

## APPENDIX 2C

### USER CONSULTATION PROCESS

#### 1. OVERVIEW

- (a) Project Co acknowledges that consultation with the Facility Users is an essential step in the completion of the detailed design of the Facility and accordingly Project Co will conduct consultations with the User Consultation Group in respect of components of the design as reasonably required to have regard to Facility Users' requests and requirements.
- (b) The parties will undertake user consultations in accordance with the following:
  - (i) user consultations will be conducted at an early stage of the design, and at appropriate stages of design development, to facilitate meaningful user input;
  - (ii) user consultations will be interactive meetings at which Project Co will test possible design ideas and options with users, and users will provide feedback;
  - (iii) Project Co will endeavour to develop the design to incorporate all user requests and design preferences (subject to the terms of this Appendix), and Project Co will explain any requests or preference that have not been incorporated.

#### 2. USER CONSULTATION PROCESS

- (a) Project Co will, for each component of the Facility design:
  - (i) prepare and deliver to the Authority's Design and Construction Representative drawings, specifications and other documentation and materials together with a written design brief describing the design component (and highlighting design options) in appropriate detail as necessary for meaningful consultations with the User Consultation Group;
  - (ii) make a presentation to the User Consultation Group describing the design component;
  - (iii) consult with and obtain comments from the User Consultation Group at an early stage of design, and at appropriate stages of development of the design; and
  - (iv) after receiving user input, revise the next Submittal to reflect comments and requests made by the User Consultation Group.
- (b) The parties will co-operate to determine the specific nature and level of detail of drawings, specifications and other documentation and materials that will be provided prior to and as part of any particular user consultation. All Submittals to the User Consultation Group will comply with the requirements of Section 3 of Appendix 2B [Review Procedure].

- (c) An agreed preliminary schedule for consultations with the User Consultation Group, and for Submittals to the User Consultation Group in advance of such consultations, is included in the Submittal Schedule.
- (d) The parties will co-operate to amend the Submittal Schedule as may be required from time to time to ensure that user consultations in relation to a component of the design (and changes to the design resulting from such consultations) are completed prior to Project Co making a Submittal under Section 4(b) of Appendix 2B [Review Procedure] for that component. For clarity, amendments to the Submittal Schedule will be subject to the requirements of Appendix 2B [Review Procedure].
- (e) The Authority may require user consultations to be held:
  - (1) in Vancouver or Prince George (as determined by the Authority based on the location of the Facility Users), at space made available by the Authority; or
  - (2) at space made available by Project Co in Vancouver.
- (f) Project Co will keep minutes and records of all consultation meetings.
- (g) The Authority will specify from time to time the particular persons to be included in the User Consultation Group for particular consultation meetings.
- (h) The parties will have further consultations with the User Consultation Group with respect to the design if any amendments to the design are proposed or required by reason of a change in Laws, a requirement by the City or result from the Design process set out in 5.2(b) of Schedule 2 [Design and Construction Protocols] which, in any of the foregoing cases, will have a material effect on the users of the Facility.
- (i) The Authority will not be bound by any input or comments provided to Project Co in connection with the consultations with the User Consultation Group.

### **3. CHANGES**

- (a) If Project Co considers that compliance with any comment raised by a User Consultation Group member would lead to a Change, Project Co will, before taking into account such comment or objection, notify the Authority. If it is agreed by the Authority that such comments or objections would lead to a Change then the procedure as detailed in Schedule 6 [Changes, Minor Works and Innovation Proposals] will apply. If the parties are unable to reach agreement, then either party may refer the matter directly to the Referee in accordance with Schedule 13 [Dispute Resolution Procedure].
- (b) In all cases, the parties will cooperate to identify potential alternative solutions to any comments or objections raised that would not lead to a Change.