

File No.: 04-1000-20-2021-194

July 29, 2021

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request dated April 7, 2021 under the *Freedom of Information and Protection of Privacy Act, (the Act)*, for:

**Correspondence between the City of Vancouver (@vancouver.ca) and Circle Productions Ltd. (@circleprod.com). Date range: March 1, 2021 to April 7, 2021.**

All responsive records are attached. Some information in the records has been severed, (blacked out), under s.15(1)(l), s.22(1), and s.22(3)(d) of the Act. You can read or download these sections here:

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00).

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, [info@oipc.bc.ca](mailto:info@oipc.bc.ca) or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2021-194); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

[Signature on file]

**Barbara J. Van Fraassen, BA**  
**Director, Access to Information & Privacy**

[Barbara.vanfraassen@vancouver.ca](mailto:Barbara.vanfraassen@vancouver.ca)  
453 W. 12th Avenue Vancouver BC V5Y 1V4

\*If you have any questions, please email us at [foi@vancouver.ca](mailto:foi@vancouver.ca) and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604.871.6584.

Encl.

:kt

From: "Chris Bowell" <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
To: "Beveridge, Justin" <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Date: 3/13/2021 12:08:08 PM  
Subject: [EXT] Re: [EXT] [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

---

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Thanks for letting us know Justin.  
Please let me know if anything changes on this.

Chris



**Chris Bowell**

Managing Partner / EP

Office: 604 714 4288  [\[facebook.com\]](#)

Direct: 604 714 4280  [\[instagram.com\]](#)

Mobile: 604 220 2997  [\[twitter.com\]](#)

[\[circleprod.com\]](http://circleprod.com)

On Mar 11, 2021, at 3:45 PM, Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

My contact at Parks checked with their senior staff and unfortunately the tenancy end date of April 30, 2021 is firm.

**s.22(1)** but I just received this info and wanted to relay it on to you as soon as I could, as I understand the large impact.

I will be checking my email periodically if you require any info.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management

CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4

t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Beveridge, Justin

Sent: Thursday, March 04, 2021 8:45 AM

To: 'Chris Bowell' <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>

Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>

Subject: RE: [EXT] Re: [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

---

Hi Chris,

I've reached out to Parks and will let you know as soon as I have an answer.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
Sent: Wednesday, March 03, 2021 4:51 PM  
To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: [EXT] Re: [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

---

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin,  
We have run into further delays (incl new roof and waterproofing) renovating our building on W 6th Ave, so it's very unlikely we will be able to move in there by April 30/21.  
Is there any chance we could stay at 1620 W 5th Ave for an additional month or two past April 30?  
That would be greatly appreciated. And thanks for accommodating our delays to date.

Chris

**CIRCLE**

[\[circleprod.com\]](https://circleprod.com)

**Chris Bowell**  
Managing Partner / EP  
Office: 604 714 4288 [\[facebook.com\]](https://www.facebook.com)  
Direct: 604 714 4280 [\[instagram.com\]](https://www.instagram.com)  
Mobile: 604 220 2997 [\[twitter.com\]](https://www.twitter.com)

On Feb 3, 2021, at 8:32 AM, Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

Thank you for the update. It sounds like Parks are very firm on the date and I will endeavour to keep you updated in the next few weeks/months.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell [<mailto:cbowell@circleprod.com>]  
Sent: Tuesday, February 02, 2021 4:58 PM  
To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: [EXT] Re: 1620 W 5th Ave - Lease Ending April 30, 2021

---

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin

Thanks for the update.

We are moving forward with building out our new space. Aiming at completing by Apr 30/21, which will be tight as we've had several delays.

Any additional extra time in the 1620 5th building for wriggle room would be greatly appreciated.

That said you guys have been very reasonable and accommodating to date.

I'll let you know as we get closer to the date if we need to beg a little more time, but understand the deadline.

Chris

---

**Chris Bowell**

Managing Partner / EP

Office: 604 714 4288

 [\[facebook.com\]](#)

Direct: 604 714 4280

 [\[instagram.com\]](#)

Mobile: 604 220 2997

 [\[twitter.com\]](#)

**CIRCLE**

[\[circleprod.com\]](#)

On Feb 2, 2021, at 8:53 AM, Beveridge, Justin  
<[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

I just received confirmation from Parks that they will require vacant possession of 1620 West 5th Avenue by April 30, 2021.

What is the status of your future office space? I am hopeful the transition will not be too challenging for you.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management

CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4

t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

From: "Chris Bowell" <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
To: "Beveridge, Justin" <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Date: 3/29/2021 4:20:02 PM  
Subject: [EXT] Re: [EXT] [EXT] W 5th Ave - Lease Ending April 30, 2021 -request for extension

---

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Thanks so much for this Justin, that is great news. Will do re end date.  
Much appreciated!  
Chris

**CIRCLE**

**Chris Bowell**

Managing Partner / EP

Office: 604 714 4288 [\[facebook.com\]](#)

Direct: 604 714 4280 [\[instagram.com\]](#)

Mobile: 604 220 2997 [\[twitter.com\]](#)

[\[circleprod.com\]](http://circleprod.com)

On Mar 29, 2021, at 9:56 AM, Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

Thank you for your patience. Parks staff have taken their scheduled works and your new building timeline into consideration, and I'm happy to let you know that they are willing to extend your tenancy up to two more months, to June 30, 2021.

In May you can let me know if you prefer June 15 or June 30 as an end date.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management

CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4

t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>

Sent: Monday, March 29, 2021 7:43 AM

To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>

Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>

Subject: [EXT] Re: [EXT] W 5th Ave - Lease Ending April 30, 2021 -request for extension

---

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin

We would greatly appreciate it if Parks could give Circle some reasonable consideration here and allow us to remain in the building for 45 days beyond our current April 30/21 deadline, considering



the building will remain empty anyways. As mentioned we will give Parks free and easy access during this extension period. Please let us know asap.

Thanks

Chris

**CIRCLE**

[\[circleprod.com\]](http://circleprod.com)

---

**Chris Bowell**

Managing Partner / E/P

Office: 604 714 4288

 [\[facebook.com\]](https://www.facebook.com/circleprod)

Direct: 604 714 4280

 [\[instagram.com\]](https://www.instagram.com/circleprod)

Mobile: 604 220 2997

 [\[twitter.com\]](https://twitter.com/circleprod)

On Mar 22, 2021, at 4:30 PM, Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

Thank you for the context. I had passed this on to Parks as soon as I received it last week, and will let you know the outcome as soon as I can.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
Sent: Wednesday, March 17, 2021 4:44 PM  
To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Subject: [EXT] Re: W 5th Ave - Lease Ending April 30, 2021 -request for extension

---

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin

I just spoke with a woman at Parks Development, who called me to arrange for a group from Parks (and related demolition planners) to tour our building with a group this week.

She informed me that Parks was months away from getting a demolition permit (presumably required well prior to the actual building demolition process).

Given that timing, I am asking if Parks could please reconsider having us be required to vacate the building at end of April (as the building will then sit empty for months afterwards anyways).

Our new offices under current permitted renovation at 112 W 6th Ave will not be ready for occupancy until end of May/21.

We have been searching for alternate offices for May (even asked Emily Aeng at COV properties who said City wouldn't even entertain short term office rental), and have not yet been able to find any office space for 1-2 months duration, as Landlords only want longer term tenants.

