



MEETING OF THE NCHCA BOARD

January 13, 2020 (3:00pm-5:00pm)

Microsoft Teams Meeting

APPROVED MINUTES

Board Members & Association Representatives		
Darrin Alberty	Stephen Goodman	Jeff Mulcock (OSWCA)
Nick Bray	Brian Lane	Nick Regalbuto
John DeKroon	Paul Lemire	Leon Switzer
Dale Downey	Chris Lesaux	Stephen Turner
Edson Donnelly (CEO)	Dave McClure	
Brad Gooderham	Dave Meikle	
Regrets		
Steve McEachen		
Guests		
Jim Flegg, Chair Construction Act Working Group	Michele Richer, Chair H&S Committee	
Staff		
K. Albright	K. Sutherland	

	Item
1	<p>Call to order and approval of agenda</p> <p><i>MOTION: It was moved by S. Turner, seconded by B. Watson that the agenda be approved, and the Chair be authorized to modify the order of discussion. Carried.</i></p> <p>The following item was added to the agenda.</p> <p><b>ACTION:</b> K. Sutherland to request a letter from the City of Ottawa confirming that City of Ottawa construction projects remaining essential.</p>

2	<p><b>Collusion Clause</b></p> <p>The Board reaffirmed its commitment to adhere to the Collusion Clause.</p>
3	<p><b>Approval of Minutes</b></p> <p><i>MOTION: It was moved by B. Gooderham, seconded by B. Lane that the Minutes of the December 9, 2020, Board meeting be approved. Carried.</i></p>
4	<p><b>Executive Reports</b></p> <p>(a) <b>President’s Report</b></p> <ul style="list-style-type: none"> <li>• The 2021 Education Series will be held virtually in February, March and April 2021.</li> <li>• NCHCA’s Excess Soil Committee is working with contractors, owners and consultants to create bulletins to inform our members.</li> <li>• NCHCA’s Construction Act Working Group met with the City of Ottawa procurement group on November 20, 2020 to provide feedback on the City’s proposed payment process.</li> <li>• The NCHCA Recruitment &amp; Retention Project is underway.</li> <li>• NCHCA will hold two golf tournaments in 2021. We have secured dates at GreyHawk and The Meadows.</li> <li>• NCHCA’s VPM Committee attended its annual meeting with the City on December 15. We conducted a survey of our members and provided written comments and recommendations to the City. A second meeting is scheduled for January 20, 2021 to continue discussions.</li> <li>• NCHCA is working with the City on its specification update, providing comments on sewer &amp; watermain specs, asphalt specs, concrete specs and general specs.</li> </ul> <p>(b) <b>Treasurer’s Report</b></p> <ul style="list-style-type: none"> <li>• The report refers to the revised COVID-19 budget that was approved at the May 2020 Board meeting.</li> <li>• With regards to revenue: <ul style="list-style-type: none"> <li>○ Our revised budget anticipated a 20% drop in membership. As of the end of October, we received \$162,265.65 in renewals, higher than the \$127,020 anticipated by our revised budget.</li> <li>○ We have earned \$1,902 in interest on our GICs.</li> <li>○ Wage Subsidy in the amount of \$2,755 has been received.</li> <li>○ The golf tournament generated \$42,017 in revenue.</li> <li>○ In September we received the first tranche of funding for the Recruitment Project in the amount of \$62,400. We received a further \$45,394 in December. We now look to be in a plus \$87,058.84 position at the end of 2020 as opposed to the negative</li> </ul> </li> </ul>

\$65,724.25 we anticipated.

- Note that the \$87,000 is not profit. These funds will be disbursed as the Recruitment Project moves forward.

Approval of December 2020 Expenses

*MOTION: It was moved by C. Lesaux, seconded by L. Switzer THAT the December 2020 expenses be approved. Carried.*

(c) Executive Director's Report

- Recruitment Project
  - Focus group interviews have begun. Reos will prepare a synthesis of the information from focus group interviews and we will share the findings with the Board.
  - We have received a research proposal from BuildForce Canada at a cost of \$50,000 for consideration. This cost is provided for in our funding agreement with MOL.

ACTION: K. Sutherland to circulate a Build Force research sample to the Board for information.

