



**MEETING MINUTES and ACTION ITEMS FOR WEDNESDAY, December 13, 2017, 3:00 PM**

This meeting was held at the Centurion Center with the following present:

<b>Board Members</b>			
Jim Flegg (JF)	Darrin Alberty (DA) - A	Paul Lemire (PL)	Edson Donnelly (ED)
Ken McIntyre (KM) - A	Perry Crozier (PC)	Steve McEachen (SM)	Jeff Mulcock (JM) - A
Stephen Turner (ST)	John DeKroon (DK) - A	Dave McClure (DM)	Alison Hogan (AH)
Steve Goodman (SG)	Kevin Kiley (KK) - A	Ezio Vena (EV) - A	Neil Falls (NF)
Ray Shannon (RS)	Dave Meikle (DM)	Brain Lane (BL) - A	
<b>Staff</b>			
Alison Hogan (AH)	Kathryn Sutherland (KS)		

<b>1.0 Executive Report</b>	
1.1 Previous Minutes (AH)	MOTION: It was moved by Steve Turner, seconded by Steve McEachen to approve the minutes from the November 8 meeting. CARRIED
1.2 Treasurer’s Report (RS)	MOTION: It was moved by Dave Meikle, seconded by Dave McClure to approve the expenses for November. CARRIED
1.3 Executive Committee Report (JF)	MOTION: It was moved by Jim Flegg, seconded by Steve Goodman to approve the acceptance of Brian Lane as a director to the board. CARRIED  RS report that the Association currently remains in a strong stable position. No increases will be applied to the 2018 membership dues. Renewal reminders will be sent out January 1 to the membership.
1.4 Correspondence (AH)	<ul style="list-style-type: none"> <li>• DC Branching list with extensions /City November 17 Minutes</li> <li>• Forecasted Tender list to March 2018</li> <li>• Species at Risk</li> <li>• WSIB Rate framework/WSIB Safety Groups</li> <li>• Letter from Mayor Watson, December 5</li> </ul>
<b>2.0 Executive Director (KS)</b>	
2.1 Executive Report (KS)	<ul style="list-style-type: none"> <li>• VPM             <ul style="list-style-type: none"> <li>○ W. Clouthier and K. Sutherland attended a meeting with the City on December 14, 2017 to discuss NCHCA’s comments.</li> </ul> </li> <li>• Change order Process</li> </ul>

	<ul style="list-style-type: none"> <li>○ Committee is meeting with the City on December 14, 2017 to discuss NCHCA’s comments.</li> <li>● Councillor Meetings and Introductions <ul style="list-style-type: none"> <li>○ S. Turner and K. Sutherland have meetings with 3 City Councillors scheduled for later this week and during the first week of January.</li> </ul> </li> <li>● City Council Meeting <ul style="list-style-type: none"> <li>○ K. Sutherland attended the December 13, 2017, City Council Meeting where the City Budget was approved. At the outset of the Council meeting the City Treasurer reported a newly-identified surplus in the amount of \$10M that will go into the City Wide Budget Reserve. Council passed a motion to allocate this surplus to general infrastructure renewal in 2018. The General Manager of Planning, Infrastructure and Economic Development, is tasked to report back as soon as possible in Q1 2018 with a list of recommended infrastructure renewal projects that will be funded from this allocation, including roads, sidewalks, bike lanes, pedestrian walkways and city facilities.</li> <li>○ Councillors acknowledged that this would be roughly equivalent to the suggested tax increase and the motion to impose an infrastructure tax levy was therefore withdrawn.</li> </ul> </li> </ul>
2.2 Mayor’s Breakfast	<p>Mayor’s Breakfast Series – December 11; Marc Seaman, NCC</p> <p>KS attended on behalf of NCHCA. Meeting was well attended however primarily a “glam session” for the NCC.</p>
2.3 Liaison Meeting	<p>Next meeting is December 15, 2017 from 8:00 -10:00, 100 Constellation Drive, 655W.</p> <p>Please forward any agenda items for the upcoming City Liaison meeting to JF or KS. All members are welcome to attend.</p> <p>Current agenda items include:</p> <ul style="list-style-type: none"> <li>● Winter paving</li> <li>● Asphalt for pothole repair</li> </ul>
<b>3.0 Member Support (ST)</b>	

