



MEETING OF THE NCHCA BOARD

Centurion Conference & Event Center, Ottawa, ON
Executive Boardroom

Wednesday, June 13, 2018 (3:00pm-5:00pm)

APPROVED MINUTES

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

	Item
1	<p>ST welcomed guest Ernie Johns to the meeting and noted that EJ volunteers his time with the bursary committee.</p> <p>Call to order and approval of agenda</p> <p><i>MOTION: It was moved by RS, seconded by SM, THAT the agenda be approved, and the President be authorized to modify the order of discussion. CARRIED</i></p>
2	<p>Approval of Minutes</p> <p><i>MOTION: It was moved by DMc, seconded by SG, THAT the Minutes of the May 9, 2018, Board meeting be approved. CARRIED</i></p>

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Executive Reports

(a) President's Report

- KS and ST attended a City of Ottawa kick-off meeting for the start of the construction season at a Tomlinson job site on May 10, 2018.
- Road cut permits: ST has been contacted by a number of members regarding delay in obtaining road cut permits. ST followed up with Linda Carkner, City of Ottawa and was advised that the City has implemented a new system which is causing some delay. The City asked that we ensure all documentation is correctly submitted and mark applications as "urgent" to expedite applications.
- ST, KS, Corina Duclos, Shelly MacDonald and Doug Rathwell met to discuss the City's Pavement Management System. Pavement information will be available on GeoOttawa by the end of 2018.
- The Pavement Management System was suggested as a topic at the 2019 Education Series.

(b) Treasurer's Report

- Membership renewals are lower than anticipated. AH has invoiced outstanding members.

MOTION: It was moved by DA, seconded by DMc THAT the expenses for May 2018 be approved.

CARRIED

MOTION: It was moved by JK, seconded by SM THAT \$100,000 be invested in locked-in GICs, \$50,000 for a 180-day term and \$50,000 for a 1-year term. CARRIED

(c) Executive Director's Report

- KS attended various meetings with the City of Ottawa – Liaison, Spec Update, Pavement management system, Excess Soil (Brad Carew).
- Attended the 2018 Construction Season Kick-off event with ST on May 25, 2018.
- Met with Carina Duclos one-on-one. One-on-one meetings with Carina will be regularly scheduled to take place every 6 weeks.
- Asked ED whether I could attend the CEO / City Liaison meetings in the same way that ED attends the NCHCA / City Liaison meetings. ED is checking with his board and suggested that I might want to attend CEO's board meetings as well.
- Education Series Kick-off meeting is scheduled for June 20, 2018 with Anna Vaillant, ED, SM and KS.
- Excess Soils (response to Ministry); working on NCHCA's submissions, collaborating with other associations (OSWCA, ORBA, OCA, etc.).
- Discussions with Jude Tremblay (CCPPA) regarding possibility of providing training re design and installation of concrete pipe in follow up to JM's suggestion from the May Board Meeting.
- Attended a recruitment and retention initiative organized through OSWCA. SMc to speak to this during report of the Education Committee.
- Attended the Bursary Committee meeting on June 8, 2018 where the Bursary Program was reviewed and revised.

4	<p>City of Ottawa</p> <p>(a) The NCHCA / City Liaison Meeting was held on May 18, 2018. The Meeting Notes and Forecasted Tenders List are posted in the City of Ottawa Liaison section of the NCHCA website.</p> <p>(b) The next Liaison Meeting is June 22, 2018. Please forward agenda items to KS.</p>
5	<p>Board Business</p> <p>(a) New member application <i>MOTION: It was moved by SG, seconded by RS THAT Leica Geosystems be approved for membership in NCHCA as an associate member. CARRIED</i></p> <p>(b) Correspondence ST advised the Board of the email received by KS regarding the lack of diversity on NCHCA's Board. General agreement that the focus of NCHCA is recruitment, not diversity.</p> <p>(c) Other items No other items were raised.</p>
6	<p>Matters impacting the industry</p> <p>No items.</p>
7	<p>Committee Reports</p> <p>(a) Bursary</p> <ul style="list-style-type: none"> • There are 3 bursaries renamed to: Presidents Award, Board of Directors Award and Women in Construction Award. • The website and application form have been updated. Application deadline is August 15, 2018. • The Board discussed the reasons for a suitability of naming one of the awards the Women in Construction Award. <p><i>MOTION: It was moved by ST, seconded JK THAT the renaming of the three bursaries be approved. CARRIED</i></p> <p>(b) Education</p> <ul style="list-style-type: none"> • SMC and KS participated in a initiative through OSWCA regarding recruitment and retention of skilled trades, with particular emphasis on women, immigrants and visible minorities. The kick-off session was on May 10, 2018. It was attended by approximately 70 people from the construction and other industries. This research project titled REST: Retaining Employees in the Skilled Trades, will explore the shortcomings of recruitment, causes of high turnover rates, possible solutions to the skills-gap, and methods which aim to increase the participation and retention of employees in construction. <p>(c) Health & Safety</p> <ul style="list-style-type: none"> • Discussion of Aecon's recent accident and the need to remain vigilant and aware of danger on construction sites. • May's meeting was held at Cavanagh's office. • Safety data sheets have to be changed by end of the year. • Next meeting will be held at Tomlinson's Office on June 19, 2018. <p>(d) Networking</p> <ol style="list-style-type: none"> i. 40th Anniversary Golf Tournament: June 26, 2018 is sold out.