As our current building at 1620 W 5th Ave will obviously not be demolished for several months, and we are desperately in need of a production office for May, I beseech the City and Parks to reconsider allowing us to continue leasing 1620 W 5th Ave for another 30-45 days past April 30/21. Otherwise, it appears our ongoing 45 yr business with a staff of 22 is facing serious challenges and disruption.

Any consideration would be greatly appreciated, and a short extension will enable us to smoothly transition to our new space on completion without business interruption. We would be willing to accommodate Parks and City ongoing short-notice requests and needs for access to the building in order to plan preparations for demolition during this time.

Thanks  
Chris

**CIRCLE**

[circleprod.com]

**Chris Bowell**

Managing Partner / EP

Office: 604 714 4288

Direct: 604 714 4280

Mobile: 604 220 2997

[facebook.com]

[instagram.com]

[twitter.com]

On Mar 11, 2021, at 3:45 PM, Beveridge, Justin  
<[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

My contact at Parks checked with their senior staff and unfortunately the tenancy end date of April 30, 2021 is firm.

**s.22(1)**

but I just received this info and wanted to relay it on to you as soon as I could, as I understand the large impact.

I will be checking my email periodically if you require any info.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4

t: 604.873. 7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)



From: Beveridge, Justin  
Sent: Thursday, March 04, 2021 8:45 AM  
To: 'Chris Bowell' <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: RE: [EXT] Re: [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

---

Hi Chris,

I've reached out to Parks and will let you know as soon as I have an answer.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
Sent: Wednesday, March 03, 2021 4:51 PM  
To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: [EXT] Re: [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

---

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin,  
We have run into further delays (incl new roof and waterproofing) renovating our building on W 6th Ave, so it's very unlikely we will be able to move in there by April 30/21.  
Is there any chance we could stay at 1620 W 5th Ave for an additional month or two past April 30?  
That would be greatly appreciated. And thanks for accommodating our delays to date.

Chris

**CIRCLE**

[\[circleprod.com\]](http://circleprod.com)

---

**Chris Bowell**  
Managing Partner / EIP  
Office: 604 714 4288  
Direct: 604 714 4280  
Mobile: 604 220 2997  
[\[facebook.com\]](https://www.facebook.com)  
[\[instagram.com\]](https://www.instagram.com)  
[\[twitter.com\]](https://www.twitter.com)

On Feb 3, 2021, at 8:32 AM, Beveridge, Justin  
<[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

Thank you for the update. It sounds like Parks are very firm on the date and I will endeavour to keep you updated in the next few weeks/months.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell [<mailto:cbowell@circleprod.com>]  
Sent: Tuesday, February 02, 2021 4:58 PM  
To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: [EXT] Re: 1620 W 5th Ave - Lease Ending April 30, 2021

---

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin

Thanks for the update.

We are moving forward with building out our new space. Aiming at completing by Apr 30/21, which will be tight as we've had several delays.

Any additional extra time in the 1620 5th building for wriggle room would be greatly appreciated.

That said you guys have been very reasonable and accommodating to date.

I'll let you know as we get closer to the date if we need to beg a little more time, but understand the deadline.

Chris

**CIRCLE**

[\[circleprod.com\]](http://circleprod.com)

**Chris Bowell**

Managing Partner / EP

Office: 604 714 4288

 [\[facebook.com\]](https://www.facebook.com/circleprod)

Direct: 604 714 4280

 [\[instagram.com\]](https://www.instagram.com/circleprod)

Mobile: 604 220 2997

 [\[twitter.com\]](https://twitter.com/circleprod)

On Feb 2, 2021, at 8:53 AM, Beveridge, Justin

<[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:  
City of Vancouver - FOI 2021-194 - Page 8 of 43

Hi Chris,

I just received confirmation from Parks that they will require vacant possession of 1620 West 5<sup>th</sup> Avenue by April 30, 2021.

What is the status of your future office space? I am hopeful the transition will not be too challenging for you.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities  
Management

CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z  
OB4

t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

From: ["Chris Bowell" <cbowell@circleprod.com>](mailto:Chris.Bowell@circleprod.com)  
To: ["Beveridge, Justin" <Justin.Beveridge@vancouver.ca>](mailto:Justin.Beveridge@vancouver.ca)  
Date: 3/22/2021 5:01:45 PM  
Subject: [EXT] Re: [EXT] W 5th Ave - Lease Ending April 30, 2021 -request for extension

---

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Thanks Justin, much appreciated.



[\[circleprod.com\]](http://circleprod.com)

**Chris Bowell**

Managing Partner / EP

Office: 604 714 4288

 [\[facebook.com\]](https://www.facebook.com/circleprod)

Direct: 604 714 4280

 [\[instagram.com\]](https://www.instagram.com/circleprod)

Mobile: 604 220 2997

 [\[twitter.com\]](https://www.twitter.com/circleprod)

On Mar 22, 2021, at 4:30 PM, Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

Thank you for the context. I had passed this on to Parks as soon as I received it last week, and will let you know the outcome as soon as I can.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
Sent: Wednesday, March 17, 2021 4:44 PM  
To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Subject: [EXT] Re: W 5th Ave - Lease Ending April 30, 2021 -request for extension

---

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin

I just spoke with a woman at Parks Development, who called me to arrange for a group from Parks (and related demolition planners) to tour our building with a group this week.

She informed me that Parks was “months away” from getting a demolition permit (presumably required well prior to the actual building demolition process).

Given that timing, I am asking if Parks could please reconsider having us be required to vacate the building at end of April (as the building will then sit empty for months afterwards). ~~ANYWAY~~

Our new offices under current permitted renovation at 112 W 6th Ave will not be ready for occupancy until end of May/21.

We have been searching for alternate offices for May (even asked Emily Aeng at COV properties who said City wouldn't even entertain short term office rental), and have not yet been able to find any office space for 1-2 months duration, as Landlords only want longer term tenants.

As our current building at 1620 W 5th Ave will obviously not be demolished for several months, and we are desperately in need of a production office for May, I beseech the City and Parks to reconsider allowing us to continue leasing 1620 W 5th Ave for another 30-45 days past April 30/21 . Otherwise, it appears our ongoing 45 yr business with a staff of 22 is facing serious challenges and disruption.

Any consideration would be greatly appreciated, and a short extension will enable us to smoothly transition to our new space on completion without business interruption.  
We would be willing to accommodate Parks and City ongoing short-notice requests and needs for access to the building in order to plan preparations for demolition during this time.

Thanks

Chris

**CIRCLE**

[\[circleprod.com\]](mailto:circleprod.com)

**Chris Bowell**

Managing Partner / EP

Office: 604 714 4288

 [\[facebook.com\]](https://facebook.com)

Direct: 604 714 4280

 [\[instagram.com\]](https://instagram.com)

Mobile: 604 220 2997

 [\[twitter.com\]](https://twitter.com)

On Mar 11, 2021, at 3:45 PM, Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

My contact at Parks checked with their senior staff and unfortunately the tenancy end date of April 30, 2021 is firm.

**s.22(1)**

but I just received this info and wanted to relay it on to you as soon as I could, as I understand the large impact.

I will be checking my email periodically if you require any info.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

From: Beveridge, Justin

Sent: Thursday, March 04, 2021 8:45 AM  
To: 'Chris Bowell' <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: RE: [EXT] Re: [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

---

Hi Chris,

I've reached out to Parks and will let you know as soon as I have an answer.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
Sent: Wednesday, March 03, 2021 4:51 PM  
To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: [EXT] Re: [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

---

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin,

We have run into further delays (incl new roof and waterproofing) renovating our building on W 6th Ave, so it's very unlikely we will be able to move in there by April 30/21. Is there any chance we could stay at 1620 W 5th Ave for an additional month or two past April 30?

