



MEETING OF THE NCHCA BOARD

Centurion Conference & Event Center, Ottawa, ON  
Executive Boardroom

Wednesday, August 8, 2018 (3:00pm-5:00pm)

APPROVED MINUTES

Board Members & Association Representatives		
Stephen Turner	Brian Lane	Steve McEachen
Steve Goodman	Kevin Kiley	Dave Meikle
Ray Shannon	Paul Lemire	Edson Donnelly (CEO)
Regrets		
Darrin Alberty	Perry Crozier	John DeKroon
Jim Flegg	Dave McClure	Leon Switzer
Ezio Vena	Jeff Mulcock (OSWCA)	Joel McIntyre
Guests		
Neil Falls	Wade Clouthier	
Staff		
Alison Hogan	Kathryn Sutherland	

	Item
1	<p>Call to order and approval of agenda <i>MOTION: It was moved by Ray Shannon, seconded by Brian Lane, THAT the agenda be approved, and the President be authorized to modify the order of discussion. CARRIED.</i></p>
2	<p>Approval of Minutes <i>MOTION: It was moved by Kevin Kiley, seconded by Steve Goodman, THAT the Minutes of the June 13, 2018, Board meeting be approved. CARRIED.</i></p>

## Executive Reports

### (a) President's Report

- Road cut permit wait times are still taking anywhere between 3 to 4 weeks.
- City has hired additional people however they only have 1 person dedicated to traffic plans.
- Stephen Turner will call Linda Carkner. Kathryn Sutherland is meeting with Carina Duclos on Thursday, August 9, 2018 and will raise the issue again.
- Mayor's tournament is being held August 15, 2018.
- ACTION: Alison Hogan to send email requesting confirmation of who is available to play.

### (b) Treasurer's Report

- Revenues – membership dues are catching up but we still need to collect the outstanding.
- Revenues – we have no website advertising for the year. We should try and drive some revenue for 2019.
- Expenses – are pretty much in line with expectations.
- Events – the 40<sup>th</sup> golf tournament has produced what looks to be a great profit of \$29k. Some expenses may still be outstanding.
- Events – we are about \$15,000 short of where we hoped to be on the BBQ.

#### Summary:

We are approximately \$6,000 short on budgeted revenues for the year, so anything we can do to get unpaid members paid, advertising on website will help close this gap, but remain in good shape here.

From an expense perspective it looks as though we are slightly below plan YTD but have a big expense in September with our offsite meeting, which should bring us close to our budgeted number for the year.

Events – to break even on the year, we need to bring in approximately \$60,000 profit from our events and are currently sitting at \$52,000. This may change if we have additional costs for the 40<sup>th</sup> Anniversary Golf Tournament and BBQ. We need to ensure that Dinner Dance is a break-even event.

The membership dues revenue reported as \$144,655.70 is not correct as this number includes all of the invoices that we generated in June for membership renewals. Our A/R shows that 27 of these invoices (\$19,575) remain outstanding. The correct number is \$125,080.70.

*MOTION: It was moved by Ray Shannon, seconded by Brian Lane THAT the expenses for June and July 2018 be approved. CARRIED.*

### (c) Executive Director's Report

#### City of Ottawa

- Forecasted Tenders Lists: the forecasted tenders lists are no longer available now that the City has moved to vISion. We have indicated to the City just how important this information is to NCHCA members but have not yet received a response as to what information will be available or when it will be available.
- Select Subgrade Material Price: NCHCA asked that the pre-populated prices in the quantities be updated to more accurately reflect current prices as it has not been updated since 2007. The City will add it to the General Spec Subcommittee as part of the spec review that is underway. NCHCA has been asked to provide input regarding expectations in terms of increase and rationale, we will be reaching out to our members for their input.

- VPM: Wade Clouthier and I met with Will McDonald and new City business analyst Jill Pringle regarding VPM. Wade will speak to this further under Committee Reports.
- RFQs: Bernie Ingimundson raised the issue that City RFQs should be more consistent in language and format and suggested that NCHCA put together a committee to work with the City on this. NCHCA will reach out to its members for participation.
- Kathryn Sutherland is meeting with Carina Duclos on Thursday, August 9, 2019, for a regular “keeping in touch” meeting.

Provincial Government

MOECC

- On June 15, 2015, NCHCA provided submissions on the proposed draft regulations on excess soil management. KS reached out to OSCWA, ORBA, the City of Ottawa, the Heavy Construction Association of Toronto and the Residential and Civil Construction Alliance of Ontario with a view to collaborating and supporting each other’s submissions. A copy of our submission is attached. A number of our members also wrote to MOECC in support of our submission.

Federal Government

2019 Pre-Budget Submissions

- NCHCA submitted pre-budget submissions on August 3, 2018. A copy of our submission is attached in the August 8 Agenda book.

NCHCA Event Planning and Management

- At the June 13, 2018, Board meeting the Board passed a motion that the association should adopt a structured, project management approach for planning and management of all NCHCA events.
- Project charters have been developed for our upcoming member events – the Red Blacks game, the Fall Dinner Dance and the Education Series, and are working on the work breakdown structures for these events.

4 City of Ottawa

(a) Liaison Meeting June 22, 2018

- Stephen Turner reviewed the June 2, 2018, meeting notes with the Board

(b) Next Liaison Meeting August 17, 2018 – please forward agenda items

5 Board Business

(a) New member application

*MOTION: It was moved by Paul Lemire, seconded by Brian Lane, THAT GeleyNSE Earthworks Inc. be approved for membership in NCHCA as a contractor member. CARRIED.*

(b) Event Attendance, Sponsorship and Advertising Policy

- Draft policy was reviewed and disused by the board.
- ACTION: Kathryn Sutherland to make further revisions for approval at the September Board meeting.
- All agreed that only members should be eligible to sponsor events.
- Discussed the possibility of moving BBQ to another location. It was suggested that we prepare an Event RFP for 2019.