- ii. Annual BBQ: July 26, 2018 – now open for registration and sponsorship through NCHCA’s website.
- iii. Fall Retreat: September 9-10, 2018 – please confirm attendance as soon as possible.
- (e) Specifications
 - DA attended 4+ meetings with the City (who broke up the specs into 5 separate committees)
 - Potentially the idea was thought that the City would go directly to OPS however that is not the case at this time
 - Concrete work from last year’s late job closings has been spalling/pop outs
 - Recommendation is that the City stop using salt done on late pours; sanding would help – not salt
 - EV to send ST an email highlighting concerns
- (f) Excess Soil
 - i. SG provided an overview and commentary on what the proposed regulations entail.
 - ii. KS has received the City’s submissions and finalizing NCHCA’s submissions. Met with some members who are working on this issue.
- (g) Anti-theft - nothing to report; ST is attempting to connect with Catherine Brown. Please forward information to ST who will forward it on to the Ottawa Police.
- (h) Technology – website is faster; looks better; onto Phase 3; membership database.
- (i) VPM – no report.
- (j) vISion – training scheduled for June 8 and 15 with backup dates in July. DA attended and reported on his perception. It does not appear that the implementation of this system will be of any benefit to the contractors. It appears to be primarily a better way for the City to maintain its records. JK and KS are attending on June 15, 2018.
Note: the City will no longer be able to generate the Forecasted Tender Lists.
- (k) Surveys & Mapping – DMc reported that the committee is waiting for the City to establish a schedule of work and meetings.

8 Industry Linkages

- (a) Ottawa Construction Association
 - Stefanie Wallis has been hired as the OCA’s new liaison director to increase membership and retain members.
 - OCA’s Golf tournament had a good turnout: 440 participants.
 - OCA’s RedBlacks event is July 12, 2018.
 - Construction Permits so far this year are valued at \$320 million which is up from \$108 million last year. On pace for a record year.
- (b) Consulting Engineers Ontario
 - Board meeting was held on May 2, 2018.
 - There has been some turnover on the Board.
- (c) Ontario Sewer and Watermain Construction Association
 - OSWCA is working on its excess soil submission.
 - Ottawa is the only City using VPM in the tendering process.
 - Planning underway for next year’s convention which will take place in Jamaica.
 - JM will be President in 2020.

	<p>(d) Ontario Road Builders Association & Ontario Asphalt Pavement Council – no report.</p> <p>(e) Association of Ontario Road Supervisors – trade show was last week in Belleville; well attended.</p>
9	Upcoming events – reviewed by ST.
10	<p>Roundtable</p> <ul style="list-style-type: none"> • EV raised the recurring problem of spalling etc. resulting from salting of new construction. EV will provide more details to ST and KS. • ST invited the members of the Board to a dinner in July in lieu of a Board meeting. • RS suggested to the Board that it would be a good idea to put a structured, repeatable process in place to plan and manage NCHCA events. <p><i>MOTION: It was moved by RS, seconded by JK THAT the association hire a consultant to develop a structured, project management approach for planning and management of all NCHCA events.</i></p> <p><i>CARRIED</i></p>
11	<p>Review of action items</p> <p>Follow up with the City regarding salting new construction.</p>
12	<p>Future Meetings</p> <ul style="list-style-type: none"> • July 2018 – no meeting • August 8, 2018, Centurion Center (3:00 – 5:00) • September 9 and 10, 2018 (Fall Retreat)
13	<p>Meeting effectiveness</p> <p>No comments.</p>
14	The meeting closed at 5:10.