- Update on stimulus funding – no additional information received.
- Meetings with City Manager, City Clerk and Mayor's Office
  - Rick O'Connor, City Clerk, advised that NCHCA not move forward with the proposed Infrastructure Advisory Committee as it would invite public participation. Recommended instead that NCHCA meet regularly with the Mayor's Office. The first meeting is scheduled for January 19, 2020.
- Changes to MTO specs to allow publication of CSPs in other construction trade newspapers.
  - OCA has received email confirmation that specifications will be amended to permit CSPs to be published in any construction trade newspaper that meets the requirements of the *Construction Act*, not exclusively Daily Construction News.
- Late locates
  - Discussed under Board Business.
- Vehicle licensing fees
  - Fees have been postponed but not waived.

5 City of Ottawa

(a) Liaison Meeting Notes December 11, 2020 and Forecasted Tenders List

- The December Liaison Notes and updated forecasted tenders list have not been received.

(b) Next Liaison Meeting: January 22, 2021

Agenda items:

- Update on stimulus funding

- Ottawa Police Service invoicing and interest charges
- Update on capping and connections
- Update on watermain isolation plan discussions

Additional suggestion:

- Update on Ariba
  - Some members have been enabled.
  - New purchasing numbers are assigned by Ariba to existing invoices. Do not assume you will be paid, you likely need to resubmit outstanding invoices.
  - No schedule yet to enable additional members.

ACTION: Advise K. Sutherland of any items you wish to have added to the agenda for the January liaison meeting.

6 Board Business

(a) Meeting with the City Clerk, City Manager and Mayor's Office

- K. Sutherland and D. Albery will meet with the City Clerk, Rick O'Connor, City Manager Steve Kanellakos and the Mayor's Office on January 19, 2021.

Topics under consideration:

- Communicating that we value our good working relationship with the City
- Update on stimulus funding
- Anticipated supply chain shortages
- Expansion of urban boundary
- Our industry is an economic driver, employing over 9,000 in the Ottawa area. Many of our members are small, locally owned businesses.

Additional suggestions:

- VPM
- Upcoming projects
- Cutting and Capping
- NCHCA perspective of broader infrastructure challenges and issues

(b) Late locates

- We are advised that some of our members are experiencing difficulty in getting timely locates however Promark is laying off staff because they consider this to be a slow period.
- J. Mulcock confirmed that Taggart continues to have relocate issues.
- Concern is that LRT locates are taking priority.

ACTION: K. Sutherland to contact Promark regarding locate challenges in Ottawa.

(c) Supply chain shortages

- OCA is holding its second roundtable on January 21, 2021. K. Sutherland forwarded the meeting invitation to the Board.
- NCHCA will be invited to report on supply chain issues being experienced or anticipated by the heavy construction issues in 2021.
- Board members confirmed that they are not experiencing many supply chain issues other than:
  - D. McClure mentioned they have had some heavy equipment shortages but are ordering in advance as much as possible.
  - B. Watson mentioned the cost of steel has increased however supply still seems available.
  - J. Flegg mentioned they have had difficulty purchasing new trucks. Companies seem to have minimal stock.

(d) Draft Appointment to Executive Policy

ACTION: at the request of D. Albery, this item will be moved to the February Board agenda.

(e) New member application

*It was moved by S. Turner, seconded by P. Lemire THAT Pen80 Products be approved for membership as an associate member. Carried*

ACTION: K. Albright to send welcome letter to Pen80 Products.

7 Committee Reports

(a) Nominating – no report.

(b) Bursary – no report.

(c) Education – Discussions are underway to confirm the dates, topics and schedule. C. Lesaux expressed concern that there will be poor participation at the virtual sessions. We are having difficulty confirming speakers for the Outlook. So far, only Steve Willis is confirmed. K. Sutherland. E. Donnelly and C. Lesaux to discuss options.

ACTION: Consider Stantec for the CSST session.

(d) Excess Soil – New amendments to the Regulation have been approved. The Excess Soil Committee will be considering the amendments at its meeting on Friday.

(e) Health & Safety – MOL has been auditing in full force re: COVID protocols primarily the following areas:

- Disinfection 4 times per day with a cleaning log available.
- Fines are being issued to workers who are working too close, supervisors will also be fined.
- Signage must be posted on site trailer doors limiting number of people.