That would be greatly appreciated. And thanks for accommodating our delays to date.

Chris

**CIRCLE**

[\[circleprod.com\]](http://circleprod.com)

---

**Chris Bowell**  
Managing Partner / EP  
Office: 604 714 4288 [\[facebook.com\]](https://www.facebook.com)  
Direct: 604 714 4280 [\[instagram.com\]](https://www.instagram.com)  
Mobile: 604 220 2997 [\[twitter.com\]](https://www.twitter.com)

On Feb 3, 2021, at 8:32 AM, Beveridge, Justin  
<[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

Thank you for the update. It sounds like Parks are very firm on the date and I will endeavour to keep you updated in the next few weeks/months.



Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell [<mailto:cbowell@circleprod.com>]

Sent: Tuesday, February 02, 2021 4:58 PM

To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>

Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>

Subject: [EXT] Re: 1620 W 5th Ave - Lease Ending April 30, 2021

---

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin

Thanks for the update.

We are moving forward with building out our new space. Aiming at completing by Apr 30/21, which will be tight as we've had several delays.

Any additional extra time in the 1620 5th building for wriggle room would be greatly appreciated.

That said you guys have been very reasonable and accommodating to date.

I'll let you know as we get closer to the date if we need to beg a little more time, but understand the deadline.

Chris

**CIRCLE**

[\[circleprod.com\]](http://circleprod.com)

**Chris Bowell**

Managing Partner / EP

Office: 604 714 4288 [\[facebook.com\]](https://www.facebook.com/circleprod)

Direct: 604 714 4280 [\[instagram.com\]](https://www.instagram.com/circleprod)

Mobile: 604 220 2997 [\[twitter.com\]](https://www.twitter.com/circleprod)

On Feb 2, 2021, at 8:53 AM, Beveridge, Justin  
<[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

I just received confirmation from Parks that they will require vacant possession of 1620 West 5<sup>th</sup> Avenue by April 30, 2021.

What is the status of your future office space? I am hopeful the transition will not be too challenging for you.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management

CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4

t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

From: ["Mah, Mona" <mona.mah@vancouver.ca>](mailto:mona.mah@vancouver.ca)  
To: ["Bautista, Karen" <Karen.Bautista@vancouver.ca>](mailto:Karen.Bautista@vancouver.ca)  
["Metcalf, Sarah" <Sarah.Metcalf@vancouver.ca>](mailto:Sarah.Metcalf@vancouver.ca)  
Date: 4/7/2021 11:44:35 AM  
Subject: FRS - FS - AR - Email Addresses Added for Customer 302750 Circle Productions Inc. - 2021-04-07

---

Hi,

Email addresses have been added to customer account.

Mona Mah | Office Support Assistant  
Finance, Risk and Supply Chain Management | Accounts Receivable | City of Vancouver  
453 West 12<sup>th</sup> Ave., Vancouver, BC V5Y 1V4  
T: 604.873.7825 | F: 604.673.8369

This e-mail, including all attachments, is intended for the named recipient(s) only and may contain information that is confidential and/or exempt from disclosure under applicable law. No waiver of confidentiality is intended by virtue of communication by internet. Any unauthorized use, dissemination or copying is strictly prohibited. If you have received this e-mail in error, or are not named as a recipient, please immediately notify the sender and delete all copies of this e-mail message including all attachments. Please be aware that internet communications may not be secure and are subject to the risk of data corruption, loss, or other transmission errors. The City of Vancouver does not accept responsibility for any data corruption, loss, or other transmission errors or for any loss or damages resulting from such data corruption, loss or transmission errors.

---

From: Bautista, Karen  
Sent: Tuesday, April 6, 2021 9:34 AM  
To: Metcalf, Sarah ; Mah, Mona  
Subject: CM: FW: [EXT] RE: [EXT] RE: [EXT] RE: TTH866 FINISH Final Invoice - 20083755

Sarah, please take note of below email addresses to include in Circle Production invoice requests.

Mona, please add these email addresses on C# 302750 - CIRCLE PRODUCTIONS INC.

- [achai@circleprod.com](mailto:achai@circleprod.com)
- [tejinder@circleprod.com](mailto:tejinder@circleprod.com)

Thanks,  
Karen

---

From: Alex Chai <[achai@circleprod.com](mailto:achai@circleprod.com)>  
Sent: Wednesday, March 31, 2021 4:19 PM  
To: AR Central <[AR.Central@vancouver.ca](mailto:AR.Central@vancouver.ca)>  
Subject: [EXT] RE: [EXT] RE: [EXT] RE: TTH866 FINISH Final Invoice - 20083755

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Yes you can send send to me or TJ at [tejinder@circleprod.com](mailto:tejinder@circleprod.com)

Thanks,  
Alex

---

From: AR Central [<mailto:AR.Central@vancouver.ca>]  
Sent: Wednesday, March 31, 2021 4:16 PM

---

To: Alex Chai <[achai@circleprod.com](mailto:achai@circleprod.com)>  
Cc: AR Central <[AR.Central@vancouver.ca](mailto:AR.Central@vancouver.ca)>  
Subject: RE: [EXT] RE: [EXT] RE: TTH866 FINISH Final Invoice - 20083755

Hi Alex,

No problem!

Can you please let me know what email address do we send Circle Prod invoices to in future?  
Just email them to you?

Thanks,  
Karen Bautista

---

From: Alex Chai <[achai@circleprod.com](mailto:achai@circleprod.com)>  
Sent: Wednesday, March 31, 2021 4:03 PM  
To: AR Central <[AR.Central@vancouver.ca](mailto:AR.Central@vancouver.ca)>  
Subject: [EXT] RE: [EXT] RE: TTH866 FINISH Final Invoice - 20083755

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Karen,

You re right, thanks kindly for pointing that out.

Thanks,  
Alex

---

From: AR Central [<mailto:AR.Central@vancouver.ca>]  
Sent: Wednesday, March 31, 2021 4:00 PM  
To: Alex Chai <[achai@circleprod.com](mailto:achai@circleprod.com)>  
Cc: AR Central <[AR.Central@vancouver.ca](mailto:AR.Central@vancouver.ca)>  
Subject: RE: [EXT] RE: TTH866 FINISH Final Invoice - 20083755

Hi Alex,  
I m surprised you re asking for the invoice copy as our records show it has been fully paid.  
See attached copy as requested.

Regards,

Karen Bautista  
Accounts Receivable | City of Vancouver  
[AR.Central@vancouver.ca](mailto:AR.Central@vancouver.ca)  
604-873-7231

---

From: Alex Chai <[achai@circleprod.com](mailto:achai@circleprod.com)>  
Sent: Wednesday, March 31, 2021 3:47 PM

To: AR Central <[AR.Central@vancouver.ca](mailto:AR.Central@vancouver.ca)>  
Subject: [EXT] RE: TTH866 FINISH Final Invoice

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi there,

I'm at Circle Productions, just wondering if you could help me get a final invoice for a commercial we shot.

