



New Brunswick Building Officials Association

40th Annual General Meeting Minutes

February 25th, 2016

Delta Hotel, Fredericton, NB

1. Roll Call of Officers:

President Madore called the meeting to order at 3:26 pm.

Past President – Sherry Sparks

1st Vice-President – Amy Poffenroth

2nd Vice President – Michael Pospolita

Secretary – Rob Pero

Treasurer – Lori Denton

Zone 1 Representative - Justin Graveline

Zone 2 Representative – Patrick McCarthy

Zone 3 Representative – Brent DesRoches

Zone 4 Representative – Vacant

Zone 5 Representative – George Paulin

Zone 6 Representative – Guy Plourde

2. Presidents' Remark:

President, Jason Madore, thanked the numerous members in attendance at the 40th Annual General Meeting for their support of the conference and trade show and commented on the significance of the year in terms of change and progress. President Madore also acknowledged the great honour to have the opportunity to host the Alliance of Canadian Building Officials Associations (ACBOA) Executive Committee, and representatives from the Ontario Building Officials Association (OBOA) and the International Code Council during the conference.

3. Approval of Minutes of Previous Meeting:

Comments from the membership identified the need for a space between the words “elected” and “to” in the last sentence of Section 10.

Moved by Justin Graveline and seconded by Brent DesRoches that the Minutes of the February 26th, 2015 Annual General Meeting be adopted as presented, subject to the correction noted above. MOTION CARRIED.

4. Approval of the Agenda:

Moved by Pat McCarthy and seconded by George Paulin that the Agenda be adopted as presented. MOTION CARRIED.

5. Business Arising from the Minutes

President Jason Madore revisited the item noted in the minutes of the 2015 Annual General Meeting regarding the Life Safety Systems Course, the difficulty level of the exam and the low pass rate. He advised that the Executive Committee had discussed the matter further in January of 2016 and issued a letter to the course participants which offered a discounted rate for those wishing to retake the course or rewrite the exam in the 2016 training season.

6. Communications:

No items.

7. **Reports:**

a) **Treasurer's Report:**

Presented by Lori Denton, Treasurer.

Lorri Denton presented the 2015 Balance Sheet Report prepared by Gary P. Morrison, CA on behalf of the Association. Treasurer Denton commented that income was significant due to conference tradeshow exhibitor and sponsorship revenues, as well as strong participations in the training courses offered in 2015. Course expenses were correspondingly higher, and funds had been dedicated to a Strategic Planning exercise undertaken by the Executive Committee. The balance sheet reflected a bank account status of \$85,247 at the end of 2015 which reveals the Association is in a sound financial position.

Joel Cormier moved for the adoption on the financial statements and Notice to Reader for 2015. Seconded by Sam Walsh. MOTION CARRIED.

b) **Education Committee Report:**

Presented by Denessa Pollock, Committee Chair.

Denessa Pollock presented the 2015 annual report on the Education Committee efforts and accomplishments and summarised the list of courses delivered to the membership as follows:

Course: Part 9 Energy Efficiency Requirements

Date: January 26 – 28, 2015

Location: Fredericton, NB

Facilitator: Trevor Murray

Coordinator: Nadine Boudreau

Participants: 17

Course: Canadian Automatic Sprinkler Association Course (AGM)

Date: February 24, 2015

Location: Saint John, NB

Facilitator: Jason Ryckman

Coordinator: Nadine Boudreau

Participants: 25

Course: Barrier Free Requirements

Date: March 25 – 27, 2015

Location: Fredericton, NB

Facilitator: Bob Wilson

Coordinator: Nadine Boudreau

Participants: 13

Course: The House – Building Envelope

Date: April 13 – 16, 2015

Location: Fredericton, NB

Facilitator: Rick Fraser, ITC Associates

Coordinator: Nadine Boudreau

Participants: 11

Course: The House – Health & Safety

Date: November 16 – 19, 2015

Location: Fredericton, NB

Facilitator: Mike Pospolita

Coordinator: Nadine Boudreau

Participants: 6

Denessa noted that Education Committee meetings were held in 2015 on the following dates via teleconference: January 20; September 10, and October 14.

