011 City Square Project
New Consultant Meeting No. 12

May 4, 2011

Meeting No.:
2011-12

Location:

PCL Site Office

Start: 1:30 p.m.

Attendees / Distribution:

In Attendance:	Organization	Role	Phone	Email
Max Zasada	City of Regina (CoR)	Project Manager	28(1)	28(1) Personal
Eric Bonke	City of Regina (CoR)	CAD Drafting / Design	18(1)	28(1) Personal
28(1)	P3 Architecture	Architect	18(1)	28(1) Personal
18(1)	PCL Construction Management (PCL)	Contractor / Project Manager	28(1)	28(1)
28(1)	Alfa Engineering (Alfa)	Electrical	28(1)	28(1)
28(1)	BBK Engineering (BBK)	Structural	28(1)	28(1) Personal
28(1)	Clifton Associates (CA)	On-Site	28(1)	28(1) Personal
Others:	28(1) (PCL), Mario (City of Regina)			
Not In Attendance:				
28(1)	Clifton Associates (CA)	On-Site	28(1)	<u>28(1) Personal</u>
28(1)	Alliance Energy (AE)	Electrical Project Coordinator	28(1)	<u>28(1) Personal</u>
Kelly Wyatt	City of Regina (CoR)	Director of Development Engineering	28(1)	<u>28(1) Personal</u>
Denise Donahue	City of Regina (CoR)	Project Manager	28(1)	<u>28(1) Personal</u>
Dustin McCall	City of Regina (CoR)	Civil	28(1)	28(1) Personal
Joann Adie	City of Regina (CoR)	CAD Drafting / Design	28(1)	28(1) Personal
28(1)	PCL Construction Management (PCL)	Contractor / Project Manager	28(1)	28(1) Personal
28(1)	BBK Engineering (BBK)	Structural	28(1)	28(1) Personal

Distribution to All of the Above, via email.

Agenda

1. Welcome
2. Adoption of Agenda & Minutes
3. Old Business: Outstanding Action Items From Meeting No. 11
4. Old Business: Master Task List (Working Sessions)
5. New Business
6. Adjournment

Minutes

<u>Item No.</u>	<u>Description / Notes</u>	<u>Action By / Due Date:</u>
12.01	Welcome	All Information
12.02	Adoption of Agenda and Minutes -Meeting 11 Minutes and Meeting 12 Agenda approved as is.	All Information
12.03	Old Business: Outstanding Action Items From Previous Meetings	
4.05/1 <input type="checkbox"/>	Incident Report: The project managers will submit the incident report to PCL for inclusion in their incident report.	1. P.M. PCL
5.05/2 <input type="checkbox"/>	SKEnergy: SK Energy needs to come out to tie in services to pavilion buildings. Project Managers to coordinate and determine time for service call. PCL advised that it must be completed within 2 weeks, otherwise the schedule will be affected.	1. P.M. (Apr 13)
10.05/1 <input type="checkbox"/>	Electrical: Stove Plugs / Bases: Electrical to sketch out base detailing and confirm mounting for LED fixtures for main lights. Electrical to also research flap / shade structure housings. PCL advised that Anlin needs the drawings right away or we risk losing their services. PCL, PM and Electrical to visit P3 after meeting to discuss.	1. Electrical
10.05/2 <input checked="" type="checkbox"/>	Park Panels Foundation: A foundation is needed for the park panels. Electrical to provide shop drawings to Structural.	1. Electrical 2. Structural
11.05/6 <input type="checkbox"/>	Formalizing Changes: PCL and the City to meet to formalize the changes up to now in the project.	1. PCL 2. P.M.
12.04	Old Business: Master Task List -Refer to 2010-04-27 Master Task List Document. Updates / changes are as follows:	
12.05	New Business	
12.05/1	Stove Plugs in Stage: The decision was made to include stove plugs in stage design. To be shown as a new decision in Master Task List.	All Information
12.05/2	Media Event: PCL announced that they're hosting a small media event on Tuesday at 10:30am on site.	All Information
12.05/3 <input type="checkbox"/>	Buffalo Sculpture: PCL asked for some clarification on what is to be done with the buffalo sculpture pad.	1. P.M.
12.05/4 <input type="checkbox"/>	Logos on the Ramps: PCL asked for more information on the logos to be placed on the ramps.	1. P.M.
12.05/5	Presentations / Site Tours: City alerted PCL that there will be a Council tour and a separate media tour upcoming in the near future..	All Information
12.05/7	PCL Schedule: -1 st major pour to be Tuesday, May 3	

	<ul style="list-style-type: none"> -Major pours every Tuesday following -Living room lights to be installed this week -Site grading, curbs, concrete -Paving stones expected to show up in the 1st week of June. 	
12.06	Adjournment	3:00 p.m.

Next Meeting (tentatively scheduled):

Progress Meeting No 13:
Wednesday, May 11, 1:30 p.m.
PCL Site Office

The above meeting notes and action items are considered to be a true and accurate recording of all matters discussed. Should any discrepancy or inconsistency be noted, please advise the recorder or bring it up at the next scheduled meeting.