Here are the details:

Name: Finish  
Shoot dates: Jan 28-29  
CC Paid with: last 4 digits 1966

Thanks very much  
Alex




**Alex Chai**

Production Accountant

Office: 604 714 4288

Ext: 228

Email: [achai@circleprod.com](mailto:achai@circleprod.com)

 [\[facebook.com\]](#)  
 [\[instagram.com\]](#)  
 [\[twitter.com\]](#)

From: "Aeng, Emily" <[emily.aeng@vancouver.ca](mailto:emily.aeng@vancouver.ca)>  
To: "Chris Bowell" <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
Date: 3/15/2021 5:07:38 PM  
Subject: RE: [EXT] Re: [EXT] [EXT] [EXT] [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

---

Hi Chris,

Thank you,  
Emily

---

From: Chris Bowell [<mailto:cbowell@circleprod.com>]  
Sent: Monday, March 15, 2021 5:07 PM  
To: Aeng, Emily  
Cc: Alex Bowell  
Subject: [EXT] Re: [EXT] [EXT] [EXT] [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Thanks Emily,  
We'll let you know if we could use this space once we've secured some temp office space.  
Chris

**Chris Bowell**

Managing Partner / EP

Office: 604 714 4288 ☐ [\[facebook.com\]](#)

Direct: 604 714 4280 ☐ [\[instagram.com\]](#)

Mobile: 604 220 2997 ☐ [\[twitter.com\]](#)

[\[circleprod.com\]](#)

On Mar 15, 2021, at 3:34 PM, Aeng, Emily <[Emily.Aeng@vancouver.ca](mailto:Emily.Aeng@vancouver.ca)> wrote:

Sorry I made an error, rent is in low \$20 PSF not mid \$20 PSF.

---

From: Aeng, Emily  
Sent: Monday, March 15, 2021 3:33 PM  
To: 'Chris Bowell' <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: RE: [EXT] Re: [EXT] [EXT] [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

Hi Chris and Alex,

Its \$25 PSF gross inclusive of utilities, realty taxes and common area maintenance.

Thank you,  
Emily

---

From: Chris Bowell [<mailto:cbowell@circleprod.com>]  
Sent: Monday, March 15, 2021 2:34 PM  
To: Aeng, Emily <[Emily.Aeng@vancouver.ca](mailto:Emily.Aeng@vancouver.ca)>



Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>

Subject: [EXT] Re: [EXT] [EXT] [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Emily

What would be the cost of storage per mo?

Thanks

Chris

[\[circleprod.com\]](mailto:circleprod.com) **Chris Bowell**

Managing Partner / EP

Office: 604 714 4288 [\[facebook.com\]](#)

Direct: 604 714 4280 [\[instagram.com\]](#)

Mobile: 604 220 2997 [\[twitter.com\]](#)

On Mar 15, 2021, at 12:50 PM, Aeng, Emily <[Emily.Aeng@vancouver.ca](mailto:Emily.Aeng@vancouver.ca)> wrote:

Hi Chris,

I may have storage only available starting mid April. The current tenant says he's in the process of moving out. I'll have to contact him again for an update. The building is located at 1830 W 5<sup>th</sup>. 2100 SF storage space on ground floor.

As for office space, my office will not entertain a short term lease.

Let me know if you're interested in the storage.

Thank you,  
Emily

---

From: Chris Bowell [\[mailto:cbowell@circleprod.com\]](mailto:cbowell@circleprod.com)

Sent: Monday, March 15, 2021 11:17 AM

To: Aeng, Emily <[Emily.Aeng@vancouver.ca](mailto:Emily.Aeng@vancouver.ca)>

Subject: [EXT] Re: [EXT] [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Probably mid April to end of June

Thanks

Chris

[\[<~WRD268.jpg>\]](#) [\[circleprod.com\]](mailto:circleprod.com) **Chris Bowell**

Managing Partner / EP

Office: 604 714 4288 [\[facebook.com\]](#)

Direct: 604 714 4280 [\[instagram.com\]](#)

Mobile: 604 220 2997 [\[twitter.com\]](#)

On Mar 15, 2021, at 9:06 AM, Aeng, Emily <[Emily.Aeng@vancouver.ca](mailto:Emily.Aeng@vancouver.ca)> wrote:

Hi Chris,

Are you looking for the month of May only?

Thank you,  
Emily

---

From: Chris Bowell [<mailto:cbowell@circleprod.com>]  
Sent: Saturday, March 13, 2021 12:13 PM  
To: Aeng, Emily <[Emily.Aeng@vancouver.ca](mailto:Emily.Aeng@vancouver.ca)>  
Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: [EXT] Fwd: [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Emily  
We lease the building at 1620 W 5th Ave from City.  
We are looking for 1000-3000 sq ft of office/warehouse space in the neighbourhood for the month of May.  
Do you know of any City space available?  
Thanks  
Chris

<a href="http://circleprod.com">[circleprod.com]</a>	<b>Chris Bowell</b> Managing Partner / EP <b>Office:</b> 604 714 4288 [ <a href="https://www.facebook.com">facebook.com</a> ] <b>Direct:</b> 604 714 4280 [ <a href="https://www.instagram.com">instagram.com</a> ] <b>Mobile:</b> 604 220 2997 [ <a href="https://www.twitter.com">twitter.com</a> ]
------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Begin forwarded message:

**From:** "Beveridge, Justin"  
<[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
**Subject:** RE: [EXT] Re: 1620 W 5th Ave - Lease Ending April 30, 2021  
**Date:** February 3, 2021 at 8:32:48 AM PST  
**To:** Chris Bowell <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
**Cc:** Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>

Hi Chris,

Thank you for the update. It sounds like Parks are very firm on the date and I will endeavour to keep you updated in the next few weeks /months.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities  
Management

CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell [<mailto:cbowell@circleprod.com>]

Sent: Tuesday, February 02, 2021 4:58 PM

To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>

Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>

Subject: [EXT] Re: 1620 W 5th Ave - Lease Ending April 30, 2021

**City of Vancouver security warning:** Do not click on links  
or open attachments unless you were expecting the email  
and know the content is safe.

---

Hi Justin

Thanks for the update.

We are moving forward with building out our new space. Aiming  
at completing by Apr 30/21, which will be tight as we've had  
several delays.

Any additional extra time in the 1620 5th building for wriggle  
room would be greatly appreciated.

That said you guys have been very reasonable and  
accommodating to date.

I'll let you know as we get closer to the date if we need to beg a  
little more time, but understand the deadline.

Chris

[\[circleprod.com\]](http://circleprod.com) | **Chris Bowell**

Managing Partner / EP

Office: 604 714 4288 | [\[facebook.com\]](https://www.facebook.com)

Direct: 604 714 4280 | [\[instagram.com\]](https://www.instagram.com)

Mobile: 604 220 2997 | [\[twitter.com\]](https://www.twitter.com)

On Feb 2, 2021, at 8:53 AM, Beveridge, Justin

<[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

I just received confirmation from Parks that they will  
require vacant possession of 1620 West 5<sup>th</sup> Avenue  
by April 30, 2021.

What is the status of your future office space? I am

hopeful the transition will not be too challenging for you.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and  
Facilities Management

CITY OF VANCOUVER 507 West Broadway, Suite 400

Vancouver BC V5Z 0B4

t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

From: "Beveridge, Justin" <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
To: "Embley, Erin" <[Erin.Embley@vancouver.ca](mailto:Erin.Embley@vancouver.ca)>  
Date: 3/29/2021 9:53:38 AM  
Subject: RE: [EXT] Re: [EXT] W 5th Ave - Lease Ending April 30, 2021 -request for extension

---

Hi Erin,

Thank you for the update. Yes, they've requested 45 days so I'll let them know we can extend up to June 30, 2021.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Embley, Erin  
Sent: Monday, March 29, 2021 9:52 AM  
To: Beveridge, Justin  
Subject: RE: [EXT] Re: [EXT] W 5th Ave - Lease Ending April 30, 2021 -request for extension

Hi Justin,

Sorry to leave this unresolved. Yes I did follow up with Dave and based on the information shared with the tenant, and the clear timeline for their new building, we can extend the lease for up to two more months. Does that meet their needs?