With respect to the 2016 NBBOA Educations Course Schedule, the Committee was excited to present the 2016 Education Calendar that included the 3 NEW courses that had been received from ACBOA. Adding the new block courses now completed the core course curriculum. The new course material have combined two level 2 courses into one course and three level 3 courses into one course. The Committee has secured facilitators for all of the courses scheduled, so provided there will be enough registrants; it should make for a busy year in 2016. Denessa advised the membership of the importance of registering well in advance of the course so that the Committee can plan accordingly.

On the topic of the future of Education Committee, it was expected that in 2016 more course material will be sourced through ACBOA and once received and reviewed, the Committee would be looking to offer any/all of the courses. Denessa stated that the Committee will be working hard to deliver our courses and meeting the needs of members. Additionally, discussions will be held with other educators to see what maintenance courses we can start providing our members whom are already certified. The Committee is always open to suggestions and new ideas, so other members were encouraged to email anyone on the Committee with input. Also, Denessa noted that it was important that the membership offer input and feedback as it is important in trying to strategically plan for the following year(s).

Denessa expressed that the Committee is looking for new members and encouraged any questions about what would be involved in joining the Committee.

Denessa concluded by saying the Committee has put a tremendous amount of work into the education of NBBOA members this past year and extended her thanks to the hardworking members of the Education Committee.

c) Certification Committee Report;

Presented by Pamela Bentley, Committee Chair

Committee Members: Jason Bernatchez; David Taylor; Troy Jones; Pamela Bentley

Pam Bentley reported that since the last Annual General Meeting of the NBBOA, 7 meetings of the Certification Committee had been held. The Committee met each month from February to May (inclusive), as well as again in September and October. One meeting was also held in January 2016 to review all final applications prior the last Executive Meeting before the AGM. The following summarised the business conducted during the meetings.

Provincial Certification Applications: Several NBBOA members applied for various designations during the course of the year. The Committee reviewed eight separate applications that were forwarded with recommendations to the NBBOA Executive. These eight applicants were successful in achieving their designations.

Enrollment in the Internship Program: Despite an email blast to members in May 2015, no members enrolled in the Internship program in 2015. A reminder was offered to all members that application into the Internship program must be done through an application which is available on the NBBOA website. The applicant must select a mentor, who must be approved by the Committee. This commences the internship program after which the intern mentors for a period of 2 years and must record a minimum of 60 inspections and/or plans reviews under the mentor.

Internship should be applied for as soon as the NBBOA member receives designation for BCQO Level 3.

Another email blast campaign will be planned to further inform members that do not yet have the designations to be sure to enroll into the Internship Program immediately after they receive the appropriate designations.

Alignment of ICC Exams with the former courses: In early 2016, the NBBOA began using exams from the ICC for many of the core courses needed for certification. Pam stated that the Certification Committee will work collaboratively with the Education Committee to prepare an alignment table that will link the new ICC exams to the former course names. This alignment table would be beneficial to NBBOA members who have achieved designations and completed courses and exams under the former program and are looking to finish their designations under the new program. This alignment table will be provided to all members once complete.

In closing, Pam Bentley commented that the Certification Committee will continue to serve the Association and that, should any member have any questions or comments, they should not hesitate to contact a member of the Committee.

d) ACBOA Report;

Presented by Jason Madore, President

President Madore commented that 2015 had been a year of refocus for the Alliance of Canadian Building Officials Associations (ACBOA). Two meetings were held with John Jackson representing the NBBOA at the Saskatoon Conference in May 2015 and President Madore at the October Conference in Toronto.

President Madore discussed the recent release of new training course materials by the Ontario Building Officials Association (OBOA), which ACBOA is in discussions with OBOA with respect to adapting the course materials (based on the Ontario Building Code) to align with the National Building Code provisions. To this point the Part 9 Small Buildings, Part 3 Large Buildings and Part 3 Complex Buildings have been adapted. The NBBOA Education Committee recently successfully delivered the Part 9 Small Buildings course to a class of 16 participants and the new course materials for the two new Part 3 courses are intended to be offered to the NBBOA membership soon.

