

BOABC Executive Director Annual General Meeting Report, May 2009

The purpose of this Report is two fold: [1] To identify for the membership the BOABC goals and targets achieved; and [2] To assist the Executive Committee to complete the next five-year Budget Forecast and Business Plan, to be developed in 2009 for implementation in 2010.

Summary of Financial and Business Plan Targets Achieved from 2001 to May 2009

Membership Services:

- **Grew membership from 450 (2001) to 700 members, over 64% (2009)**
- **Developed an electronic Careers Service promoting jobs to members, 2005**
- **Created a Harassment, Sexual Harassment and Discrimination Policy, 2008**
- **Established a Continuing Professional Development Program, 2008**
- **Updated the CPD Program and reported CPD points to members, 2009**
- **Created FOIPPA confidentiality/privacy protection policies, 2009**

Education and Training:

- **Delivered Code Change Seminars in BC and Yukon to 2200 participants**
- **Delivered Green Building Seminars to over 750 participants (2007-08)**
- **Selected an Education Coordinator to develop and deliver training, 2007**
- **Revised and updated BOABC Building Code Education Curriculum, 2008**
- **Delivered Code Study Sessions to 14 locations in BC and Yukon (2008-09)**
- **Created policies and programs to accommodate National Certification, 2009**

Examinations:

- **BOABC/ICC “Job Task Analysis” reduces Level Three to 5 exams, 2004**
- **Examination Committee established (2008-09)**
- **Computer generated/graded exams for Levels I, II and III created, 2009**
- **Exam sittings and proctored examinations expanded (2008-09)**

Certification:

- **Established the BCQ title for BOABC members, 2004**
- **Signed the National Certification Agreement with ACBOA, 2007**
- **ACBOA Alignment for BOABC operations approved, January 2009**
- **Processed over 230 BOABC members for National Certification (2008-09)**
- **Introduced an Appeal Process for determining BOABC Certification, 2009**
- **Revised policies to respond to Interprovincial Labour Mobility Act, 2009**

Administration, Legal and Financials:

- **Created and staffed a full-service, stand-alone BOABC Head Office, 2007**
- **Upgraded the Database and Information Management System (2007-09)**
- **Administered web site from Head Office - saving \$8,000 annually, 2008**
- **Established responsibilities of governance committees and duties (2008-09)**
- **Began BC legislative process to recognize BOABC as a ‘regulator’, 2009**
- **Grew annual revenue/asset base from \$384,557 (2001) to \$972,239 (2009)**

Summary of Report Contents

Summary of Financial, Business Plan Target 2001-2009 – page 1

Report Table of Contents – page 2

1.0 Membership and Membership Services -

1.1 Membership Profile Changes - page 3

1.2 Career Training Professional Development Growth - page 4

1.3 Web Site Services Expand - page 5

1.4 Membership and Education Revenue Increase - page 6

2.0 Education and Training Services -

2.1 Course Development Revised and Services Expand - page 6

2.2 More Education Courses Provided - page 7

2.3 New Agreements and Information Services - page 8

3.0 Certification and Examinations -

3.1 Examination Committee Established - page 9

3.2 BCQ Title Holders Increase - page 10

3.3 National Certification Introduced - page 10

3.4 FOIPPA Policy and ACBOA Alignment in place - page 10

3.5 Program Targets in Education, Certification Maintenance - page 11

4.0 Administration -

4.1 BOABC Stand-Alone Office and Staff Established - page 12

5.0 Financial Status and Membership Growth - page 13

6.0 Summary -

6.1 MIA Core Building Bylaw Introduced - page 14

6.2 Developed and Delivered Code Change Seminars - page 14

6.3 Financial, Business Plan for 2001-10 Near Complete - page 14

6.4 Volunteers continue to be Essential - page 15

6.5 Collaboration with Provincial Agencies Expands - page 15

6.6 Regulatory Authority for BOABC Sought - page 15

1.0 Membership and Membership Services

This review is divided into service departments. Text, in *italic script*, references Corporate and Business Plan *Key Elements* and *Targets*. Although the BOABC does not set targets for membership growth, overall Association membership has increased by over 64% since 2001 to 700. In the Corporate and Business Plan references are made “*to pursue options to increase membership and explore possible inclusion of Plumbing and Electrical Officials*”. Many POABC members maintain BOABC membership. Although both Associations desire to retain their independent organizations, should the BOABC successfully pursue legislation as a regulatory authority in British Columbia, there may be opportunities for the POABC members and electrical inspectors to become more closely affiliated with the Building Officials’ Association of BC.

1.1 BOABC Membership Profile Changes

A number of unusual economic and demographic factors are driving membership growth and the demand for skilled building officials. In Canada, the employment-to-population ratio [the proportion of the working-age population that is employed] is at a historical high. In spite of a recessionary economy, which has slowed the growth and replacement of building officials, more adults are participating in the work force than ever before. In addition, construction activity in BC and western Canada, although lessening, is forecast to expand as immigration to Canada remains high and the national population growth pattern shifts westward to urban centers in British Columbia and Alberta. These factors will increase the demand for building officials in the long term.

