



Minutes of the Mandatory Site Meeting

**Invitation to Tender ES-25-03
Caretaker Services – Chief Lake Regional Transfer Station**

Friday, January 31, 2025
10:00 a.m. at the Chief Lake Regional Transfer Station

Staff Present: Darren Wahl, Manager of Solid Waste Operations
Janet Todoruk, Environmental Services Administrative Coordinator

Companies Present: Shelton Rafferty, R and M Maintenance Services

Introduction and sign in sheet completed

Meeting started at 10:00 a.m.

Brief review of project

- New Atco trailer has been placed onsite for site attendant use only
 - o site attendant must be outside meeting and greeting the customers, screening loads and making sure the site is clean at all times
- Capable workers who are able to deal with the general public should be onsite at all times
- New signage to be installed this year
 - o speed limit signs, hours of operation and acceptable material
- All health & safety and site concerns should be sent to the RD
- It's critical to keep the bottom of the stanchion's clear for trucks to come in and empty the bins (20ft in front and beyond the bins)
- It is the contracted truck driver's responsibility to clean any fallen debris after emptying the bins
- Keep an open line of communication between the contractor and the RD
- Trained employees are imperative for a smooth site operation

No Contractor Questions

Meeting Adjourned 10:30 a.m.