President Madore stated that he was looking forward to attending the next ACBOA Board of Directors meeting in Ottawa in October 2016 to further strengthen the productive relationship among the Associations.

e) Website Committee Report;

Presented by Trevor Murray, Committee Chair

Trevor advise that, although the website was subjected to an electronic attack in 2015, no personal data of any kind is stored on the website, and it has been confirmed that there is no malware linked to the site, so users are at low risk. The site was restored by Trevor in January 2015. Over the past months the posting of job openings has been a modest source of revenue. Finally Trevor reported that a new mass email distribution system has been introduced via MailChimp.

f) Membership Committee Report;

Presented by Rob Pero, Secretary

Rob Pero commented that over the course of the past 11 months since the 2015 AGM, the Association had received four (4) applications for Regular Member status, four (4) applications for Associate Member status, and two (2) new applications in the Corporate Membership category were also processed. The following presents the new members by category.

Regular Members

Jason LeBlanc – Building Inspector – Southeast Service Commission 7

Marco LeBlanc – Development Officer Building Inspector – Southeast Service Commission 7

Jacques Desjardins – Building Inspector - Town of Grand Falls

Remi Poirier –Inspector – NB Department of Social Development

Associate Members

Tyler Patles – Technical Services Manager – North Shore MicMac District Council

James Blanchard – Project Supervisor - City of Fredericton

Debbie Dunphy – Property Manager – Fredericton Non-Profit Housing Corporation

Karyn Brown –Building Inspector – City of Charlottetown

Corporate Members

CUFCA

Soprema

Rob Pero concluded by saying that 2015 was a successful year in terms of growing the membership base for the Association. On behalf of the Committee he encouraged the membership to actively take the opportunity to welcome our new members listed above whenever the opportunity presented itself.

g) Budget Committee Report;

Presented by Rob Pero, Secretary

Rob Pero acknowledged the contribution of committee members: Lorri Denton, Treasurer; Pat McCarthy, Zone 1 Representative; Nadine Boudreau, Executive Officer and the assistance of the Executive and Committee Chairpersons in preparation of the 2016 Budget.

Rob commented that the Budget Committee proposes a budget that will enable the Association to continue to deliver valuable programming to members, while investing in activities as part of the rollout of new strategic priorities. These investments will further support better delivery of services to members, which has been made possible as a result of growing availability of funds due to successful partnerships, events and course revenues.

The Budget Committee together with the Executive will be looking at ways to deal with the surplus in the way of a contingency fund for the Association and re-investment into member services.

In terms of expenses, it was reported that the Executive has taken measures, with the support of the Executive Officer, to keep expenses within budget by cancelling the lease for the NBBOA office in Fredericton and utilising space available at the APEGNB office.

In terms of revenue, the Budget Committee increased its Education Committee forecast revenues conservatively to account for the new contract with the Canadian Mortgage and Housing Corporation Aboriginal Group and the new courses being delivered in 2016.

The proposed NBBOA 2016 Budget was subjected to the membership's consideration.

Brent DesRoches moved for the adoption on the 2016 Projected Budget. Seconded by Sherry Sparks.
MOTION CARRIED.

h) Executive Committee Report;

Presented by Jason Madore, President

President Madore reported that 2015 had been very busy and full of change for the New Brunswick Building Officials Association. Most notably, the Executive engaged the services of Debbie Brine to facilitate a Strategic Planning exercise as all the goals and objectives identified in the previous Strategic Plan had been achieved. NBBOA also worked closely with the Ontario Building Officials Association (OBOA) and the Alliance of Canadian Building Officials Association (ACBOA) to receive new training materials, (Part 9 Small Buildings, Part 3 Large Buildings & Part 3 Complex Buildings).

The Executive Committee of the NBBOA worked tirelessly to ensure the continued fiscal stability, professionalism and sustainability of the Association. Jason commented that the coming months would be a very important time for the Association as we continue to develop and grow. The involvement of motivated and dynamic individuals in the Executive Committee has been and will continue to be critical to the continued success of the Association. President Madore asked that members consider putting their name forward to become involved in the Executive Committee or other Committees of the Association to participate in shaping its future.

