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| **PROJECT NUMBER & DESCRIPTION:** |
| **PROJECT MANAGER:** |
| **PROJECT SPONSOR:** |
| **CONSULTANT:** |
| **DATE:** | **LOCATION:** |

Edit these agenda items to suit the project. Please note this is not a complete list.

1. Project scope and potential utility conflicts.
2. Conceptual utility adjustment alignments / scope, design alternatives, avoidance and mitigations.
3. Planned abandonment.
4. The SUE investigation (daylight/test hole) requirements.
5. Locates and timing.
6. Determine and agree upon any additional investigation required e.g. test holes,
7. Proceed with any utility design that may be possible at this time.
8. Status of the following.
	* Utility agreements, funding for Pre-Engineering work, Cost Estimates, etc.
	* Permits and regulatory approvals
	* Environmental approvals
	* ROW and easement requirements
	* Utility adjustment schedule
	* Others
9. Utility installation tolerances, Standards and Guidelines to be followed, etc.
	* Note among other AT standards, the utility design must meet the Permit application and installation procedures to protect any future highway plans. The standards can be found in the AT website, see the Link below.

<https://www.alberta.ca/permits-for-utility-line-installation-by-a-provincial-highway.aspx>

1. Potential for utility adjustment partnering e.g. joint trenches, using a common contractor, etc.
2. Anticipated schedule for upcoming utility coordination meetings.
3. Other items necessary.