Max Zasada, P.Eng.
Project Engineer

/MZ

17(1)(b)(i) Proprietary

City Centre Branch Team Meeting

Date: Wednesday May 30, 2011
Time: 1:00 – 2:00
Place: 9th Floor Conference Room

Attendees:

Dalton Wudrich
 Delaine Clyne
 Denise Donahue
 Lauralyn Johnston
 Megan Jones
~~Chris Sale~~ → in 28(1) Personal
 Francis Wallace
 Liberty Walton

AGENDA

1.0	- Review/Changes to the Agenda - Review of Minutes - Business Arising/ Follow up Items	Dalton
2.0	Focus topic: Transportation Master Plan (1:30 – 2:00)	Sharla Cote
✓ 3.0	Employee Survey	Dalton
✓ 4.0	Office moves	All
5.0	Round Table	All
✓ 6.0	CBA 201	Delaine/Dalton
7.0	Tour of RCMP Depot? June 16 or 17 12:30 → 2:00	
	↳ Liberty → send contact info.	

17(1)(b)(i) Proprietary

Round Table

(Delaine - → Martin S. → DCD review this week.
 → 16(1)(e) → Need policy for DCD.
 → Conference in TO. June 14-16.
 [ise.] → ongoing - Pavers arrive this week, but ^{start} installed in 2-3 weeks.
 → Farmers Market → @ City Hall all year. NOT the plaza.

[Liberty] → MHAC → Now designated property.
 → RRP site study. Funded by Real Estate.

(over)

Lauralyn - 3 open houses this week.

MJ → 2 RSVP's are not normally done.
A. HBLanare requested RSVP.

Francis - Condo conversion - 4303 Rae St.

- CSNAP - Referral by ~~RPC~~ RPC.
- Work w/ HCA & reconnect w/ stakeholders.

Megan - Patio guidelines ~50% reviewed.

* Need input/buy-in w/ Bylaw & Building Permits.

- UFF → NOT on the Plaza.

- PLMS → ~~PLMS~~ charter review this week, w/ Directors.

TMP - Sharla Cote

- 83% single-occupancy vehicles for commuting. Very high!
* ~~Excludes~~ Excludes commuters from the surrounding RMR & Towers?

Stage 2 Mid 2011 to Mid 2012 (Plan Devt).

→ More direct community engagement, post-OCA.

→ May have a separate 16(1)(e)

Stage 3 Mid 2012 → 2013 - Recommendations & Implementation Plan

→ Includes Timelines & Costing.

* Mike Cotcher is the planner on the team.

* Downtown: 2012/2013 \$600k → study the

□ Check Capital Requests!

16(1)(e)

What's
include
□ Imp.
Plan?

City Centre Branch Team Meeting

Date: Wednesday May 18, 2011
Time: 9:00 – 10:00
Place: 9th Floor Conference Room

Attendees:

Dalton Wudrich
Delaine Clyne
Denise Donahue
~~Lauralyn Johnston~~
Megan Jones
Chris Sale
Francis Wallace
Liberty Walton

AGENDA

1.0	- Review/Changes to the Agenda - Review of Minutes - Business Arising/ Follow up Items	Dalton
✓ 2.0	Focus topic: Heritage design guidelines (30 mins)	Liberty
3.0	P&D Day	All
4.0	Office moves <i>W Empty office? (Rosa's office)?</i>	All
5.0	Round Table	All
6.0	Downtown Opportunities Market Study	Dalton
7.0	<i>CP lands redev't. update</i>	

Heritage / Warehouse BID.

- Focus on dev't w/ announcement by the Mayor on the CP lands redev't.
- LW discussing options w/ BID.
- * Focus on the District
 - Not just the individual buildings -
 - Need the "spaces - in-between" to complement/enhance the heritage district.

Next Steps

16(1)(e)

City Centre Branch Team Meeting

Date: Monday, May 10, 2011
Time: 1:00 – 2:00
Place: 9th Floor Conference Room

Attendees:

Dalton Wudrich
 Delaine Clyne 28(1)
 Denise Donahue —
 Lauralyn Johnston
 Megan Jones
 Chris Sale
 Francis Wallace
 Liberty Walton

AGENDA

1.0	- Review/Changes to the Agenda - Review of Minutes - Business Arising/ Follow up Items	Dalton
✓ 2.0	Office area cleanup	Dalton
✓ 3.0	2011 Branch Planning / Visioning / Team Charter kickoff <i>May 20.</i>	Dalton / <i>Mr. Dean</i>
4.0	Leadership Day <input type="checkbox"/> <i>Circulate notes/charts.</i>	Dalton
✓ 5.0	Employee Survey	Dalton
6.0	Focus topic: Heritage design guidelines	Liberty
<i>7.0</i>	<i>Office Space</i>	
✓ <i>8.0</i>	<i>Library & CP Lands.</i>	
✓ <i>9.0</i>	<i>Division Mtg - prep?</i>	
✓ <i>10.0</i>	<i>CNSAP - May 18. - RPC.</i>	
✓ <i>11.0</i>	<i>Chris. → Lunch. → "Tangerine".</i>	

17(1)(b)(i) Proprietary

☐ Regent Park → Meet w/Facilities ~~to~~ on Neighbourhood planning.

☐ Neighbourhood Planning

- Comp Planning
- Rec/Parks
- Facilities

☐ Email to Glen Davies re CP Lands