



MEETING OF THE NCHCA BOARD

By Video Conference

Wednesday, May 13, 2020 (3:00pm-5:00pm)

APPROVED MINUTES

Board Members & Association Representatives		
Darrin Alberty	Chris Lesaux	Nick Regalbuto
Dale Downey	Dave McClure	Leon Switzer
Edson Donnelly (CEO)	Steve McEachen	Stephen Turner
Stephen Goodman	Joel McIntyre	Bob Watson
Paul Lemire	Jeff Mulcock (OSWCA)	
Regrets		
Nick Bray	Brad Gooderham	Dave Meikle
John DeKroon	Brian Lane	
Staff		
Kathryn Sutherland	Kerri Albright	
Guests		
Tim Vizena		

	Item
1	<p>Call to order and approval of agenda</p> <p><i>MOTION: It was moved by S. McEachen, seconded by P. Lemire that the agenda be approved, and the Chair be authorized to modify the order of discussion. Carried.</i></p>
2	<p>Collusion Clause</p> <p>The Board reaffirmed its commitment to adhere to the Collusion Clause.</p>
3	<p>Approval of Minutes</p> <p><i>MOTION: It was moved by B. Watson, seconded by S. Turner that the Minutes of the March 11, 2020,</i></p>

and April 8, 2020, Board meetings be approved. Carried.

4 Executive Reports

(a) President's Report

- D. Albery reported that has attended a number of NCHCA meetings over the last month including:
 - The Health & Safety Committee meeting
 - City's Economic Recovery Task Force meeting
 - City's Sidewalk Task Force Committee meeting
- At the executive level, we have been discussing how to best mitigate the financial risk we are facing if our events do not go ahead as planned.

(b) Treasurer's Report

- Expenses are being kept to a minimum. We remain hopeful that events will be able to take place later in the year.

MOTION: It was moved by S. Goodman, seconded by C. Lesaux that the expenses for April 2020 be approved. Carried.

(c) Executive Director's Report

- NCHCA's recruitment project concept paper has been revised and resubmitted to MOL adding the effects COVID-19 has had on our industry.
- C. Duclos indicated that an additional 30 more projects will be tendered by the City in 2020. We have no information as to how many are infrastructure projects.

5 Board Business

(a) New member applications

MOTION: It was moved by P. Lemire, seconded by S. Turner that Timpson Asphalt and Concrete Inc. be approved for membership as a contractor member, and that Sign FX Inc. and Ottawa Sports and Entertainment Group be approved for membership as associate members.

- NCHCA has 13 new members so far in 2020.

(b) Approval of NCHCA's 3-Year Business Plan 2020-2022

MOTION: It was approved by S. Turner, seconded by L. Switzer that NCHCA's 3-Year Business Plan 2020-2022 be approved. Carried.

(c) Approval of Committee Rosters and Terms of Reference

MOTION: It was approved by S. McEachen, seconded by P. Lemire that NCHCA's Committee Rosters be approved. Carried.

MOTION: It was approved by D. McClure, seconded by S. McEachen that committee Terms of Reference be approved. Carried.

(d) For Information: The Mayor's Golf Tournament has been moved from August 12, 2020, to

September 30, 2020, at Stonebridge Golf Course

- J. Mulcock and B. Watson confirmed that they will represent NCHCA at the Mayor's Golf Tournament.

ACTION: Let K. Albright know if you are interested in participating.

6 City of Ottawa

(a) Economic Recovery Task Force

- The City has invited NCHCA to participate in the Economic Recovery Task Force to help identify the impact of COVID-19 on construction and NCHCA has been asked to provide suggestions to the City regarding: best practices or new and different ways to deliver projects in the new reality concerns and comments regarding stimulus funding.
- NCHCA suggestions that would help to expedite work on infrastructure projects:
 - Expedite approval of residential projects
 - Timely issuance of City permits
 - Ensure paid duty officers are available
 - Revised traffic management requirements
 - Relaxed noise restrictions
 - Restricted hours be extended
 - Flexibility in project schedules
 - Identify ways to extend the construction season, ex temporary asphalt instead of late season concrete
 - Coordinate with utilities
 - Coordinate external permits – MOE, NCC, conservation authorities
 - Coordinate with Ontario One Call to ensure timely locates
- NCHCA suggestions with regards to stimulus funding: what went well last time there was stimulus funding? What could have been better?
 - Funding for projects in 2021 would be optimal
 - Flexibility in terms of scheduling
 - Projects were put out with incomplete designs
 - There was a lot of good collaboration and cooperation

ACTION – Board to send additional comments to K. Sutherland. K. Sutherland to ask if an NCHCA rep could participate on the stimulus committee.

(b) Liaison Meeting March 20, 2020 – provided for Information

(c) Liaison Meeting April 17, 2020 – Draft – provided for Information

(d) Forecast Tender Listing

- We have been pushing for this list from the City and while we have been asking for better information the City has reduced the information in their listing recently removing costs.
- Kathy has been creating a Forecast List of our own however with ID numbers and project names being different in the City budget and in the tender list it makes it very difficult.
- Kathy is continuing to work on this and press the City for a document with better

information. It was mentioned that a reference date for tendering would be helpful.