Erin

---

From: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Sent: Monday, March 29, 2021 9:34 AM  
To: Embley, Erin <[Erin.Embley@vancouver.ca](mailto:Erin.Embley@vancouver.ca)>  
Subject: FW: [EXT] Re: [EXT] W 5th Ave - Lease Ending April 30, 2021 -request for extension

Hi Erin,

Chris from Circle Productions is following up. Did you meet with Dave Hutch and reach a decision on the extension request? Either way, I can correct the tenant's comments that the building will remain empty as I imagine there are various contractor visits planned.

Thank you,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
Sent: Monday, March 29, 2021 7:43 AM  
To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: [EXT] Re: [EXT] W 5th Ave - Lease Ending April 30, 2021 -request for extension

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin

We would greatly appreciate it if Parks could give Circle some reasonable consideration here and allow us to remain in the building for 45 days beyond our current April 30/21 deadline, considering the building will remain empty anyways. As mentioned we will give Parks free and easy access during this extension period. Please let us know asap.

Thanks

Chris

**CIRCLE**

[\[circleprod.com\]](http://circleprod.com)

**Chris Bowell**

Managing Partner / EP

Office: 604 714 4288 [\[facebook.com\]](#)

Direct: 604 714 4280 [\[instagram.com\]](#)

Mobile: 604 220 2997 [\[twitter.com\]](#)

On Mar 22, 2021, at 4:30 PM, Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

Thank you for the context. I had passed this on to Parks as soon as I received it last week, and will let you know the outcome as soon as I can.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management

CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4

t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>

Sent: Wednesday, March 17, 2021 4:44 PM

To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>

Subject: [EXT] Re: W 5th Ave - Lease Ending April 30, 2021 -request for extension

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin

I just spoke with a woman at Parks Development, who called me to arrange for a group from Parks (and related demolition planners) to tour our building with a group this week.

She informed me that Parks was “months away” from getting a demolition permit (presumably required well prior to the actual building demolition process).

Given that timing, I am asking if Parks could please reconsider having us be required to vacate the building at end of April (as the building will then sit empty for months afterwards anyways).



Our new offices under current permitted renovation at 112 W 6th Ave will not be ready for occupancy until end of May/21.

We have been searching for alternate offices for May (even asked Emily Aeng at COV properties who said City wouldn't even entertain short term office rental), and have not yet been able to find any office space for 1-2 months duration, as Landlords only want longer term tenants.

As our current building at 1620 W 5th Ave will obviously not be demolished for several months, and we are desperately in need of a production office for May, I beseech the City and Parks to reconsider allowing us to continue leasing 1620 W 5th Ave for another 30-45 days past April 30/21 . Otherwise, it appears our ongoing 45 yr business with a staff of 22 is facing serious challenges and disruption.

Any consideration would be greatly appreciated, and a short extension will enable us to smoothly transition to our new space on completion without business interruption.

We would be willing to accommodate Parks and City ongoing short-notice requests and needs for access to the building in order to plan preparations for demolition during this time.

Thanks  
Chris

**CIRCLE**

[\[circleprod.com\]](http://circleprod.com)

**Chris Bowell**

Managing Partner / EP

Office: 604 714 4288 [\[facebook.com\]](#)

Direct: 604 714 4280 [\[instagram.com\]](#)

Mobile: 604 220 2997 [\[twitter.com\]](#)

On Mar 11, 2021, at 3:45 PM, Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

My contact at Parks checked with their senior staff and unfortunately the tenancy end date of April 30, 2021 is firm.

s.22(1)

but I just received this info and wanted to relay it on to you as soon as I could, as I understand the large impact.

I will be checking my email periodically if you require any info.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management

CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4

t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Beveridge, Justin

---

Sent: Thursday, March 04, 2021 8:45 AM  
To: 'Chris Howell' <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
Cc: Alex Howell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: RE: [EXT] Re: [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

Hi Chris,

I've reached out to Parks and will let you know as soon as I have an answer.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Howell <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
Sent: Wednesday, March 03, 2021 4:51 PM  
To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Cc: Alex Howell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: [EXT] Re: [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin,  
We have run into further delays (incl new roof and waterproofing) renovating our building on W 6th Ave, so it's very unlikely we will be able to move in there by April 30/21.  
Is there any chance we could stay at 1620 W 5th Ave for an additional month or two past April 30?

That would be greatly appreciated. And thanks for accommodating our delays to date.

Chris

**CIRCLE**

[\[circleprod.com\]](http://circleprod.com)

**Chris Howell**

Managing Partner / EP

Office: 604 714 4288 [\[facebook.com\]](#)

Direct: 604 714 4280 [\[instagram.com\]](#)

Mobile: 604 220 2997 [\[twitter.com\]](#)

On Feb 3, 2021, at 8:32 AM, Beveridge, Justin  
<[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

Thank you for the update. It sounds like Parks are very firm on the date and I will endeavour to keep you updated in the next few weeks/months.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell [<mailto:cbowell@circleprod.com>]  
Sent: Tuesday, February 02, 2021 4:58 PM  
To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: [EXT] Re: 1620 W 5th Ave - Lease Ending April 30, 2021  
**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin  
Thanks for the update.  
We are moving forward with building out our new space. Aiming at completing by Apr 30/21, which will be tight as we've had several delays. Any additional extra time in the 1620 5th building for wriggle room would be greatly appreciated.  
That said you guys have been very reasonable and accommodating to date. I'll let you know as we get closer to the date if we need to beg a little more time, but understand the deadline.  
Chris

**CIRCLE**

[\[circleprod.com\]](mailto:cbowell@circleprod.com)

**Chris Bowell**  
Managing Partner / EP  
Office: 604 714 4288 ☎ [\[facebook.com\]](https://www.facebook.com)  
Direct: 604 714 4280 ☎ [\[instagram.com\]](https://www.instagram.com)  
Mobile: 604 220 2997 ☎ [\[twitter.com\]](https://www.twitter.com)

On Feb 2, 2021, at 8:53 AM, Beveridge, Justin  
<[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

I just received confirmation from Parks that they will require vacant possession of 1620 West 5th Avenue by April 30, 2021.

What is the status of your future office space? I am hopeful the transition will not be too challenging for you.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities

Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

From: "Amaya, Hanako" <Hanako.Amaya@vancouver.ca>  
To: "Chris Bowell" <cbowell@circleprod.com>  
Date: 3/18/2021 1:38:59 PM  
Subject: RE: [EXT] Re: Burrard Slopes Park - Building cost survey

---

Hi Chris,

Thank you very much for accommodating our schedule and needs.  
I just sent email to Ross and Ajibola and cc'd you.

Regarding the extension of the tenancy, our team is not in charge of the work and hope you will be able to talk with property transfer team. I was told that their team is already in contact with you? Please note that the demolition schedule is unknown at this point.

