For details and instructions on how to complete this document, click [ ¶ ] icon under Home tab to display Hidden Text.

**Document Purpose:**

Depending on the scope and nature of the Contract, the Contract Administrator (CA) shall convene weekly or bi-weekly meetings with the Contractor and record Minutes of such meetings.

On projects or programs where multiple contracts are awarded, the CA shall arrange regular Coordination Meetings to facilitate logical sequencing of the work.

Site meetings should be held in conjunction with a Site Inspection to observe progress and quality of work. The meetings should focus on immediate contract needs and allow for resolution of conflicts.

Refer to *PMM section Site Meetings* in the *Contract Administration Procedure* for additional information.

Regular Site Meetings should be held at the site and held in conjunction with a Site Inspection to observe progress and quality of work. Meetings should focus on immediate contract needs and allow for resolution of conflicts.

Special Meetings or Conference Calls shall be convened by the CA as may be required to resolve issues with a smaller focused group or to disseminate special materials pertinent to the progress of the work. The CA shall chair and record Minutes of such meetings.

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| **Date of Meeting:** Enter the date of the meeting. | | | |  |  | **Time of Meeting:** Enter the time of the meeting. | |  | |
| **Meeting Location:** Enter the meeting location. | | | |  | **Minutes Issued:** Enter the date the Meeting minutes were issued. | |  | |
| **Project Name**: Enter the subject contract name in full. | | | |  | **Project ID#:** Enter the Department Project File Number. | |  | |
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| **Contractor:** | | | | | | | | |
| Name: Enter the Legal Business Name of the Contractor. |  | | | | | Contractor Ref No: Enter the reference number used by the Bidder for their filing/records purposes. | |  |
| Contact: Enter the name of the contact person having delegated authority to represent the Contractor. |  | | | | | Bid Opportunity No: Enter the Bid Opportunity Number used to identify the Tender of the subject contract as issued by the City of Winnipeg Materials Management Division. | |  |
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| **Chairperson/Contract Administrator (CA)** The Contract Administrator (CA) may be a City Staff or an external person representing a third-party company having delegated authority to administer the subject contract.  The CA is responsible for preparing, documenting and distributing detailed meeting minutes. | | | | | | | | |
| Name: Enter the name of the CA. | |  | | | | CA Reference No.: Enter a reference number used by the external/non-City CA for their filing/records purposes. | |  |
| Title: Enter the position title of the CA. | |  | | | |  | | |
| Organization: If CA is third-party company, enter the company name. If CA is City Staff, enter the reporting department. | |  | | | |
|  | | | | | | | | |
| **Recorder:** Enter the person’s name taking the notes for the meeting. | |  | | | |  | | |

**Attendees** Include representatives of management from the various parties with the authority to make decisions so as to resolve any problems that may arise; such as City personnel responsible for on-site administration of the Work and office administration; representatives of the CA (if not City personnel); Contractor’s Contract Manager and Site Superintendent; Principal sub-contractors when requested; representatives of other Contractors, utilities or other City Departments who are currently working on the site.

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| **Name** | **Initials** | **Title** | **Organization** | **Contact #** | **Email** |
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**Regrets** List the invited people who are absent.

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| **Name** | **Initials** | **Title** | **Organization** | **Contact #** | **Email** |
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**Agenda**

Items listed are suggestions to consider for discussion as Projects/Contracts may differ. This Template is designed to be content-customized, however, the first four items of the Agenda are standard mandatory topics.

Refer to *PMM Section: Site Meetings* in *Contract Administration Procedure* for additional information.

Prior to the first Site Meeting:

1. Confirm the Agenda with the City Project Manager.
2. Revise the items/sections as necessary based on the project requirements to create a project-specific Agenda so that every Site Meeting going forward uses the same Agenda layout of items/sections.

If you are adding or deleting items/sections in the Agenda, remember to re-number the sequential items/sections accordingly.

1. Review of Last Meeting Minutes and Action Items
2. Schedule
3. Progress Status
4. Construction Issues
5. Utilities
6. Project Risks
7. Environment
8. Safety
9. Submittals
10. Work by Others
11. Change Control
12. Request for Information (RFI) Log
13. Traffic Management
14. Site Security
15. Resident Business Concerns
16. Quality Control (QC) and Quality Assurance (QA)
17. Stakeholders
18. Other Business

**20.0** Date of Next Meeting

Minutes

Each Minute Item contains Hidden Text of suggested topics for discussion; some topics may not be applicable to the Project but are included as template guidelines and may be deleted accordingly.

**Item Numbering:** The Item numbering format in this template is:

Meeting number **.** Item number **.** Sub-topic number  
  
(for example: **3.10.5** = Meeting Number 3, Item Number 10, Sub-topic Number 5).  
  