	<p>(c) Venue for 2019 Board meetings</p> <ul style="list-style-type: none"> <li>• OCA has invited NCHCA to use its meeting space for NCHCA Board meetings at no cost.</li> <li>• Currently we spend \$600 to \$700 per month</li> <li>• Directors could possibly host meetings at their offices on a scheduled rotational basis.</li> </ul> <p>(d) Correspondence – no correspondence.</p> <p>(e) Other items – no other items were raised.</p>
6	<p>Matters impacting the industry</p> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Road cut permits</li> <li>• New Minister of Transportation is John Yakabuski.</li> <li>• ACTION: Kathryn Sutherland to prepare a letter of introduction for Stephen Turner.</li> </ul>
7	<p>Committee Reports</p> <p>(a) Bursary</p> <ul style="list-style-type: none"> <li>• 4 applications received to date.</li> <li>• ACTION: Alison Hogan to send email reminder to members.</li> </ul> <p>(b) Education</p> <ul style="list-style-type: none"> <li>• Committee met with the City in June to discuss the 2019 Education Series.</li> <li>• NCHCA will still host a Heavy Construction Outlook once again however we are still looking for speakers – nothing nailed down to date; suggestions welcome.</li> <li>• Considering hosting a recruitment event with Jon Callegher as key-note speaker. Jon is working on an initiative addressing recruitment and retention of skilled trades in the construction industry.</li> <li>• Jude Tremblay, CCCPA, has offered to host and fund an event on design, installation and inspection of flexible and rigid pipe systems at the EY Center.</li> <li>• Explotech has also offered to host a seminar on blasting, monitoring, etc.</li> </ul> <p>(c) Health &amp; Safety</p> <ul style="list-style-type: none"> <li>• July meeting was held at Marathon Drilling.</li> <li>• August meeting will be held at Louis Bray Construction Limited’s office.</li> <li>• Next meeting’s main agenda topic will be the new Medicinal Substance Laws and how best to handle, deal with the onset of its legalization.</li> </ul> <p>(d) Networking</p> <ol style="list-style-type: none"> <li>40th Anniversary Golf received positive reviews except closing of bar early.</li> <li>BBQ – need to confirm 2019 location.</li> <li>Fall Retreat: September 9-10, 2018 – confirm attendance by August 10 with Deerhurst ACTION: Alison Hogan to send reminder to complete Doodle Poll.</li> <li>RedBlacks event is cancelled.</li> <li>Fall Dinner Dance: November 3, 2018; Black &amp; White Theme; being held at the Brookstreet Hotel</li> </ol>

	<p>(e) Specifications – no report.</p> <p>(f) Excess Soil – submission was made, no update at this time.</p> <p>(g) Anti-theft – Scava Construction’s backhoe theft was discussed. Scava is not a member however all agreed NCHCA should disseminate this type of information as being in the best interests of the industry.</p> <p>(h) Technology – no report.</p> <p>(i) VPM – Wade Clouthier requested that 2 motions be made based on requests from the City.</p> <p><i>MOTION: It was moved by Wade Clouthier, seconded by Dave Meikle, THAT the Association support the City’s proposal to post adjusted unofficial bid results. CARRIED.</i></p> <p><i>MOTION: It was moved by Wade Clouthier, seconded by Kevin Kiley, THAT NCHCA supports the formation of a new liaison meeting with the City of Ottawa road operations department. CARRIED.</i></p> <p>(j) vISion – Kevin Kiley report that the City has requested that 2 projects be used in the new vision process however usernames and passwords have yet to be provided by the City.</p> <p>(k) Surveys &amp; Mapping – no report.</p>
8	<p>Industry Linkages</p> <p>(a) Ottawa Construction Association</p> <p>    i. OCA Symposium, February 27, 2018</p> <ul style="list-style-type: none"> <li>• This symposium will be held on the same day as OCA’s AGM</li> <li>• OCA has asked for our support with a booth – CARRIED</li> <li>• OCA new building on 9 Antares has training rooms available if needed</li> </ul> <p>(b) Consulting Engineers Ontario</p> <ul style="list-style-type: none"> <li>• viSion is being used regularly by the CEO.</li> <li>• CEO has committed their support of our 2019 Education Series.</li> <li>• Kathy Sutherland is invited to attend CEO board meetings on behalf of the NCHCA.</li> </ul> <p>(c) Ontario Sewer and Watermain Construction Association – no report.</p> <p>(d) Ontario Road Builders Association &amp; Ontario Asphalt Pavement Council – no report.</p> <p>(e) Association of Ontario Road Supervisors – no report.</p>
9	<p>Upcoming events</p> <ul style="list-style-type: none"> <li>• Mayor’s Tournament</li> <li>• Fall Retreat</li> </ul>

10	<p>Roundtable</p> <ul style="list-style-type: none"><li>• Steve Turner raised concerns over restricted hours of work and night work.</li><li>• Steve would like to form a task force to assemble data on the costs/risks/ safety of doing Night Work.</li><li>• Looking for support from road builders in help of compiling information documentation to be provided to the City/Councillors for their review and knowledge.</li></ul>
11	<p>Future Meetings</p> <ul style="list-style-type: none"><li>• September 10, 2018 (Fall Retreat)</li><li>• October 10, 2018, Centurion Center (3:00-5:00)</li><li>• November 14, 2018, Centurion Center (3:00-5:00)</li><li>• December 12, 2018, Centurion Center (3:00-5:00)</li></ul>
12	<p>Closing</p>