Next Meeting: Tuesday, April 12; 2:40 p.m.-3:40 p.m. (EDT)

Location: [International Plaza Hotel](http://www.internationalplazahotel.com/), Mississauga ON – International Room A

Dial-in details: Toll-free: 1-866-518-0791

Local (Toronto): 416-443-4588

Conference ID: 134419

Action Items:

* General agreement that committee members should send Nick a list of two or three issues they have encountered on a reoccurring basis and that they think committee should address
* Nick to send out Trylon qualification questionnaire (attached)
* Committee members (contractors) to send to Nick information relating to things that they need to do to qualify, such as joining associations, etc …
* Clay to send Nick a list of some items to be included in first draft of spreadsheet to compare COR criteria in each province

Attendees:

* Nick Kyonka (STAC)
* Ed Hachey (SBA)
* Stephanie Berry (Trylon)
* James Fess (Small Cell Technologies)
* Emilie Filion (Cognibox)
* Jon D’Alessandro (WireIE)
* Chad Crosby (WSP)
* Philippe Lavoie (TELUS)
* Peter Devries (TELUS)
* Richard Malone (Varcon)
* Sean Hayman (Varcon)
* Serge Charron (SBA)
* Adam Gale (Vertical Specialties)
* Clay Parchewsky (WesTower)
* Nick Sarantinos (Netricom)

Meeting Notes:

1. Prequalification Benchmarking Project
* Identified on previous call that we would develop master plan of what should be included in qualification packages
* General agreement that project objectives should include:
	+ Reducing burden on contractors
	+ Ensuring consistent safety of workers and sites
	+ Benchmarking most robust prequalification criteria and trying to standardize
		- Note that we cannot force anyone to adopt the criteria but can work with carriers and contractors to try to get them to do so
* Some discussion of items that could be included: List of equipment that contractors should carry
* General agreement that committee members should send Nick a list of two or three issues they have encountered on a reoccurring basis and that they think committee should address
	+ To be discussed at next meeting
* Review of some items found on submitted qualification questionnaires
	+ Trylon has shared its qualification form. Stephanie notes Trylon’s qualification program designed to ensure contractors have proper insurance, training (fall arrest, high-angle rescue)
		- Nick to send out Trylon qualification questionnaire
* Question as to whether we should be using COR national standard as a basis
	+ General agreement that COR will be considered as committee looks to benchmark most robust standards
	+ Emilie notes that qualification process also covers insurance, certificate of clearance, proof of training and sometime sustainable development in addition to health and safety
	+ Suggestion that way to start approach through COR would be agree on content in COR in each province
		- Clay notes that COR typically has about 9 to 13 common elements in each province
		- Clay notes that some provinces provide rebates for COR certification
			* If STAC created own COR, companies may lose those rebates
		- Suggestion that we could try getting in touch with the COR executive group and to attempt to harmonize COR standard
			* General agreement that we should start a conversation with them
				+ Nick to contact COR and ask them to share information they have on differences in COR criteria in different provinces and to invite someone to come speak to STAC committee
* Question as to whether STAC should consider certifying contractors
	+ General agreement that STAC won’t be able to actual issue certifications
* Committee members (contractors) to send to Nick information relating to things that they need to do to qualify, such as joining associations, etc …
* Clay to send Nick a list of some items to be included in first draft of spreadsheet to compare COR criteria in each province
	+ Notes that some COR requirements don’t necessarily apply to federally regulated companies
1. Conference session update
	* No movement on this: still planning on holding a type of a state of the industry discussion at the conference to identify current issues and to discuss what STAC can do to assist
2. Other business
	* Email distribution lists: each STAC sub-committee has its own email distribution list, but individuals can’t see who is on that list
		+ Designed to help reduce unwanted email clutter; but also has drawback that people don’t know who else is receiving committee communications
		+ Options are to leave as is, or to open it up so people can see who is on the list and can, in theory, hit reply all. Would also be sure to remind everyone frequently not to do so.
			- General agreement that we can open up this committee’s list to allow viewing of email addresses and Reply All options
3. Scheduling of next meeting
	* Conference: scheduled for 2:40 to 3:40 pm on Tuesday, April 12.
		+ Will arrange for dial-in details for those who can’t attend … though you should all be attending.