Regards,

Hanako



Hanako Amaya | Landscape Architect I | Park Development  
My pronoun is: she, her  
[Vancouver Park Board](#) | 453 West 12<sup>th</sup> Ave - 10<sup>th</sup> Floor  
t. 604.654.0778 c. s.15(1)(l)

*I am grateful to live and work on the unceded, ancestral territories of the x m Ō m (Musqueam),  
R wú 7mesh Úxwumixw (Squamish Nation) and s lilw ta (Tsleil-Waututh) peoples*

---

From: Chris Bowell  
Sent: March 18, 2021 1:15 PM  
To: Amaya, Hanako  
Cc: Huang, Penny ; Alex Bowell ; Maureen  
Subject: [EXT] Re: Burrard Slopes Park - Building cost survey

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Thanks Amaya,  
Option 1 should be ok for tomorrow.  
I will be out, but Alex Bowell will be available to walk through with your demo consultant (masked).  
Buzz at front door ask for Maureen or Alex.

The team there can contact me anytime to discuss any possible extension to tenancy and related terms.  
I can be reached on my cel 604 220 2997.  
I have asked the City as well to please reconsider delaying our exit date, as it appears the building will not be effectively demo'd for months (per our discussion yesterday).

Chris



---

**Chris Bowell**

Managing Partner / EP

Office: 604 714 4288

 [\[facebook.com\]](#)

Direct: 604 714 4280

 [\[instagram.com\]](#)

Mobile: 604 220 2997

 [\[twitter.com\]](#)

[\[circleprod.com\]](#)

On Mar 18, 2021, at 10:42 AM, Amaya, Hanako <[Hanako.Amaya@vancouver.ca](mailto:Hanako.Amaya@vancouver.ca)> wrote:

Chris,

Thank you for your call yesterday.

I went back to talk with our demolition cost consultant and he understands your concerns too.

He suggested 2 options

Option 1 just one person visit during office hours (Tomorrow around 2:30-3:30 pm)

The person from his firm will visit for 20-30 min looking around to get an idea of layout, count doors, eye in ceiling heights, etc.

If that s not possible,

Option 2- Send floor plans

Send floor plan, if not available, photo of the fire plan for each floor.

Let me know your preference.

P.S. I passed your message regarding the extension of the tenancy, but as I am not part of the conversation, I will leave it up to the team and you to negotiate.

Regards,

Hanako

Hanako Amaya | Landscape Architect | | Park Development

*My pronoun is: she, her*

[Vancouver Park Board](#) | 453 West 12<sup>th</sup> Ave - 10<sup>th</sup> Floor

t. 604.654.0778 c. [s.15\(1\)\(i\)](#)

[\[facebook.com\]](#) [\[twitter.com\]](#) [\[instagram.com\]](#)

I am grateful to live and work on the unceded, ancestral territories of the x m Ō m  
(Musqueam), R wú 7meshŪxwumixw (Squamish Nation) and s iliw ta (Tsleil-Waututh) peoples



From: "AR Central" <AR.Central@vancouver.ca>

To: "Alex Chai" <achai@circleprod.com>

Date: 3/31/2021 3:59:38 PM

Subject: RE: [EXT] RE: TTH866 FINISH Final Invoice - 20083755

Attachments: City of Vancouver - Invoice 18242868 - Circle Productions Inc.eml  
18242868 - Circle Prod invoice.pdf

---

Hi Alex,

I'm surprised you're asking for the invoice copy as our records show it has been fully paid.  
See attached copy as requested.

Regards,

Karen Bautista  
Accounts Receivable | City of Vancouver  
[AR.Central@vancouver.ca](mailto:AR.Central@vancouver.ca)  
604-873-7231

---

From: Alex Chai  
Sent: Wednesday, March 31, 2021 3:47 PM  
To: AR Central  
Subject: [EXT] RE: TTH866 FINISH Final Invoice

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi there,

I m at Circle Productions, just wondering if you could help me get a final invoice for a commercial we shot.

Here are the details:

Name: Finish  
Shoot dates: Jan 28-29  
CC Paid with: last 4 digits 1966

Thanks very much  
Alex

## Alex Chai

Production Accountant

Office: 604 714 4288

Ext: 228

Email: [achai@circleprod.com](mailto:achai@circleprod.com)

 [\[facebook.com\]](#)

 [\[i t a c\]](#)

 [\[twitter.com\]](#)

From: ["AR Central" <AR.Central@vancouver.ca>](mailto:AR.Central@vancouver.ca)

To: [davepink1@me.com](mailto:davepink1@me.com)

Date: 2/23/2021 1:32:01 PM

Subject: City of Vancouver - Invoice 18242868 - Circle Productions Inc

Attachments: 18242868 - Circle Prod invoice.pdf

---

Hello,

Please forward attached invoice to your Payables department for processing.  
Originals will not be mailed.

If you have questions regarding the invoice details, please contact the City of Vancouver staff or department noted on the invoice.

Regards,

Karen Bautista  
Accounts Receivable | City of Vancouver  
[AR.Central@vancouver.ca](mailto:AR.Central@vancouver.ca)  
604-873-7231



# INVOICE

City of Vancouver, Revenue Services Division  
PO Box 7747, VANCOUVER BC V6B 8R1

DATE: 2021/02/23  
To: CIRCLE PRODUCTIONS INC.  
1620 WEST 5TH AVENUE  
VANCOUVER BC V6J 1N8  
CANADA

INVOICE NO: 0018242868  
ACCOUNT NO: 0000302750  
YOUR REFERENCE: MA-2021-00001  
OUR REFERENCE: 20083755

ATTN: DAVE PINK  
[davepink1@me.com](mailto:davepink1@me.com)

DETAILS	AMOUNT
RE: FINISH JAN (COMMERCIAL) JAN 29, 2021 - JAN 30, 2021	
TOTAL CHARGES	\$ 2,451.53
LESS: DEPOSITS RECEIVED	\$ ( 2,040.00)
SEE ATTACHED DETAILS	

FOR QUESTIONS, PLEASE EMAIL THE FILMS & SPECIAL EVENTS OFFICE AT  
[film.office@vancouver.ca](mailto:film.office@vancouver.ca).

Total Before Taxes	\$ 411.53
P.S.T.	\$ 0.00
*G.S.T.	\$ 122.58
Translink Parking Tax	\$ 0.00
Total Amount Payable	\$ 534.11

Payment of this invoice is NOW DUE

G.S.T. NUMBER R121361042

INTEREST OF 1% PER MONTH WILL BE CHARGED ON AMOUNTS REMAINING UNPAID AFTER 30 DAYS  
THE CITY OF VANCOUVER CHARGES A \$35 ADMINISTRATIVE FEE FOR ANY DISHONoured CHEQUE



## REMITTANCE STUB

(\*\* PLEASE INCLUDE WITH PAYMENT & WRITE INVOICE # ON CHEQUE \*\*)

### CITY OF VANCOUVER

#### MAIL CHEQUE TO

City of Vancouver, Revenue Services Division  
PO Box 7747, VANCOUVER BC V6B 8R1

PAY BY CASH, CHEQUE OR DEBIT AT CITY HALL:  
453 West 12th Ave, Vancouver, BC V5Y 1V4  
(Credit Cards Are Not Accepted At This Time)

INVOICE NO: 0018242868

DATE: 2021/02/23

TOTAL PAYABLE: \$534.11

CIRCLE PRODUCTIONS INC.



FINANCE, RISK & SUPPLY CHAIN MANAGEMENT  
Financial Services  
Accounting Operations - Accounts Receivable  
GST #R121361042

February 22, 2021  
Circle Productions Ltd  
1620 West 5th Ave  
Vancouver  
BC  
V6J 1N8

Dear Sir/Madam,

RE: Finish Jan (Commercial) Jan 29, 2021 - Jan 30, 2021  
Order # 20083755  
MA-2021-00001

Please find listed below the statement of charges for the above filming.

