



MEETING OF THE NCHCA BOARD

Centurion Conference & Event Center, Ottawa, ON
Executive Boardroom

Wednesday, March 21, 2018 (3:00pm-5:00pm)

APPROVED MINUTES

Board Members & Association Representatives		
Jim Flegg (JF)	Brian Lane (BL)	Ken McIntyre (KM)
Stephen Turner (ST)	Paul Lemire (PL)	Dave Meikle (DM)
Steve Goodman (SG)	Kevin Kiley (KK)	Leon Switzer (LS)
Ray Shannon (RS)	Dave McClure (DMc)	Edson Donnelly (CEO) (ED)
Perry Crozier (PC)	Steve McEachen (SM)	
John DeKroon (DK)	Joel McIntyre (JL)	
Regrets		
Darrin Alberty (DA)	Ezio Vena (EV)	Jeff Mulcock (OSWCA) (JM)
Guests		
Neil Falls (NF)		
Staff		
Alison Hogan (AH)	Kathryn Sutherland (KS)	

	Item
1	<p>Call to order and approval of agenda</p> <p><i>MOTION: It was moved by SG, seconded by SM to approve the agenda for the March 21, 2018 meeting. CARRIED</i></p>
2	<p>Approval of Minutes</p> <p><i>MOTION: It was moved by SG, seconded by DMc to approve the minutes from the January 10, 2018 meeting. CARRIED</i></p>
3	<p>Executive Reports</p> <p><i>MOTION: It was moved by DMc, seconded by PL to approve the expenses for February 2018. CARRIED</i></p>

Executive Reports

(a) President's Report:

- Currently working on the 40th Anniversary Golf Tournament – need a push on signature holes – made a contact list for committee to follow up on – KS to distribute to committee
- Have 10 Tee Box Sponsors; all but Scotch & Cigar sold out except Signature holes and Tee box sponsors
- Thank you to KM for his time and efforts on the board
- Welcome and round table introductions for Joel McIntyre (new 2018 director – pending membership approval April 12)
- Welcome to Leon Switzer (new 2018 director – pending membership approval April 12)

(b) Treasurer's Report:

- Need to push membership dues, need to attract new members
- Need to ensure events are well run and generate revenue
- Challenge is that we are estimating a \$13K loss for 2018 however we are on track with last year's financials at this time

MOTION: It was moved by DMC, seconded by PL to approve the expenses for February 2018. CARRIED

(c) Executive Director's Report:

- ST and KS met with Councillor Jody Mitic
- Very productive, engaging and open for discussion
- Councillors are unaware of what projects will go forward in their wards, however, they are able to review project stipulations and able to cancel or veto as they see fit
- ST, KS and JM attended OSWCA's Queen's Park Reception; poor turn out; only 1 MP attended
- OBJ was notified that the NCHCA is not interested in their editorial section proposal @ \$1250/month
- MM has been terminated; website under re development
- Directory has been completed and set to printers
- Currently working on a 3-year Business Plan with an annual plan for the upcoming year

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City of Ottawa

(a) Liaison Meeting February 16, 2018

- Changes to Book7; 2016 is the current version – 2016 field edition requires you to add the 2014 errata
- Brad Carew is looking to form a working group; presentation is available on the Canadian Urban Institute website
- Legislation regulations are not yet available
- Reorganization; Carina in charge of all infrastructure; Andy Smith in charge of Facilities, Parks, Buildings and Pump Stations
- No jobs tendered to date
- Budget discussions; KS reviewed 2016, 2017, 2018 Transportation vs Environmental

