




**MEETING MINUTES and ACTION ITEMS FOR WENDESDAY, MAY 11, 2016 3:00 PM**

This meeting was held at the Centurion Center with the following present.

Ken McIntyre (KM)	Darrin Alberty (DA)	Paul Lemire (PL)	Rob Wallace (RW)
Perry Crozier (PC)	Dennis Colautti (DC)	Steve McEachen (SM)	Edson Donnelly (ED)
Jim Flegg (JF)	Stephen Goodman (SG)	Dave McClure (DM)	Jeff Mulcock (JM)
Stephen Turner (ST)	Steven James (SJ)	Russ Perry (RP)	Dale Harley (DH)
Ray Shannon(RS) - A	Kevin Kiley (KK) - A	Ezio Vena (EV)	Alison Hogan (AH)
Ty Arslan (TA)		John DeKroon	

MISSION STATEMENT: To promote the role of our industry (road building, aggregate, bridge, sewer and watermain construction firms as well as supporting businesses) in the construction and maintenance of sustainable infrastructure.

<p><b><u>1.0 Executive Report</u></b></p> <p><b>1.0.1 Previous Meeting Minutes (AH)</b></p> <p><b>1.0.2 Treasurer’s Report (RS)</b></p> <p><b>1.0.3 Monthly Expenses (RS)</b></p> <p><b>1.0.4 Governance (KM)</b></p>	<p>Amy McPherson – Site Alteration By Law Presentation and review/discussion by the board. Committee formed to provide feedback to Amy, consisting of Dennis Colautti, John DeKroon, Paul Lemire, Rob Wallace and Stephen Goodman.</p> <p>Welcome to Ty Arslan (Safety Chair).</p> <p>MOTION: It was moved by Steve McEachen, seconded by Russ Perry to approve the minutes from the March 9th<sup>and</sup> April 13<sup>th</sup> board meeting. CARRIED</p> <p>Revenues are in good shape at 92% to budget and membership \$ are ahead of the same time last year. Expenses are in line at 32% of annual forecasted spending.</p> <p>Good results from the AGM with a profit of over \$18,000 (may be a couple of small outstanding expenses).</p> <p>Need to drive our sponsorship for the Pothole Open.</p> <p>RS is looking for investment opportunities for the \$\$ we have in the bank, but returns are not good, so we will probably settle for a 1.02% rate of return.</p> <p>MOTION: It was moved by Steve Turner, seconded by Rob Wallace to approve the expenses as presented for March and April. CARRIED</p> <p><b>Reminder that Reports are due to committee chairs 1 wk. prior to monthly bd mtg</b></p> <p>Board Structure and Role was deferred to June meeting.</p>
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<p><b>1.0.5 Correspondence (AH)</b></p>	<p>Monthly correspondences included the following:</p> <ul style="list-style-type: none"> <li>• Liaison Minutes, April 15th</li> <li>• ROH Raffle Draw; event distribution to members only, OCA looking for a \$5000 donation, no financial commitments were made as it is not in our Association policy.</li> <li>• Canada Lands Corporation; letter forward on behalf of NCHCA to no avail however as CLC will adhere to their policies and procedures. Requests denied.</li> <li>• City of Ottawa Drinking Water Svcs; KM to contact JM to determine what other local municipalities are doing re connection svcs and if they are having the same issues as we are in Ottawa.</li> <li>• Half Loads removal, Friday, May 13</li> </ul>
<p><b>2.0 Government Relations (DH)</b>  <b>2.0.1 Harley Report (DH)</b></p> <p><b>2.0.2 Mayor’s Breakfast</b></p> <p><b>2.0.3 Liaison Meeting (PC)</b></p> <p><b>2.0.4 Media Relations (DH)</b></p>	<div style="text-align: center;">   16-04-Monthly Report.pdf </div> <p>Guest Speaker: The Honourable Navdeep Bains, May 12 (DH, JF to attend)  DH to schedule a meeting with Steve Kanallekos and KM  DH and KM are currently working on the planning of a “Summer tour” for the councillors</p> <p>May 20; NCHCA Agenda items include:</p> <ul style="list-style-type: none"> <li>• City should look at posting Specifications on City Website for easier access.</li> <li>• Education Series Update</li> <li>• Updated Project List including Overlay Tender List</li> <li>• Flusher Hydrant Feedback</li> <li>• Specification Process Feedback</li> </ul> <p>See Harley House Report above</p>
<p><b>3.0 Member Support (IL)</b>  <b>3.0.1 Safety/WSIB (WC)</b></p> <p><b>3.0.2 Theft (ST)</b></p>	<p>Minutes and Safety Award winners can be found on our website @ <a href="http://www.nchca.ca/default/385/US_EN/Safety">http://www.nchca.ca/default/385/US_EN/Safety</a></p> <p>Safety Committee met May 11<sup>th</sup>. Focus on larger organizations and bringing them up to speed re safety and sub trades.</p> <p>Need to reorganized website safety content in a more user friendly way.</p> <p>No monthly safety nomination for May.</p> <p>Safety committee wants to be viewed as NCHCA’s Safety information Ambassador.</p> <p>At the request of DC, TA is to provide the board with a review as to “Who is the Constructor?” wrt safety.</p> <p>Forward license plate photos of anything or anyone to ST, who will in turn forward to Sgt Catherine Brown of City of Ottawa police.</p>