Some of the highlights of the Executive Committee's activities in 2015 included the following:

- * In the process of updating our Strategic Plan;
- * Received new 2010 NBCC training material for our members and is scheduled to be delivered over the upcoming year: (Part 9 Small Buildings, Part 3 Large Buildings, and Part 3 Complex Buildings);
- * An agreement was reached with CMHC to provide additional training to officials responsible for delivery and monitoring of CMHC programs in First Nations Communities;
- * Membership continued to increase following the expansion of membership criteria to allow a wider array of building officials to join the Association, including engineers, architects, students, and those in the private sector;
- * Zone representatives worked to increase local activities and participation within their region; and
- * Corporate Memberships continued to increase, which helps to educate the membership and increase awareness of the member companies and their products

Jason noted that in the year ahead, the Executive Committee will be focusing on efforts to continue to comply with the CAN-P-9 standards and is working hard to streamline processes regarding course delivery and challenge exams. Jason stated that this promises to be challenging, but the rewards far outweigh the efforts. Additionally, over the coming year, the Executive Committee will aim to:

- * Meet the new goals outlined in the Strategic Plan;
- * Review board succession planning and term length for Executive Committee members;
- * Recruit more volunteers for the Education Committee and Certification Committee;
- * Continue to increase number of 1-day Hot Topic seminars (e.g., Radon gas, Hilti); and
- * Provide a quarterly bilingual newsletter to NBBOA members

President Madore thanked all of the Executive Committee members for their hard work and dedication, and encouraged members to share any comments, suggestions or concerns with the Executive Committee.

Motion to approve all of the reports made by John Jackson, seconded by Pat McCarthy. MOTION CARRIED.

8. Unfinished Business:

No Items

9. New Business:

a) Strategic Plan 2016-2019:

Presented by Nadine Boudreau, Executive Director

Nadine Boudreau summarised for the membership the key areas of focus for the Executive Committee as they strive to complete the targets set during the Strategic Planning exercise. The following aspects were identified as strategic priorities for the Association: website improvements; promotion of Building Safety Awareness Month, strengthening stakeholder relations; volunteer recognition; zone restructuring; visibility of the Association in industry and the community; improved communications and engagement with stakeholders and members; and bilingual service and document translation;

10. Election of Officers:

Jason Madore presented the Election of Officers Nomination form for 2016, which was also distributed the membership in advance of the AGM to encourage members to consider volunteering for the Executive Committee. With the receipt of the submitted forms, the process required that the members' nominations went to the floor for consideration. The following nominations to the Executive Committee positions were considered by all those in attendance.

Nominated by Troy Jones – Jason Madore for President – Open to the floor. Jason Madore accepted the nomination and was appointed by acclamation.

Nominated by Lorri Denton – Amy Poffenroth for 1st Vice- President – Open to the floor. Amy Poffenroth accepted the nomination and was appointed by acclamation.

Nominated by Norman Ouellette – Mike Pospolita for 2nd Vice- President – Open to the floor. Mike Pospolita accepted the nomination and was appointed by acclamation.

Nominated by Justin Graveline – Joel Cormier for Treasurer – Open to the floor. Joel Cormier accepted the nomination and was appointed by acclamation.

Nominated by Pat McCarthy – Lorri Denton for Zone 2 Representative – Open to the floor. Lorri Denton accepted the nomination and was appointed by acclamation.

Zone 4 Representative – no nominations – position vacant

Nominated by Jason Madore – Peter Michaud for Zone 6 Representative – Open to the floor. Peter Michaud accepted the nomination and was appointed by acclamation.

- ¹ All Executive Committee positions under consideration were elected to the respective position for a 2 year term. Remaining Executive Committee positions will be open for nominations at the 2017 Annual General Meeting

11. Bursaries:

President Jason Madore stated he will be announcing the 2016 Bursary Recipients at the Banquet on February 25th, and reminded the membership of the 2015 Bursary Award recipients as follows:

- Melissa Breau - \$500 Award
- Janelle Pitre - \$500 Award
- Ross MacDonald – \$1000 Michael O’Neill Memorial Bursary Award

12. Adjournment:

Motion to adjourn made by Justin Graveline at 4:45 p.m.

Recorded by Nadine Boudreau, Executive Director and prepared by Rob Pero, Secretary for the NBBOA.

I, Jason Madore, President of NBBOA, hereby certify that, to the best of my knowledge, these recordings are a true representation of the discussions that took place at the Annual General Meeting held on February 25, 2016. These Minutes have been distributed to all Association Members and were approved by a majority vote of the Association Membership present on February 16, 2017 with a motion made by: _____ and seconded by: _____ and these Minutes will be recognized as the record of the meeting held February 25, 2016.

Signature of President: _____

Date of Signature: _____