	<p>Budgets; out of 161 projects only 3 are on the Forecasted Tender List</p> <p>(b) Next Liaison Meeting, April 20, 2018</p> <ul style="list-style-type: none"> • Call for agenda items; forward to KS or AH <p>(c) Forecasted Tender List – February to June provided by City</p> <p>(d) List of City inspectors and Cell Phone Numbers</p>
6	<p>Board Business</p> <p>(a) Proposed by-law amendments</p> <p><i>MOTION: It was moved by KM, seconded by SMc that the board approve the proposed by-law amendment to be further sanctioned by a Special Resolution of Members at the Annual Meeting of Members.</i></p>
7	<p>Matters impacting the industry</p> <ul style="list-style-type: none"> • No matters discussed.
8	<p>Committee Reports</p> <p>(a) Bursary; nothing to report at this time</p> <p>(b) Education; next series Monday, March 26; hoping for a better industry turnout</p> <ul style="list-style-type: none"> • Some intangibles with City re: joint education events • Suggestions included possibly doing the EY center again; a field staff day; date change to the first or second week of December <p>(c) Health & Safety – Committee meeting was held at Marathon Drilling Stanley Park site office. Committee is hoping to get some orientation up on the NCHCA website re: what services are offered by the safety committee and the Board for membership</p> <ul style="list-style-type: none"> • Louis W. Bray will be the recipient of this year’s annual safety award <p>(d) Social</p> <ol style="list-style-type: none"> Ski Day; March 23, Tremblant, 27 skiers registered; Teraflex and Lafarge sponsors; likely will not repeat again next year AGM; April 12, Centurion; Jeff Hunt is our guest speaker 40th Anniversary Golf Tournament; June 26, 2018 Fall Retreat; September 9 or 10; arrival on the Sunday, Meeting on the Monday <ul style="list-style-type: none"> • Education and possibility of setting up an education day • KS to send out doodle poll for the date <p>(e) Specifications</p> <ul style="list-style-type: none"> • 2018-19 Spec Revisions were supposed to be received by March 14; nothing received to date <p>(f) Theft</p> <ul style="list-style-type: none"> • ST to meet with Sgt. Brown March 22, 2018 to discuss the lack of interest by the police force regarding heavy equipment theft <p>(g) Technology</p> <p>Website: MM terminated; LefeWare contracted and has started work</p> <p>(h) VPM</p> <ul style="list-style-type: none"> • Formula and wording for Specs is done however not releasing to us until it has been confirmed by legal counsel (90/10). • Will not be used on every job; there will be a notification at the front of the contract

documents

- Realistically will be June or July as they are going to pilot the process
- Appeals – JF raised several concerns regarding the appeal process; WC confirmed with JF that the process was not followed as promised. A meeting will be proposed to include WC and Corina
- Everyone has the right to look at their file. At site meetings always ask questions i.e. are the signs, right? If so, write down the positive feedback (not only about negative comments)
- NF also recommended the photos be taken wherever possible to act as evidence for your case

(i) Vision/CA-PPM Working Group

- KK attended the City's introduction; not a lot of information or insight; not everything will be uploaded/shared. Minimal functionality at this time. Can we push for a notification system?
- Surveys and Mapping Group; DMc attended on behalf of NCHCA, minutes to follow
- Continuing with controlled sketches
- Moving from 2D to 3D is going to be more involved than originally thought.

9 Industry Linkages

(a) Ottawa Construction Association

- AGM was February 13, 2018 at the Centurion Center; 400 people attended; McGuire/Kilrea guest speakers
- Young construction leader group event coming up. Mentor session on business successes, how they got where they are today, what their company does, etc.
- 2 golf tournaments plus an extra fund raiser for Serge Maiscottes construction trade school in Haiti (August 13 at Eagle Creek GC)
- Interviews start March 22 for new Director, Member Liaison in hopes of making sure members are getting what they need and to bring in new members.
- KS and LS to attend Sens Game March 24 on behalf of the NCHCA

(b) Consulting Engineers Ontario

- Is there a way to push for standing offers? Proposals cost us a lot of money to prepare and are time consuming i.e. long term of 6 – 9 months. Will McDonald indicated that they already have a special dispensation for \$250k up from \$150k. Their own processes are bogging down the ability to get projects out. Member firms have had information requests for VPM scores to be released. CAs are reluctant to participate in the scoring meetings. CEO should find out what happens on Friday at their meeting with City. Their staff has had training. We have not had any training.
- The whole process is supposed to be about expectations and communications of expectations. Some of the kickback from CAs was that the City would ask the contractors to sit in on CA evaluations. SMc suggested that the City should have a Form B like MTO uses to provide transparency. Sometimes are asked to act as constructors.

(c) Ontario Sewer and Watermain Construction Association

(d) Ontario Road Builders Association & Ontario Hot Mix Producers Association

	<ul style="list-style-type: none"> • Spring Seminar is being held April 5 • Partners in Quality April 15 in Ottawa <p>(e) Association of Ontario Road Supervisors</p>
11	<p>Roundtable</p> <p>No additional items were discussed.</p>
13	<p>Future Meetings</p> <ul style="list-style-type: none"> • April 12, 2018, Centurion Center, 5:00 pm-9:00pm • May 9, 2018, Centurion Center, 3:00pm-5:00pm
15	<p>Closing</p> <p>The meeting was closed at 5:00.</p>