<p><b>3.0.3 Specifications (SG/DA/EV)</b></p> <p><b>Excess Soils (SG)</b></p> <p><b>VPM (WC)</b></p> <p><b>4.0.4 Industry Links</b></p> <p><b>4.0.4.1 OCA (RS)</b></p> <p><b>4.0.4.2 CEO (ED)</b></p>	<p>The NCHCA now has three active specification subcommittees as follows:</p> <ol style="list-style-type: none"> <li>1. Asphalt and Granular Materials (Steve Goodman, Chair)</li> <li>2. Concrete (Ezio Vena, Chair)</li> <li>3. Underground (Darrin Alberty, Chair)</li> </ol> <p>Spec committee is questioning their levels of effort as there is minimal or no response nor changes made from their recommendations to the City.</p> <p>Forward comments to SG at <a href="mailto:sgoodman@hceng.ca">sgoodman@hceng.ca</a></p> <p>Forward comments to WC at <a href="mailto:wclouthier@karson.ca">wclouthier@karson.ca</a></p> <ul style="list-style-type: none"> <li>• Golf tournament is June 7 at the Canadian GC.</li> <li>• VPM Session, Friday, March 11 @ 1:30 PM, OCA office</li> <li>• Training sessions on City's new E-Procurement, March 17-23</li> <li>• April 1, Ty Arslan, Safety Meeting, What is required in a Contractor Safety Program?</li> <li>• June 17, Jean Justas, Regional Program Coordinator from MOL</li> <li>• September 9, John Russell, Managing WSIB Claims</li> <li>• December 9, Greg Sathmary of Industrial Mediation, WSIB Duty to Accommodate</li> </ul> <p><b>1. Topics Discussed at the February 4, 2016 Liaison Meeting with the City:</b></p> <ul style="list-style-type: none"> <li>• City to provide CEO with a full version of the Project Delivery Review Guide</li> <li>• ISD Auditor General Report</li> <li>• Recommendation # 2 – all RFSO call-ups greater than \$150,000 to have a mandatory reduction in the established (competitively secured) RFSO hourly of 10%.</li> <li>• CEO Feedback on VPM to date. We also asked to be consulted on how the City intends to use VPM scores in the future.</li> <li>• New Change order form for assignment variations (standardized approach). City and CEO to liaise.</li> <li>• RFP Financial Results – City will advise unsuccessful proponents of the successful proponent's fee at the time of award.</li> <li>• Consistency of RFQ/RFP documents.</li> <li>• Joint City/CEO Committee on inspection services (Consultant CA and City Inspector) has been formed. Initial meeting held.</li> <li>• Guidelines for Standing Offer Fee Discounts.</li> </ul> <p>Next Meeting June 9, 2016</p> <p><b>2. CEO Chapter AGM March 21, 2016</b></p> <p>This meeting was the Chapter's AGM and the new executive for 2016/17 was confirmed. They are:</p> <table border="0"> <tr> <td>Chair</td> <td>Derek Potvin (RCII)</td> <td>Treasurer</td> <td>Angelo Renon (Genivar)</td> </tr> <tr> <td>Past Chair</td> <td>Phil Whelan (McIntosh Perry)</td> <td>Director</td> <td>Andrew Lawton (McKee)</td> </tr> <tr> <td>Vice Chair</td> <td>Ryan Matthews (CH2M-Hill)</td> <td>Director</td> <td>Edson Donnelly (Novatech)</td> </tr> <tr> <td>Secretary</td> <td>John Krug (Stantec)</td> <td></td> <td></td> </tr> </table> <p>Mr. Angelo Renon will continue as a back-up representative for the NCHCA.