



MEETING OF THE NCHCA BOARD

Wednesday, August 12, 2020 (3:00pm-5:00pm)

Microsoft Teams Meeting

MINUTES

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

	Item
1	<p>Call to order and approval of agenda</p> <p><i>MOTION: It was moved by B. Lane, seconded by D. Meikle that the agenda be approved, and that the Chair be authorized to modify the order of discussion. Carried.</i></p> <p>In the absence of D. Alberty, the meeting was chaired by S. McEachen.</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. Lane, seconded by P. Lemire that the Minutes of the June 10, 2020, Board meeting be approved. Carried.</i></p>

4 Executive Reports

(a) President's Report

- D. Albery will provide a report at the October Board meeting.

(b) Treasurer's Report

- This report refers to the revised COVID budget that was approved at the May Board meeting.
- With regards to revenue:
 - We had anticipated a 20% drop in membership after the pandemic hit. As of today, we have \$143,016 in renewals, down from the \$159,000 originally budgeted.
 - We have earned a little bit of interest on our GICs.
 - Wage Subsidy in the amount of \$2755 has been received.
 - The Canada Emergency Wage Subsidy has been extended to December 2020 and the eligibility requirements have changed. On the advice of our accountant, we are holding off on applying until later in the year.
- With regards to expenses, we have taken out all expenses that are not critical to the operation of the association.
 - Board & Committee Expenses – we have cancelled the fall retreat, July and December dinner, past presidents' luncheons however we are considering the retreat by which each member would cover their own expense depending on interest.
 - Cancelled the 2020 Bursary Program

MOTION: It was moved by S. Turner, seconded by J. DeKroon that the expenses for June and July 2020 be approved. Carried.

(c) Executive Director's Report

- Update on Recruitment and Retention Project
 - \$624,000.00 of funding will be awarded with an initial payment of \$62,000.00 and monthly funding / reporting moving forward.
 - The project will cover some of Kathy's salary as she contributes to the project.
 - Project Manager job description underway.
- Impact of the City's Economic Recovery Plan on 2020 Infrastructure Projects and 2020 Budget
 - The City is meeting with councillors individually to identify what projects should go forward in each ward. Information is confidential at this time.
 - Sept 1. - FEDCO will make a recommendation to council.
 - The City has not yet implemented the Prompt Payment System.
- Stimulus funding
 - City has identified projects that would be most suitable for stimulus funding when it becomes available.

5 City of Ottawa

(a) Liaison Meeting Notes July 17, 2020

- The City is putting together a policy regarding entering into private residences and will share

	<p>it with NCHCA when ready.</p> <p>(a) Next Liaison Meeting: August 21, 2020: request for Liaison agenda items</p> <ul style="list-style-type: none"> • Change in City policy re marking water services.
6	<p>J. Mulcock, B. Watson and D. Meikle will represent NCHCA at the Mayor’s Golf Tournament on Wednesday, September 30th, 2020.</p>
7	<p>Committee Reports</p> <p>(a) Nominating – no report.</p> <p>(b) Bursary – no report.</p> <p>(c) Education – no report.</p> <p>(d) Excess Soil –The Committee is meeting on August 18, 2020.</p> <p>(e) Health & Safety – July Meeting Minutes were included in the agenda book.</p> <ul style="list-style-type: none"> • Overall sites and staff are remaining safe and following protocols with no issues. <p>(f) Specifications</p> <ul style="list-style-type: none"> • The 2020-2021 Spec Update will kick off in the Fall with a request for issues and will culminate in March 2021. The update will incorporate OPS updates from April 2019, Nov 2019, April 2020, and Nov 2020. • Asphalt – D. Albery and K. Sutherland will meet with B. Gooderham next Wednesday to get the committee going. • Sewer & watermain – Meeting scheduled for August 27, 2020 to initiate conversations. • The City has identified Richardson Ridge as a good site to take pictures to identify good, medium and poor quality concrete. We await the City for information on next steps. <p>(g) Theft Prevention – no report.</p> <p>(h) VPM – no report.</p> <p>(i) Construction Act – no report.</p>
8	<p>Update on Events</p> <p>(a) Golf Tournament: September 15, 2020, The Meadows Golf and Country Club</p> <ul style="list-style-type: none"> • Registration: \$34,090 (budget = \$48,000) • Sponsorship: \$31,000 (budget = \$46,500) <p>(b) BBQ Shine & Show: August 2020, 1299 River Road</p> <p>The Executive Committee recommends that the 2020 BBQ be cancelled as we do not expect that a social gathering of this size will be permitted before the end of August. This will have an impact on our revenue – last year, the revenue generated by the BBQ was \$7,742.</p> <p><i>MOTION: It was moved by D. Meikle, seconded by J. DeKroon that the 2020 BBQ Shine & Show</i></p>

	<p><i>be cancelled. Carried.</i></p> <p>(c) AGM: September 29, 2020, Centurion Conference & Event Center</p> <p>The Executive Committee recommends that the 2020 AGM be held virtually as is permitted by our by-laws.</p> <p><i>MOTION: It was moved by B. Lane, seconded by D. Meikle that the 2020 AGM be held virtually. Carried.</i></p> <p>(d) Fall Dinner Dance: November 7, 2020, Shaw Centre</p> <ul style="list-style-type: none"> • The Shaw Centre has suggested that the event be held in 2 separate rooms with tables of four. • Cancellation penalty is \$960 penalty or rebook next year and pay no penalty. • We are waiting to hear from the Westin Hotel regarding cancellation, we have reserved bookings of \$10,000. • We will hold off on deciding whether to cancel until closer to the event. <p>ACTION: K. Albright to confirm our options to defer or cancel our reservations with The Shaw Centre and The Westin Hotel.</p>
9	<p>Industry Linkages</p> <p>(a) Ottawa Construction Association – no report</p> <p>(b) Consulting Engineers Ontario</p> <ul style="list-style-type: none"> • July 31, 2020 meeting to be held with the City. • FEDCO meeting to be held September 1, 2020. • Home inspection policy expected in 3 to 4 weeks. • Pricing trends since COVID seem to be consistent with estimates. <p>(c) Ontario Sewer and Watermain Construction Association</p> <p>(d) OSCWA meeting minutes were provided for review.</p> <p>(e) Ontario Road Builders Association & Ontario Asphalt Pavement Council – no report.</p>
10	<p>Roundtable</p> <ul style="list-style-type: none"> • K. Sutherland confirmed that MOL Recruitment Project is a 2 year project to develop recruitment strategies and solutions. A second application for funding will be submitted to roll out the strategies and solutions identified.
11	<p>Future Meetings</p> <ul style="list-style-type: none"> • September 11, 2020 – Fall Retreat • October 14, 2020 • November 11, 2020 • December 9, 2020

13	<p>Meeting effectiveness</p> <ul style="list-style-type: none">a) What went well?b) This meeting would have been better if ...
14	<p>The meeting was adjourned at 4:00pm.</p>