<p>3.1 Safety/WSIB (NF)</p>	<p>Minutes are available at the following link:  <a href="https://nchca.ca/programs-and-services/member-support/safetywsib/#tab-id-2">https://nchca.ca/programs-and-services/member-support/safetywsib/#tab-id-2</a></p> <p>The safety committee is looking for volunteers. If any members are interested, contact Neil Falls at Karson Group or <a href="mailto:nfalls@karson.ca">nfalls@karson.ca</a></p> <p>NF to remain on as Chair of Safety Committee for 2018.</p> <p>Jamie McDonald (Cavanagh) won the safety award for December.</p> <p>WSIB rate reform notice was forwarded to membership and covered in the newsletter as well.</p>
<p>3.2 Theft (ST)</p>	<p>Forward photos of any suspicious activity or photos to Steve Turner at <a href="mailto:sturner@storm.ca">sturner@storm.ca</a></p> <p>Contact the Association office or email Steve Turner at <a href="mailto:sturner@storm.ca">sturner@storm.ca</a> , if any members would like Stay Back, Stay Safe truck decals.</p>
<p>3.3 Specifications (SM/DA/EV)</p>	<p>2018 Specs Update Subcommittee – November 30 Kick off Meeting (Room 1805W – Jaguar) – 100 Constellation; 9:00 – 11:30 am</p> <p>Robinson Consultants are reviewing current specs and cross comparing with OPS.</p>
<p>3.4 Industry Links</p>	<p>3.4.1 OCA (RS) – OCA strategic plan was conducted by Queen’s University. It was determined that the OCA membership fees were low in comparison with other major cities across Canada. Membership fees will increase for 2018.</p> <p>Associations are struggling with member retention as members are not seeing the value in their memberships. Associations have to re-invent themselves.</p> <p>OCA has hired a new person to take on Membership Services.</p> <p>3.4.2 CEO (ED) – KM will represent the NCHCA YP with Toby Racine and how the NCHCA could participate in events of common interest.</p> <p>3.4.3 OSWCA (JM) – JM was not available.</p> <p>3.4.4 ORBA/OHMPA (JF) – JF to provide flow chart to AH for distribution.  <a href="http://orba.org/category/events/">http://orba.org/category/events/</a></p> <p>3.4.5 OARS (RW) - The <b>Association of Ontario Road Supervisors</b> is hosting their Annual Trade Show in Belleville, ON <b>June 6 &amp; 7, 2018</b>. This Trade Show features not only roads, but also municipal services, engineering services, and municipal products as a whole.</p>

3.5 VPM Subcommittee (WC)	<p>VPM Minutes</p> <p><a href="https://nchca.ca/programs-and-services/member-support/vpm/">https://nchca.ca/programs-and-services/member-support/vpm/</a></p> <p>Please contact Wade Clouthier for further information at <a href="mailto:wclouthier@karson.ca">wclouthier@karson.ca</a></p> <p>Next committee meeting is scheduled for January 3, 2018.</p>
<b>4.0 Education/Recruitment (JF)</b>	
4.1 Bursary (JF)	Nothing to report at this time.
4.2 Education (SM)	<p>2018 Education Series Topics include: (8:00 am to 12:00 pm)</p> <ul style="list-style-type: none"> <li>• January 15 – 2018 Heavy Construction Outlook (Centurion Conference &amp; Event Center)</li> <li>• February 12 – Road Through Construction (Ben Franklin Place)</li> <li>• February 26 – Spec Update / VPM / CA-PPM (Ben Franklin Place)</li> <li>• March 26 – Schedule and Claim Management / Lien Act / Prompt Payment (Centurion Conference &amp; Event Center)</li> </ul> <p>Registration and sponsorship will be available through the website in the next couple of days.</p>
4.3 Recruitment (JF)	Nothing to report at this time.
<b>5.0 Membership (PC)</b>	
5.1 New Members (PC)	Nothing to report at this time.
5.2 Communications (AH)	<ul style="list-style-type: none"> <li>• Newsletter Content – December Newsletter was sent to membership</li> <li>• 2018 Directory Advertisement now available on line</li> </ul>
<b>6.0 Social Networking (AH)</b>	
6.1 Curling Bonspiel	<p>January 19, 2018 at the Nepean Sportsplex.</p> <p>Lunch at Noon, Sponsored by Goldie Mohr.</p> <p>Registration and sponsorship is available on the website at: <a href="https://nchca.ca/event/2018-curling-bonspiel/">https://nchca.ca/event/2018-curling-bonspiel/</a></p> <p>You must be logged in to access this information.</p>

6.2 AGM	ST to ask John Bodden re: Tom Anelsi (guest speaker for AGM, April 12).
<b>7.0 Roundtable</b>	
	No new business
<b>8.0 Adjournment</b>	
	Next meeting is January 10, 2018, 3 pm Centurion Center

### Upcoming Events

Liaison Meeting	November 17	Constellation
Construction Industry Forum	November 17	Centurion Center
Education Meeting w City	November 17	
Specs Update Kick off	November 30	Constellation (Room 1805W) 9 am
NCHCA Board Meeting	December 13	Centurion Centre

### 2018 NCHCA Board Meeting Dates

3:00 to 5:00 PM	January 10	Centurion Center
3:00 to 5:00 PM	February 14	Centurion Center
<b>3:00 to 5:00 PM</b>	<b>March 14</b>	<b>Centurion Center</b>
3:00 to 5:00 PM	April 12	AGM Centurion Center
3:00 to 5:00 PM	May 9	Centurion Center
3:00 to 5:00 PM	June 13	Centurion Center
3:00 to 5:00 PM	August 8	Centurion Center
3:00 to 5:00 PM	September	FALL RETREAT
3:00 to 5:00 PM	October 10	Centurion Center
3:00 to 5:00 PM	November 14	Centurion Center
3:00 to 5:00 PM	December 12	Centurion Center

### 2018 NCHCA Event Dates

Curling Bonspiel	January 19	Nepean Sportsplex
Ski Day	March 23	Mont Tremblant
AGM	April 12	Centurion
40 <sup>th</sup> Anniversary GT	June 26	GreyHawk GC
Summer BBQ	July 12	1299 River Road
RB Tailgate	September	TD Place
Fall Dinner Dance	November	