**STAC National Safety Code Committee Notes**

Meeting: February 29, 2016; 1:30 p.m.-2:00 p.m. (EST)

Next call:

Will be scheduled for the week of March 14, 2016

DIAL IN INFO: Toll-free: 1-866-234-0247; Local (Toronto): 416-443-4589

Conference ID: 612392

Attendees:

* Nick Kyonka (STAC)
* Dan Renaud (Telecon)
* Jon D’Alessandro (WireIE)
* Ryan Brown (WireIE)
* Keith Ranney (Bell)
* Denis Darveau (Videotron)
* Darcy Gray (Eastlink)
* Dave Ramdeane (Bell)
* Iain Harrison (PSEC)
* Shawn Hoffmeyer (PSEC)
* Martin Piercy (PSEC)
* Alex Williams (PSEC)
* Mike Morgan (PSEC)
* Gordon Lyman (eSystems Training Solutions)

Follow-up Activities:

* Nick to send sign-up sheet requesting volunteers to help collect relevant information relating to the National Safety Code
* Dan to send provincial GVW limits to Nick

Meeting Notes:

1. Introductions

* Nick introduces self and confirms who else is on the call
* Notes that this is the first STAC sub-committee call and will be used to establish what we’ll be working on in the weeks ahead and how we see that work playing out
* Provides disclaimer about discretion on calls and CWTA Competition Act compliance policy

1. Committee structure

* Nick notes that STAC committees are structured to encourage inclusion while recognizing that everyone has other time commitments as well
  + As such, the National Safety Code sub-committee will at times be broken down into smaller teams to complete individual tasks or projects
  + Individuals are not obligated to take part in committees or project teams, but we do expect that everyone will follow-through on the commitments they make
  + Dan Renaud is the subject matter expert lead for this sub-committee, Nick will typically be leading the calls and “assigning” work to volunteers
* Keith asks whether the committee believes there is a balanced set of representatives from the different areas of the business on this committee, what to do about it if not, and how to incorporate “late arrivals”
  + Nick says that there are a few people who expressed an interest in attending but did not
    - Says we will typically identify individual projects as we proceed and use human resources as available and as permitted by the individuals’ skillsets and experiences
      * Nick to coordinate with committee lead or project leads
    - Notes that representation will change regularly due to nature of the sub-committee structures
    - Keith notes that those on call can also circulate the names of anyone else on their teams that we would like to have involved due to their particular experience or expertise
* Gord notes that it would be useful to have mandates for each committee to help STAC Members identify which committees they want to take part in. Nick said he would try to send out by the end of the week.

1. Proposed committee activities

* Primary activity identified for this committee in weeks ahead will be to organize and distribute information to our members relating to the [National Safety Code](http://ccmta.ca/en/) for commercial vehicle registration
  + Dan provides brief overview of National Safety Code and some of the difficulties our members have in understanding their obligations under the regulations:
    - Example: people often assume that pickup trucks are not commercial vehicles because they’re not tractor trailers, but must still register if they are over a certain weight
      * Wouldn’t go over scales and wouldn’t have log books completed
        + When audited by ministry of transportation, this could result in citations that you aren’t following NSC regulations
      * Says codes are not compiled in a group that makes it easy for everyone to understand
      * Dan notes that another big problem is with complying to hours of service regulations
    - Darcy asks whether this committee is about developing standards or auditing companies
      * Dan clarifies that we will be about ensuring that everyone understands the existing standards, not about preparing new standards or auditing to ensure compliance
  + Nick notes that specific activities that must be undertaken by this committee include:
    - Identifying relevant NSC standards that are applicable to our members, and which should be clearly identified on STAC’s website
      * Identify “universal application threshold” for standards that have differing thresholds in different provinces
    - May also need to prepare information for a discussion on the NSC at the STAC conference in April
      * We are hoping that CCMTA will send an expert to speak on the NSC, but that person may only be able to speak about Ontario (assuming they do confirm a speaker)
        + This means we may need to have information available about how Ontario compares to other provinces
* Nick says that additional activities going forward could relate to other safety codes, including the Canadian Labour Code, among others
  + In the meantime, Nick would like to hear from members who have suggestions as to specific codes or safety documents that should be made available on the aggregated list of links on our Members website
  1. Prioritizing activities
* Nick notes that we are initially concerned about motor vehicles and NSC as our top priority due to the lack of general knowledge on this subject in the industry, and based on the fact that we will have a presentation on this topic at our conference in April
  + Anyone with thoughts on which NSC regulations may need province-by-province descriptions please send these suggestions to Nick
  + Dan says he has started a spreadsheet on GVW (Gross Vehicle Weight) limits by province, and says he will share this with Nick when completed
    - Nick will send to distribution list once received
    - Nick reminds everyone that they can be included or removed from this distribution through email to him
* Dave asks whether STAC will be creating standards or guidelines
  + Nick confirms that STAC will be creating guidelines, but also contributing to standards or regulations through consultations when appropriate
  + Committee is about identifying information and making it available to members

1. Other business

* Nick notes that we may need a presenter for the NSC session at the conference if CCMTA is unavailable: anyone who is knowledgeable about the NSC can apply by submitting to Nick a note indicating their interest by March 10
  + Dan says he is interested and available

1. Scheduling of next call

* Nick suggests that we continue a discussion between interested parties via email and reconvene for our next conference call the week after next (ie: the week of Mar. 14)
  + General agreement