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| CKL logo | **Engineering & Corporate Assets Department**  **P.O. Box 9000, 322 Kent Street West**  **Lindsay, ON K9V 5R8**  **Tel: (705) 324-9411 Ext. 1154**  **Fax: (705) 324-2982**  **e-mail: rperdue@kawarthalakes.ca**  website: [www.kawarthalakes.ca](http://www.kawarthalakes.ca) |

**Agenda - Pre-Construction Meeting**

**\*Project Manager/Engineer shall provide and Agenda prior to each meeting and record minutes and circulate following meeting.**

**\*\*Project Manager/Engineer shall have all engineering design drawings & CKL specifications available & “share screen” for discussion, as required.**

**Date:**

**Development Name:**

**Owner:**

**Engineer:**

**Construction Inspector:**

**Geotechnical:**

**Contractor:**

1. Development Team Introductions

* Owner
* Contractor
* Engineer
* Construction Inspector
* Geotechnical
* City of Kawartha Lakes Contacts

1. Construction Management Plan (i.e. site access, hours, erosion and sediment controls, dewatering, etc)
2. Schedule of Work
3. Insurance
4. Resident Notification and ongoing communication
5. Service Connections to existing infrastructure and Commissioning
6. Road Occupancy Permit, Half Load Restrictions, Other Permits
7. Health & Safety

9.   Meeting Schedule

10. Other Business