(e) Next Liaison Meeting: May 15, 2020

(f) Request for agenda items

- Possibility of liquid asphalt cement shortages due to COVID-19
- The City is not permitting contractors to enter any homes for pre-inspections. This creates an issue as contractors will be subject to claims that they cannot defend.

(g) NCHCA Submission on Expansion of Urban Boundary

- Final submission attached for information.

(h) Impact of City Budget Deficit

- More information will be available in June when the economic recovery plan is presented to Council.

7 Matters Impacting Industry

(a) COVID-19 Roundtable - How is the pandemic affecting your operations?

- Depending on the type of business comments included,
 - Negatively – An estimated loss of production (average 10 to 16%) considering additional paperwork, project tracking and more cleaning.
 - Positively – City has relaxed traffic requirements which has been helpful and has resulted in some cost savings including trucking.

8 Committee Reports

(a) Nominating – No report.

(b) Bursary – the 2020 bursary program has cancelled due to anticipated revenue deficit.

(b) Education – No report.

(c) Excess Soil – No report.

(d) Health & Safety – No report.

(e) Specifications

Sidewalk Task Force Update

- The tech bulletin will remain in effect for this season.
- The task force is waiting for the City to identify some site locations to be reviewed.
- A new spec is expected next year which should include a method to measure quality and a photo index.

(f) Theft Prevention – No report.

	<p>(g) VPM – No report.</p> <p>(h) Construction Act – No report.</p>
9	<p>Update on Events</p> <ul style="list-style-type: none"> • AGM – September 29, 2020, Centurion Conference & Event Center • Golf Tournament – August 11, 2020, GreyHawk Golf Club • BBQ Shine & Show – August 2020, 1299 River Road • Fall Dinner Dance – November 7, 2020, Shaw Centre
10	<p>Industry Linkages</p> <p>(a) Ottawa Construction Association</p> <ul style="list-style-type: none"> • A meeting was held that included many contractor and construction groups as well as the union, trades, OCA etc. where it was recognized that we could do better when it comes to site hygiene. Since, a letter was submitted to the City and the creation of a new hygiene spec is being considered. • Kathy has agreed to represent NCHCA on the Industry Task Group on Construction Site Hygiene with the support of the board. The next meeting will be held when volunteers have been confirmed. <p>ACTION – NCHCA to let T. Vizena know who will be on the committee and he will respond to J. DeVries</p> <p>(b) Consulting Engineers Ontario</p> <ul style="list-style-type: none"> • CEO has also confirmed they will participate on the City’s Economic Task Force. <p>(c) Ontario Sewer and Watermain Construction Association</p> <ul style="list-style-type: none"> • The following documents were distributed prior to the meeting for information: <ul style="list-style-type: none"> ○ April 2020 – OSWCA – GTSWCA Letter to the Jobs and Recovery Committee ○ Covid Mask Residential Committee Document ○ May 2020 – Joint letter on Economic Recovery ○ CDAO – Extension of Time and Cost Relief ○ CEC letter to EW TT COVID -19 Financial Suggestions • Late Locates Update – June 3, 2020 committee meeting planned <p>(d) Ontario Road Builders Association & Ontario Asphalt Pavement Council</p> <ul style="list-style-type: none"> • ORBA is distribution information related to the pandemic • Holding weekly webinars on COVID-19 and the Road Building Industry such as <ul style="list-style-type: none"> ○ Innovative Solutions in Worksite Safety ○ Occupational Health & Safety Webinar – What inspectors are looking for and how to prepare • Holding Monthly Member Town Hall Meeting Webinars to discuss issues related to the pandemic that are impacting the industry and provided an overview of ORBA’s advocacy initiatives • Holding weekly meetings with the Minister of Transportation and senior-level officials

	<p>focused on health and safety concerns and requesting details of upcoming work during this time of heavy uncertainty</p>
11	<p>Roundtable</p> <ul style="list-style-type: none"> • Two large jobs are scheduled to close next week – Strandherd Drive Widening is closing on Wednesday and Tender 26520-91327-T03 - Road, Sewer and Watermain Construction (Deer Park, Wallford, Farlane) is closing on Thursday. <p>ACTION: K. Sutherland to request that the City not schedule closings back-to-back.</p>
12	<p>Future Meetings</p> <ul style="list-style-type: none"> • June 10, 2020 - Videoconference • July – no Board meeting • August 12, 2020 – Cavanagh, Enerdu Power Plant • September 11, 2020 – Fall Retreat • October 14, 2020 – Centurion, Senate Boardroom • November 11, 2020 – Toromont Cat • December 9, 2020 – Tomlinson, Oxford Boardroom, Second Floor
13	<p>Meeting effectiveness</p> <ol style="list-style-type: none"> a) What went well? b) This meeting would have been better if ...
14	<p>The meeting closed at 4:30 p.m.</p>