	<ul style="list-style-type: none"> <li>• Proof of daily screening.</li> <li>• Offices will likely be audited as well.</li> <li>• Visit ontario.ca guidelines for employer work plans, a step by step guide is available.</li> <li>• Companies should check in with H &amp; S staff regarding health and wellness.</li> </ul> <p>(f) Specifications</p> <ul style="list-style-type: none"> <li>• A number of the issues put forward by NCHCA have been moved to separate working groups. We do not expect that they will be addressed in the current spec update however technical bulletins may be issued.</li> <li>• There is one final meeting on January 13, 2021 so there may be further updates. The revised specs will be rolled out on March 1, 2021.</li> </ul> <p>(g) Asphalt – We have a better understanding of what we can expect from asphalt and granular. We will be given an opportunity to provide further comment.</p> <p>(h) Concrete – The majority of issues will not be addressed as a spec update; most issues are ongoing as part of the Sidewalk/Concrete Task Force.</p> <p>(i) Sewer &amp; Watermain</p> <ul style="list-style-type: none"> <li>• Capping and connections, deferred to Liaison</li> <li>• Inconsistent pay items, City will stop using cubic metres and pay by the ton</li> </ul> <p>ACTION – B. Lane to reach out to Everett Paulin to clarify whether native soil can be used to backfill over reinforced concrete pipe.</p> <p>(j) Theft Prevention – S. Turner reminded that we should monitor sites and sea cans.</p> <p>(k) VPM – Annual meeting with the City December 15, 2020 – A second meeting with the City will be held on January 20, 2021 to continue discussions. W. Clouthier will attend the February Board meeting to provide an update.</p> <p>(l) Construction Act</p> <ul style="list-style-type: none"> <li>• Invoice submission – new process will apply to all new projects starting in Q1, 2021.</li> <li>• Biggest change is that companies will have to submit invoices to the City.</li> <li>• There are three payment paths: A (proper invoice and amount processed), B (invoice does not meet requirements), and C (partial payment / non - payment).</li> <li>• City to notify within 14 days if an invoice is not considered to be a proper invoice. If not notified, payment will be made within 28 days.</li> <li>• Awaiting response form City re: grandfathered projects.</li> <li>• Ariba roll out date for all is still unknown.</li> </ul>
8	<p>Update on 2021 Events</p> <p>(a) Education Series</p>

	<ul style="list-style-type: none"> <li>• February 18, 2021: Session #1 Heavy Construction Outlook</li> <li>• March 4, 2020: Session #2 Legislative Updates</li> <li>• March 25, 2020: Session #3 City Spec Update</li> <li>• April 8, 2020: Session #4A Merging design and construction treatments</li> <li>• April 8, 2020: Session #4B Opportunities and challenges in the construction industry</li> </ul> <p>(b) Virtual AGM: April 6, 2021</p> <p>ACTION: Invite Mayor Watson, councillors and partner associations.</p> <p>(c) Pothole Open: June 15, 2021 at GreyHawk Golf Club</p> <p>(d) Manhole Open: August 25 at The Meadows Golf and Country Club</p>
9	<p>Industry Linkages</p> <p>(a) Ottawa Construction Association</p> <ul style="list-style-type: none"> <li>• Second OCA Roundtable on supply chain shortages will take place on January 21, 2020.</li> <li>• Changes to MTO specs to allow publication of CSPs in other construction trade newspapers, not exclusively Daily Construction News.</li> </ul> <p>(b) Association of Consulting Engineering Companies – Ontario</p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p>(c) Ontario Sewer and Watermain Construction Association</p> <ul style="list-style-type: none"> <li>• Lobbying Queens Park to keep construction open, so far successful.</li> <li>• Focusing on excess soils.</li> <li>• Virtual AGM to take place on February 16, 2021.</li> </ul> <p>ACTION: J. Mulcock to clarify work below grade restrictions.</p> <p>(d) Ontario Road Builders Association &amp; Ontario Asphalt Pavement Council</p> <ul style="list-style-type: none"> <li>• No report.</li> </ul>
10	<p>Roundtable</p> <ul style="list-style-type: none"> <li>• Reminder to confirm online company profiles at <a href="http://www.nchca.ca">www.nchca.ca</a> to ensure listing will be correct in the 2021 Member Directory.</li> </ul>
11	<p>Future Meetings</p> <ul style="list-style-type: none"> <li>• February 10, 2020</li> <li>• March 10, 2020</li> <li>• April 14, 2020</li> </ul>

12	Meeting effectiveness  (a) What went well? (b) This meeting would have been better if ...
14	Closing