**Minutes of Meeting**

**Subject:** Insert owner, site location and project name

**Contract #:** Insert

**Location of Meeting:** Insert

**Date of Meeting:** Insert

**Purpose of Meeting:** EPSCA Markup

**Attendees:** See attached

**Prime Contractor:** Insert the name of the company and contact information of the contact person

***Please submit evidence to*:** Insert contact email of person responsible for reviewing evidence

**Sub-Contractors:** Insert the name of the company and contact information of the contact person

***Please submit evidence to*:** Insert contact email of person responsible for reviewing evidence

**Scope of Work:** The scope of work should be the same as indicated in the Notice of Markup Meeting

**PROPOSED JURISDICTIONAL ASSIGNMENTS & JURISDICTIONAL CLAIMS:**

| **ITEM** | **DESCRIPTION** | **TENTATIVE**  **ASSIGNMENT** | CLAIMS/ DISPUTES/NOTES |
| --- | --- | --- | --- |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |

**Contractor will contact each respective Union Hall with respect of Key trades**

**\*Anticipated Trade(s):** Insert building trade & approximate numbers of workers needed

*\* N.B. "Anticipated trades" is used as a guideline only.*

**Site Supervisor:** Include name and contact information

**Tradespersons:** All trades must be cleared through the Local Union as per the EPSCA Collective Agreements prior to starting work.

**Hours of Work:** Insert your hours of work on either a 5/8 or 4/10 schedule

**Start Date:** Insert

**Completion Date:** Insert

**Evidence Dates:**

The Unions will submit their evidence to the Contractor by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. The Contractor will notify the Unions and EPSCA of their final assignments by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.

cc: EPSCA – [markup@epsca.org](mailto:markup@epsca.org)

Contractor

Sub-Contractor