	Count	Amount	GST	SA
Daily Film Activity Permit Fee	2	2,000.00	*	
Film Street Use	3			
Signage Fee	3	451.53	*	
	<b>Subtotal</b>	2,451.53		
	<b>GST</b>	122.58		
	<b>Subtotal</b>	2,574.11		
<b>Payments Applied (Amounts paid + Deposits taken)</b>	1	(2,040.00)		
<b>Amount Due</b>		<b>534.11</b>		

If you have further questions, please call the Films & Special Events Office at (604) 257-8840 or email - [film.office@vancouver.ca](mailto:film.office@vancouver.ca).

Sincerely,

Sarah Metcalfe

Engineering Services - Film and Special Events  
Email: [faseaccounting@vancouver.ca](mailto:faseaccounting@vancouver.ca)

**From:** "Beveridge, Justin" <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
**To:** "Embley, Erin" <[Erin.Embley@vancouver.ca](mailto:Erin.Embley@vancouver.ca)>  
**Date:** 3/18/2021 9:22:03 AM  
**Subject:** RE: [EXT] Re: W 5th Ave - Lease Ending April 30, 2021 -request for extension

---

Hi Erin,

Yes, I see the need for Real Estate to be the one to contact tenants. s.22(1) I thought it would be best for Hanako to coordinate scheduling directly between her contractor and the tenant for tomorrow's visit. I believe it would be appropriate for RES to manage the tenant even after the property transfers from PEF to Parks. A similar situation is where we manage Arbutus Corridor leases on Engineering property, when we purchased the corridor.

Please let me know the outcome of your meeting with Dave and I will inform the tenant of the decision.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

**From:** Embley, Erin  
**Sent:** Wednesday, March 17, 2021 5:21 PM  
**To:** Beveridge, Justin  
**Subject:** RE: [EXT] Re: W 5th Ave - Lease Ending April 30, 2021 -request for extension

Hi Justin,

I am sorry Parks staff have put you in a difficult position. I think we should try to limit PB staff contact with CoV tenants moving forward.

However, it is helpful to have a better understanding on Circle Production's short term need/timing for extension. The remaining (confidential) issue is the potential/expected transfer of the property from the PEF to the Park Board in May and how active tenancies would be handled. We could likely include details about RES continuing to manage the tenancy into our agreement would you see any challenges with this approach?

I have a meeting with Dave tomorrow, I will raise this with him and will get back to you afterwards.

Thanks for your time,  
Erin

---

**From:** Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
**Sent:** Wednesday, March 17, 2021 4:57 PM  
**To:** Embley, Erin <[Erin.Embley@vancouver.ca](mailto:Erin.Embley@vancouver.ca)>  
**Subject:** FW: [EXT] Re: W 5th Ave - Lease Ending April 30, 2021 -request for extension

Hi Erin,

Sorry to have to ask again, but please see the email below.  
Hanako is arranging for a contractor to visit the property soon for a demolition cost estimate.

If the April 30 date is firm, perhaps we can provide the tenant with a general sense of the volume of activities that are coming up soon.

Thank you,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>

Sent: Wednesday, March 17, 2021 4:44 PM

To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>

Subject: [EXT] Re: W 5th Ave - Lease Ending April 30, 2021 -request for extension

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin

I just spoke with a woman at Parks Development, who called me to arrange for a group from Parks (and related demolition planners) to tour our building with a group this week.

She informed me that Parks was “months away” from getting a demolition permit (presumably required well prior to the actual building demolition process).

Given that timing, I am asking if Parks could please reconsider having us be required to vacate the building at end of April (as the building will then sit empty for months afterwards anyways).

Our new offices under current permitted renovation at 112 W 6th Ave will not be ready for occupancy until end of May/21.

We have been searching for alternate offices for May (even asked Emily Aeng at COV properties who said City wouldn't even entertain short term office rental), and have not yet been able to find any office space for 1-2 months duration, as Landlords only want longer term tenants.

As our current building at 1620 W 5th Ave will obviously not be demolished for several months, and we are desperately in need of a production office for May, I beseech the City and Parks to reconsider allowing us to continue leasing 1620 W 5th Ave for another 30-45 days past April 30/21 . Otherwise, it appears our ongoing 45 yr business with a staff of 22 is facing serious challenges and disruption.

Any consideration would be greatly appreciated, and a short extension will enable us to smoothly transition to our new space on completion without business interruption.

We would be willing to accommodate Parks and City ongoing short-notice requests and needs for access to the building in order to plan preparations for demolition during this time.

Thanks  
Chris

---

**Chris Bowell**

Managing Partner / EP

**Office:** 604 714 4288 [\[facebook.com\]](https://facebook.com)**Direct:** 604 714 4280 [\[instagram.com\]](https://instagram.com)**Mobile:** 604 220 2997 [\[twitter.com\]](https://twitter.com)[\[circleprod.com\]](https://circleprod.com)

On Mar 11, 2021, at 3:45 PM, Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

My contact at Parks checked with their senior staff and unfortunately the tenancy end date of April 30, 2021 is firm.

**s.22(1)** but I just received this info and wanted to relay it on to you as soon as I could, as I understand the large impact.

I will be checking my email periodically if you require any info.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Beveridge, Justin  
Sent: Thursday, March 04, 2021 8:45 AM  
To: 'Chris Bowell' <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: RE: [EXT] Re: [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

Hi Chris,

I ve reached out to Parks and will let you know as soon as I have an answer.

Regards,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
Sent: Wednesday, March 03, 2021 4:51 PM  
To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: [EXT] Re: [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021



**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin,

We have run into further delays (incl new roof and waterproofing) renovating our building on W 6th Ave, so it's very unlikely we will be able to move in there by April 30/21.

Is there any chance we could stay at 1620 W 5th Ave for an additional month or two past April 30? That would be greatly appreciated. And thanks for accommodating our delays to date.

Chris

**CIRCLE**

[\[circleprod.com\]](http://circleprod.com)

**Chris Bowell**

Managing Partner / EP

Office: 604 714 4288 [\[facebook.com\]](#)

Direct: 604 714 4280 [\[instagram.com\]](#)

Mobile: 604 220 2997 [\[twitter.com\]](#)

On Feb 3, 2021, at 8:32 AM, Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

Thank you for the update. It sounds like Parks are very firm on the date and I will endeavour to keep you updated in the next few weeks/months.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management

CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4

t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell [<mailto:cbowell@circleprod.com>]

Sent: Tuesday, February 02, 2021 4:58 PM

To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>

Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>

Subject: [EXT] Re: 1620 W 5th Ave - Lease Ending April 30, 2021

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin

Thanks for the update.

We are moving forward with building out our new space. Aiming at completing by Apr 30 /21, which will be tight as we've had several delays.

Any additional extra time in the 1620 5th building for wriggle room would be greatly appreciated.

That said you guys have been very reasonable and accommodating to date.

I'll let you know as we get closer to the date if we need to beg a little more time, but understand the deadline.

Chris



---

**Chris Bowell**

Managing Partner / EP

Office: 604 714 4288  [\[facebook.com\]](#)

Direct: 604 714 4280  [\[instagram.com\]](#)

Mobile: 604 220 2997  [\[twitter.com\]](#)

[\[circleprod.com\]](#)

On Feb 2, 2021, at 8:53 AM, Beveridge, Justin  
<[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

I just received confirmation from Parks that they will require vacant possession of 1620 West 5th Avenue by April 30, 2021.