</p> <p><b>3. CEO –Young Professionals Ottawa Chapter</b></p> <p>YP event held on April 28, 2016 - "How Consulting Engineers Make Money".</p>	Chair	Derek Potvin (RCII)	Treasurer	Angelo Renon (Genivar)	Past Chair	Phil Whelan (McIntosh Perry)	Director	Andrew Lawton (McKee)	Vice Chair	Ryan Matthews (CH2M-Hill)	Director	Edson Donnelly (Novatech)	Secretary	John Krug (Stantec)		
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<p><b>4.0.4.3 OSWCA (JM)</b></p> <p><b>4.0.4.4 ORBA (JF)</b></p>	<p><b>4. Next CEO Board Meeting</b></p> <ul style="list-style-type: none"> <li>• May 16, 2016</li> <li>• Provincial CEO Staff to be in attendance to discuss our political efforts with respect to seeking procurement practise changes at the City.</li> </ul> <p><b>5. 2017 Education Series</b></p> <ul style="list-style-type: none"> <li>• Possible Topics?</li> <li>• New Permit to Take Water Regulations are now in place</li> <li>• Queen’s Park Reception, May 16</li> <li>• Regional Program cheque for \$10,000 has been forwarded for payment.</li> </ul> <p>Road Building Academy <a href="http://orba.org/education-training/academy">http://orba.org/education-training/academy</a></p>
<p><b><u>5.0 Education/Recruitment (JF)</u></b></p> <p><b>5.0.1 Education (JF)</b></p> <p><b>5.0.2 Bursary (JF)</b></p> <p><b>5.0.3 Recruitment (JF)</b></p>	<p>OHMPA wishes to partner with the NCHCA for our 2017 Education series</p> <p>Notice has been sent to the membership re: online bursary submission is now available to all members and their employees.</p> <p>Nothing at this time</p>
<p><b><u>6.0 Membership (PC)</u></b></p> <p><b>6.0.1 Membership Applications</b></p> <p><b>6.0.2 Membership Municipalities</b></p> <p><b>6.0.3 Communications (AH)</b></p>	<p>MOTION: It was moved by Paul Lemire, second by Steve Turner to accept the membership applications of:</p> <ul style="list-style-type: none"> <li>• Ken Brown Excavation</li> <li>• Willis Kerr Contracting Limited</li> <li>• NCM Hydro Vac Services CARRIED</li> </ul> <p>PC and SG to contact surrounding municipalities to set up a meet and greet meeting.</p> <p>Directors are asked to forward newsletter content to AH PC to work on preparing an NCHCA Marketing Kit</p>
<p><b><u>7.0 Social Networking (AH)</u></b></p>	<ul style="list-style-type: none"> <li>• Pothole Open, Kanata Lakes/Eagle Creek, Monday, May 30</li> <li>• Summer BBQ/Lobster fest, 1299 River Road, July 14</li> <li>• Manhole Open, GreyHawk GC, Tuesday, August 16</li> <li>• Fall Dinner Dance, Westin, November 12</li> </ul>
<p><b><u>8.0 Roundtable</u></b></p>	
<p><b><u>9.0 Adjournment</u></b></p>	<p>MOTION: It was moved by Russ Perry, second by Ezio Vena to adjourn the meeting CARRIED</p> <p>Next meeting is Wednesday, June 8, 2016</p>