The user must manually enter the Item Numbers. (or perform a Search and Replace the #s)

| Item No. | Action Items | Action By Contractor/ Consultant Firm, Utility, or City (name/dept.) or  If no action is required, enter: “Information”. |
| --- | --- | --- |
| #.1 | Review of Last Meeting Minutes and Action Items |  |
| #.1.1 | As a highly encouraged City of Winnipeg practice, the Chair of the meeting is required to **state out loud** the City of Winnipeg Treaty Acknowledgement at the beginning of the meeting.  Refer to *the City of Winnipeg Indigenous Relations webpage*.  City of Winnipeg Treaty Acknowledgement:  I would like to begin by acknowledging that we are in Treaty One territory and the traditional homeland of the Metis Nation. |  |
| #.1.2 | Review errors and/or omissions reported in the Minutes of the previous meeting.  Errors and/or omissions reported in the Minutes of the previous meeting. |  |
| #.1.3 | Follow-up on outstanding activities/issues.  Status of outstanding activities/issues from the previous Minutes. |  |
| #.1.4 | Approval of the Minutes.  Approve the Minutes of the previous meeting. |  |

| #.2 | Schedule | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| --- | --- | --- |
| #.2.1 | Review the Contract Schedule to-date.  Report on Contract Schedule to-date.  Start of Construction: Click here to select the start date.  Report as at end of yesterday: Click here to select yesterday’s date.   |  |  | | --- | --- | | Days from Start of Construction | # of Days | | Working Days available: |  | | Working Days used: |  | | Weather Days: |  | | Working Days remaining: |  | |  |
| #.2.2 | On “Working Day” Contracts, identify the number of Working Days used since the last meeting and in total. Identify non-Working Days and the reasons for same. Edit or delete the provided table to suit your purposes.  Report on Working Days since previous meeting.  Date of previous meeting:   |  |  | | --- | --- | | Days since Previous Meeting | # of Days | | Working Days available: |  | | Working Days used: |  | | Non-Working Days used: |  |   Reasons for non-Working Days: |  |
| #.2.3 | On Completion Date Contracts, identify whether Interim or Stage Completion Dates have been achieved (or are on schedule to be met).  Report on Interim or Stage Completion. |  |
| #.2.4 | Discuss any necessary revisions to the Schedule.  Revisions to the Schedule, if required. |  |
| #.2.5 | Track construction and material delivery activities which are behind schedule.  Construction and material delivery activities schedule. |  |

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| #.3 | Progress Status | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required,enter “Information”. |
| #.3.1 | Review progress to the END OF THE PREVIOUS DAY (regardless of progress or expected progress on the meeting date).  Progress to-date (as at end of yesterday’s date):  Click here to select a date. |  |
| #.3.2 | Review the progress to-date against the Contract Schedule.  Progress to-date against the Contract Schedule.  Refer to the Progress Status Table below.  Edit the Progress Status Table below or insert an existing Progress Status Table. |  |
| #.3.3 | Review of expected progress until the next regularly scheduled Site Meeting.  Expected Progress to next regularly scheduled Site Meeting on  Click here to select a date. |  |

| **Progress Status Table**  This table is for reporting on overall progress BY LOCATION for roadway contracts that have multiple locations.  If not required, delete entire table. | | | |
| --- | --- | --- | --- |
| **Location** | **Activity**  **PROGRESS % Key:**  **0% – Construction contract is in place, but crews have not mobilized to the site.**  **10% – Crews have mobilized to the site and construction has just begun.**  **25%, 50%, 75% – An approximation of progress; construction is well underway – NOT ITEMIZED this is for general progress reporting only.**  **95% – Main roadway construction is complete; travelling lanes are open/parking is restored/garbage pickup resumes (depending on the location); minor deficiencies and landscaping (seeding/sod) are likely outstanding.**  **COMPLETE – All construction components of the project are complete. Contractor may return for any follow-up or warranty work in the next 1-2 years. Utilities (e.g. street lights) may or may not be complete. Construction may not be complete for other locations in the same contract.** | **% Progress**  See Progress % Key Help Notes under the Activity column | |
| **To Date** | **Expected** |
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| #.4 | Construction Issues | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| #.4.1 | Discuss defects in the Work and remedial measures to be taken.  Defects and remedial measures. |  |

| #.5 | Utilities | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| --- | --- | --- |
| #.5.1 | Review utilities (i.e.: Hydro, MTS, etc.).  Utility requirements/issues. |  |
| #.5.2 | Discuss work required by others.  Work required by others. |  |

| #.6 | Project Risks | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| --- | --- | --- |
| #.6.1 | Discuss any Risks.  Risks, if any. |  |

| #.7 | Environment | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| --- | --- | --- |
| #.7.1 | Regulatory Status. |  |
| #.7.2 | Environmental Incidents. |  |

