





**National Capital Heavy Construction Association (NCHCA)/City of Ottawa**

**Notes and Action Items**

Friday, January 15, 2016 – 8:00-10:00AM  
100 Constellation Cres. 655W

Present: Ivan Levac (Tomlinson), Dale Harley (NCHCA), Marlie Spearman (City), Deborah Mohr-Caldwell (Goldie Mohr Ltd.), Alain Gonthier (City), Will McDonald (City), Carina Duclos (City), Al Miller (Colautti), Edson Donnelly (Novatech), Daryl Shurb (City), Elizabeth Murphy (City), Jane Dagenais (City), Will McDonald (Supply, City), Bernie Ingimundson (Greenbelt Construction) , Jeff Byrne (City), Kelly Martin (City), Jim Flegg (Louis W Bray)

<p><b>1. Previous Meeting Minutes and Action Log</b></p>	<p>Ivan Levac mentioned that in a meeting from December 18, 2015, an action item for him was to mention in the newsletter about Construction Signs and Cycling/Pedestrian Facilities. He will follow up with Alison from NCHCA to send the memo.</p>
<p><b>2. Educational Series Update</b></p>	<p>The NCHCA/CEO lead “Educational Series” primer was held January 14, 2016, with a sizeable turnout from the Industry. Presentations went well, with 4 guess speakers.</p> <p>The dates and topics for the three sessions are as follow:</p> <p>Thursday January 28<sup>th</sup>, 2016</p> <ul style="list-style-type: none"> <li>– Topics: VPM &amp; E-Procurement</li> <li>– Lead- City; David Sloan- panel discussion</li> </ul> <p>Thursday February 11<sup>th</sup>, 2016</p> <ul style="list-style-type: none"> <li>– Topics: Topics: Health &amp; Safety, Accessibility</li> <li>– Lead- City; Anna Valliant &amp; Jo-anne Moore</li> <li>Lead- Industry</li> </ul> <p>Tuesday March 1<sup>st</sup>, 2016</p> <ul style="list-style-type: none"> <li>– Contract Law</li> </ul> <p>A suggestion was brought forward in regards to a presenter coming in from Toronto from the CNIB. It was agreed having this speaker at this time would not be feasible and perhaps finding someone local to speak on this matter would be preferable.</p>

	<p>Marlie to coordinate setting up a meeting with the participants for our session on January 28, go through the event scenarios, so there is no duplication. Meeting scheduled for Wednesday January 20<sup>th</sup></p>
<p><b>3. 2016 Tender Schedule</b></p>	<p>Tender list to be distributed when available, more information will be communicated when available, early late March.</p> <p>Industry has asked if the City could provide more information, such as adding a contract number to the upcoming tender list.</p> <p>Carina to coordinate with Ziad to review the tender list.</p>
<p><b>4. February FCM Conference Series</b></p>	<p>Alain will attend the conference for 1 day on February 9 and NCHCA will also be in attendance.</p> <p>Website: <a href="http://www.fcm.ca/home/events/sustainable-communities-conference/program.htm">http://www.fcm.ca/home/events/sustainable-communities-conference/program.htm</a></p>
<p><b>5. VPM Training Update</b></p>	<p>Members have asked if there will be more training on VPM. In discussion it was mentioned that having the VPM and E-Procurement topic on January 28<sup>th</sup>, through the Educational Series, it would answer some questions.</p> <p>Moving forward and as we compile more data, the City would share the information with the Industry. Beyond the upcoming Educational Series, no formal training sessions are being planned by the City.</p>
<p><b>Educational Series Primer Presentations January 14, 2016</b></p>	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">         Microsoft Office PowerPoint Presentati     </div> <div style="text-align: center;">         Acrobat Document     </div> <div style="text-align: center;">         Acrobat Document     </div> </div> <div style="text-align: center; margin-top: 20px;">         Acrobat Document     </div>
<p><b>Roundtable</b></p>	<p>Jeff Byrne will be retiring at the end of March, and Will MacDonald will replace him as the Chief</p>

	<p>Procurement Officer. Joanne Graham will be the Manager replacing Will.</p> <p>Supply expects to implement E-Procurement by the end of April 2016. There will be training for E-procurement sometime in March. More information to follow.</p>
	<p>Next meeting is Friday February 19, 2016</p>