

Project Name: Canada Summer Games 2021  
Meeting Date: Friday, May 29, 2020

Meeting Minutes No. 01  
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## Track & Field Pre-Construction Meeting Minutes

Location: 1813 Sir Issac Brock Way Permit No. PRM-2019-0686  
PRM-2019-0574  
PRM-2019-0575

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### Present:

Name:	Company:	Email:
Matt Hill	Canada Summer Games (CSG)	<a href="mailto:mhill@2021canadagames.ca">mhill@2021canadagames.ca</a> ;
Eric D'Uva	UEM Consulting (UEM)	<a href="mailto:eduva@uemconsulting.com">eduva@uemconsulting.com</a> ;
Matt Lamers	MacLennan Jaunkalns Miller Arch (MJMA)	<a href="mailto:mlamers@mjma.ca">mlamers@mjma.ca</a> ;
Dan Kronby	MacLennan Jaunkalns Miller Arch (MJMA)	<a href="mailto:dkronby@mjma.ca">dkronby@mjma.ca</a> ;
Brad Augustine	Raimondo + Associates Architects (RA)	<a href="mailto:brad@raimondoarchitects.com">brad@raimondoarchitects.com</a> ;
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### Copies to:

Name:	Company:	Email:
Doug Hamilton	Canada Summer Games (CSG)	<a href="mailto:dhamilton@2021canadagames.ca">dhamilton@2021canadagames.ca</a> ;
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### New Business:

Item	Subject	Action
1.1	<b>Schedule was discussed, and all were advised that the Track &amp; Field Contractor has mobilized a four-man crew the week of May 25/20. A copy of the Track &amp; Field Constructions Schedule is attached.</b>	INFO
1.2	<b>Track &amp; Field Contractor confirmed a topographic Survey summary has been completed to record existing conditions prior to mobilization. Track &amp; Field Contractor will submit copy for review/records.</b>	RF
1.3	<b>Track &amp; Field Contractor confirmed drainage operations have commenced. Contractor is expected to complete the mainline collector system next week (week of June 1) and then proceed onto the field sub-drains.</b>	INFO
1.4	<b>General Contractor requested Track &amp; Field Contractor review and confirm availability/delivery schedule for all in-ground equipment. Track &amp; Field Contractor advised the only equipment which did not yet have a confirmed delivery date is the slot drain TBC.</b>	RF
1.5	<b>General Contractor requested Track &amp; Field Contractor review and confirm if any Owner supplied "Above Ground Equipment" is required on site in order to facilitate the installation of any below grade work (example; cast-in anchors for posts)</b>	RF
1.6	<b>The concrete curb detail outside of track adjacent to plaza concrete was discussed, General Contractor &amp; Track &amp; Field Contractor recommend the installation of a dowel for the 140m stretch of curb to ensure no settlement of the pad next to the slot drain. All agreed best practice is to install the dowel.</b>	INFO

*Note: If the information contained in this report does not agree with your record, or if there are any omissions, please advise us immediately; otherwise we will believe the contents to be correct*

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**1.7 Architect advised of an Owner request to review the revised grading plan where stockpiled material (as a result of Change Directive 03 & 04) has been located at the Throwing circle, south of the East parking lot (A.K.A “The back 40”) to determine if a new means of access/egress (example; stair or ramp) will be required. MJMA  
RA**

**1.8 NEXT SITE MEETING: TBD ALL**