| #.8 | Safety | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| --- | --- | --- |
| #.8.1 | Report any incidents/near-misses, regardless of severity or action required by any party. Describe the response to the incident and the impact on the project/schedule.  Incidents/near-misses: |  |
| #.8.2 | Review Site and Plant Orientation requirements (by the Contractor).  Site and Plant Orientation requirements review (by the Contractor). |  |

| #.9 | Submittals  Review the contract to identify all required submittals including, but not limited to Shop drawings, material data sheets, samples, operations and maintenance manuals (O&M). | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| --- | --- | --- |
| #.9.1 | Identify any problems.  Report on submittals. |  |

| #.10 | Work by Others  Coordination of other contractorsm third party utilities, City Services, additional/other work not in contract. | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| --- | --- | --- |
| #.10.1 | Report on work by others. |  |
| #.10.1 | Review extra Work Orders issued since the last meeting; discuss method payment, record keeping requirements etc. for the extra work.  Extra Work Orders issued since the last meeting, discuss method payment, record keeping requirements etc. for the extra work. |  |
| #.10.2 | Receive requests for extra work from the Contractor. Determine the impact of extra work on the Contract Schedule.  Requests for extra work from the Contractor. Determine the impact of extra work on the Contract Schedule. |  |

| #.11 | Change Control | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter “Information”. |
| --- | --- | --- |
| #.11.1 | Discuss any contract changes to-date and the impact on the Contract Schedule and Contract Price.  Status of any Contract changes and the impact on the Contract Schedule and Contract Price since previous meeting. |  |

| #.12 | Request for Information (RFI) Log | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| --- | --- | --- |
| #.12.1 | Discuss any changes identified in the RFI Log to-date and the impact on the Contract Schedule and Contract Price.  Status of RFI Log to-date and the impact on the Contract Schedule and Contract Price. |  |

| #.13 | Traffic Management | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| --- | --- | --- |
| #.13.1 | Review site access constraints and special requirements.  Site access constraints and special requirements. |  |
| #.13.2 | Review adequacy of traffic and pedestrian accommodation and controls.  Adequacy of traffic and pedestrian accommodation and controls. |  |
| #.13.3 | Discuss building access.  Building access. |  |

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| #.14 | Site Security | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| #.14.1 | Review protection requirements for the public.  Protection requirements for the public. |  |
| #.14.2 | Review security requirements for site storage of materials which are to be used/incorporated into the Work.  Security requirements for site storage of materials. |  |

| #.15 | Resident Business Concerns | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| --- | --- | --- |
| #.15.1 | Identify resident/business concerns and any appropriate action required.  Resident/business concerns and actions required. |  |
| #.15.2 | Discuss complaints, inquiries, claims, etc. received since the last meeting and any required actions.  Complaints, inquiries, claims, etc. received since the last meeting and required actions. |  |

| #.16 | Quality Control (QC) and Quality Assurance (QA) | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| --- | --- | --- |
| #.16.1 | Report on Quality Control and Quality Assurance.  Report on Quality Control and Quality Assurance. |  |
| #.16.2 | Tests performed and results, if applicable or notable.  Tests performed and results, if applicable or notable. |  |

| #.17 | Stakeholders  Communication, input, interaction or coordination with stakeholders since previous meeting. | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| --- | --- | --- |
| #.17.1 |  |  |

| #.18 | Other Business | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| --- | --- | --- |
| #.18.1 |  |  |

| #.19 | Date of Next Meeting | Action By  Contractor/Consultant Firm, Utility, or City (name/dept.)  or  If no action is required, enter: “Information”. |
| --- | --- | --- |
|  | Discuss the date of the next Site Meeting.  Date of the next Site Meeting: Click here to select a date. |  |
|  | Meeting type:  Regular Meeting  Special Meeting |  |
|  | Schedule inspections/final inspection by the City personnel as appropriate. Determine coordination requirements.  Coordinate and schedule inspections/final inspection by the City, as appropriate. |  |

**Meeting adjourned at**: Enter time (hh:mm) the meeting ended.

Report any errors or omissions in these Site Meeting Minutes within **three (3) business days** to the Contract Administrator, Click here to enter name at Click here to enter phone number or by e-mail at Click here to enter e-mail, otherwise these Minutes are considered accurate and accepted.

|  |  |
| --- | --- |
| **Attachment(s):** Enter the title(s) of the attached documents, or enter “0” if none. | \_\_\_\_\_\_\_\_\_\_ |

**Distribution** (to be completed by Contract Administrator) List of personnel to forward the document to. Once completed, this document should be distributed in PDF format to ensure no changes are made.

* Attendees
* Regrets
* Other: Enter names(s), Department or Company information.

\_\_\_\_\_\_\_