What is the status of your future office space? I am hopeful the transition will not be too challenging for you.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

**From:** "Man-Bourdon, Alexandre" <Alexandre.Man-Bourdon@vancouver.ca>  
**To:** "Embley, Erin" <erin.embley@vancouver.ca>  
**Date:** 3/18/2021 7:40:08 AM  
**Subject:** RE: [EXT] Re: W 5th Ave - Lease Ending April 30, 2021 -request for extension

---

Hi Erin,

s.22(3)(d)

I agree that in general all communication to tenants should go through the REFM point of contact.

Alexandre Man-Bourdon  
Project Manager II | Park Development  
VANCOUVER BOARD OF PARKS AND RECREATION  
453 West 12<sup>th</sup> Ave - 10<sup>th</sup> Floor  
T 604.257.8421 | C s.15(1)(l)

---

**From:** Embley, Erin  
**Sent:** Wednesday, March 17, 2021 5:00 PM  
**To:** Man-Bourdon, Alexandre  
**Subject:** FW: [EXT] Re: W 5th Ave - Lease Ending April 30, 2021 -request for extension  
**Importance:** High

Hi Alex, I feel like we have been down this road before . Should we consider not have PB staff communicate directly with tenants. This information sharing puts us in a very difficult position.

Erin

---

**From:** Beveridge, Justin <Justin.Beveridge@vancouver.ca>  
**Sent:** Wednesday, March 17, 2021 4:57 PM  
**To:** Embley, Erin <Erin.Embley@vancouver.ca>  
**Subject:** FW: [EXT] Re: W 5th Ave - Lease Ending April 30, 2021 -request for extension

Hi Erin,

Sorry to have to ask again, but please see the email below.  
Hanako is arranging for a contractor to visit the property soon for a demolition cost estimate.

If the April 30 date is firm, perhaps we can provide the tenant with a general sense of the volume of activities that are coming up soon.

Thank you,

Justin Beveridge  
Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

**From:** Chris Bowell <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>  
**Sent:** Wednesday, March 17, 2021 4:44 PM  
**To:** Beveridge, Justin <Justin.Beveridge@vancouver.ca>  
**Subject:** [EXT] Re: W 5th Ave - Lease Ending April 30, 2021 -request for extension

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin

I just spoke with a woman at Parks Development, who called me to arrange for a group from Parks (and related demolition planners) to tour our building with a group this week.

She informed me that Parks was “months away” from getting a demolition permit (presumably required well prior to the actual building demolition process).

Given that timing, I am asking if Parks could please reconsider having us be required to vacate the building at end of April (as the building will then sit empty for months afterwards anyways).

Our new offices under current permitted renovation at 112 W 6th Ave will not be ready for occupancy until end of May/21.

We have been searching for alternate offices for May (even asked Emily Aeng at COV properties who said City wouldn't even entertain short term office rental), and have not yet been able to find any office space for 1-2 months duration, as Landlords only want longer term tenants.

As our current building at 1620 W 5th Ave will obviously not be demolished for several months, and we are desperately in need of a production office for May, I beseech the City and Parks to reconsider allowing us to continue leasing 1620 W 5th Ave for another 30-45 days past April 30/21 . Otherwise, it appears our ongoing 45 yr business with a staff of 22 is facing serious challenges and disruption.

Any consideration would be greatly appreciated, and a short extension will enable us to smoothly transition to our new space on completion without business interruption.

We would be willing to accommodate Parks and City ongoing short-notice requests and needs for access to the building in order to plan preparations for demolition during this time.

Thanks

Chris


[\[circleprod.com\]](http://circleprod.com)

**Chris Bowell**

Managing Partner / EP

**Office:** 604 714 4288  [\[facebook.com\]](https://www.facebook.com)

**Direct:** 604 714 4280  [\[instagram.com\]](https://www.instagram.com)

**Mobile:** 604 220 2997  [\[twitter.com\]](https://www.twitter.com)

On Mar 11, 2021, at 3:45 PM, Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

My contact at Parks checked with their senior staff and unfortunately the tenancy end date of April 30, 2021 is firm.

**s.22(1)** but I just received this info and wanted to relay it on to you as soon as I could, as I understand the large impact.

I will be checking my email periodically if you require any info.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Beveridge, Justin

Sent: Thursday, March 04, 2021 8:45 AM

To: 'Chris Bowell' <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>

Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>

Subject: RE: [EXT] Re: [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

Hi Chris,

I've reached out to Parks and will let you know as soon as I have an answer.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell <[cbowell@circleprod.com](mailto:cbowell@circleprod.com)>

Sent: Wednesday, March 03, 2021 4:51 PM

To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>

Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>

Subject: [EXT] Re: [EXT] 1620 W 5th Ave - Lease Ending April 30, 2021

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin,

We have run into further delays (incl new roof and waterproofing) renovating our building on W 6th Ave, so it's very unlikely we will be able to move in there by April 30/21.

Is there any chance we could stay at 1620 W 5th Ave for an additional month or two past April 30?

That would be greatly appreciated. And thanks for accommodating our delays to date.

Chris

[circleprod.com](http://circleprod.com) | **Chris Bowell**

Managing Partner / EP

Office: 604 714 4288  [\[facebook.com\]](https://www.facebook.com/circleprod)

Direct: 604 714 4280  [\[instagram.com\]](https://www.instagram.com/circleprod)

Mobile: 604 220 2997  [\[twitter.com\]](https://twitter.com/circleprod)

On Feb 3, 2021, at 8:32 AM, Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

Thank you for the update. It sounds like Parks are very firm on the date and I will endeavour to keep you updated in the next few weeks/months.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)

---

From: Chris Bowell [<mailto:cbowell@circleprod.com>]  
Sent: Tuesday, February 02, 2021 4:58 PM  
To: Beveridge, Justin <[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)>  
Cc: Alex Bowell <[alex@circleprod.com](mailto:alex@circleprod.com)>  
Subject: [EXT] Re: 1620 W 5th Ave - Lease Ending April 30, 2021

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Justin

Thanks for the update.

We are moving forward with building out our new space. Aiming at completing by Apr 30 /21, which will be tight as we've had several delays.

Any additional extra time in the 1620 5th building for wriggle room would be greatly appreciated.

That said you guys have been very reasonable and accommodating to date.

I'll let you know as we get closer to the date if we need to beg a little more time, but understand the deadline.

Chris

<a href="mailto:cbowell@circleprod.com">[circleprod.com]</a>	<b>Chris Bowell</b> Managing Partner / EP <b>Office:</b> 604 714 4288 <a href="#">[facebook.com]</a> <b>Direct:</b> 604 714 4280 <a href="#">[instagram.com]</a> <b>Mobile:</b> 604 220 2997 <a href="#">[twitter.com]</a>
--------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

On Feb 2, 2021, at 8:53 AM, Beveridge, Justin  
<[Justin.Beveridge@vancouver.ca](mailto:Justin.Beveridge@vancouver.ca)> wrote:

Hi Chris,

I just received confirmation from Parks that they will require vacant possession of 1620 West 5<sup>th</sup> Avenue by April 30, 2021.

What is the status of your future office space? I am hopeful the transition will not be too challenging for you.

Regards,

Justin Beveridge

Property Negotiator | Real Estate Services | Real Estate and Facilities Management  
CITY OF VANCOUVER 507 West Broadway, Suite 400 Vancouver BC V5Z 0B4  
t: 604.873.7409 | e: [justin.beveridge@vancouver.ca](mailto:justin.beveridge@vancouver.ca)