In 2008-09 BOABC enrollment expanded to 700 members, from a base of approximately 450 at the beginning of the decade. On an annual basis, new members replace 10% of the existing membership, primarily due to retirements. Regular members are retiring at an accelerating rate as the ‘baby-boomer’ generation reaches retirement age. According to the ACBOA Communications and Marketing Plan, half of all current building officials in Canada will be retired in ten years.

Due to skill shortages and new opportunities, some retired and regular members are moving between private and public sector employment. The BOABC Associate Membership category is growing. On average for every two Regular members who join the Association, one Associate member also joins.

Currently, over 55% of BOABC members are new, joining within the last five years. It is estimated that by the end of the decade in 2010-11, approximately 75% of all BOABC members will be new, having joined the Association within the last eight years. These new members are different from previous generations of members, as well.

Approximately 20% to 30% of BOABC new members are women and/or new Canadians. The stereotypic profile of the last decade, which portrayed a building official as being male, middle age to older, with nine years or more of experience has changed.

The profile of new BOABC members is on the whole younger - in the 20 to 30 year old cohort - and multicultural. They come into the work force with higher levels of academic achievement in technology than in previous years. They are computer oriented and comfortable with electronic communication. They have an affinity for social networking and are willing to move frequently from employer to employer in both the public and private sector in order to achieve better work place employment conditions, challenging opportunities, and career advancement.

This new profile of the work force as being younger, female, and/or multicultural can create challenges in the work environment. Consequently, in 2008 the BOABC put in place a policy for members and staff on Harrasement, Sexual Harrasement, and Discrimination, in order to promote a healthy, harrasement-free work environment and to be compliant with British Columbia Human Rights Legislation.

1.2 Career Training and Professional Development Growth

Changes in the work force not only prompt policy updates, but also require improvement in training and education, as the work force is overall less experienced in the Canadian building industry. The Association Corporate and Business Plan provides targets *“to develop and market a career training and certification program in 2007 to become a building official and to expand the education program to the public and industry”*. This goal is being achieved in a number of direct and indirect ways as follows.

The BOABC Continuing Professional Development (CPD) program was activated in January 2008. It was updated in January 2009 in order to correspond with the ACBOA national certification requirement for professional development. It motivates members to acquire more education, promotes the value of lifelong learning, and provides an incentive for members to participate in Association committees and activities in order to earn CPD points. This is important as the Association must identify and guide new members to take active roles in the Association as officers and on committees in order to promote continuity and succession planning within the organization.

With the hiring of a part-time Education Coordinator in 2007, the BOABC is more able to facilitate study sessions, seminars, education training, and course development. Working with Zone Directors, the BOABC response for meeting training needs is strengthened. In 2008/09, fourteen Code study sessions were delivered to members and industry partners across British Columbia and the Yukon, exceeding the budget and bringing in over \$63,000 in revenue – an all-time high.

The National Certification Program for Canadian Building Officials became operational in 2007 and began certifying members. It also increases career and training opportunities for Building Officials through national examinations and courses. In 2009, ACBOA will have about a dozen courses available for use by Association members. Over 230 BOABC members (over 40% of regular members) have been nationally certified at various levels to December 31st, 2008.

As a founding association member, the BOABC President sits on the ACBOA Board. This keeps the BOABC current with national trends and changes. The national certification standard is a foundation upon which equivalency credentials of building officials from other jurisdictions can be recognized. This is significant, as there are building officials migrating to jobs in BC, especially from Alberta and Ontario.

The BOABC supports members of the Canadian Home Builders, the Architectural Institute of BC, and other organizations with code knowledge courses, which promote co-operative industry relationships, and provides professional development points.

The BC Government Building and Safety Policy Branch recognizes the BOABC as a code supporting, professional association in the Government's 'Modernization Strategy Initiative', which began in 2007 and is ongoing. The BOABC also has worked with BC Government agencies in delivering Code Change Seminars to over 2200 participants in 2007 across BC and the Yukon. In 2008, the Association, in conjunction with the Policy Branch and the Energy Efficiency Division delivered seminars across BC to over 750 participants. Representatives of the Association work on the Province's Green Building Coordinating and Advisory Committees, the HPO and the Six Storey Wood Frame initiative, as well as committees working on policy changes and revisions to the BCBC.

1.3 Web Site Services and Information Expand

Web site and Membership Services activities are aimed at accomplishing a number of goals *Orientation and new members information* is being provided in the pamphlet "Building Safety for the People of British Columbia", revised in 2004/05 and in 2007/08.

The goal of "*maintaining existing web site for BOABC and explore options to expand... for an estimated expenditure of \$4,500 in 2006 with revenues of \$15,000 expected in 2006*" has been accomplished and exceeded. The website was reconstructed in 2008 with new technologies that can be manipulated and updated regularly from the Head Office, at a cost saving of \$8,000 annually. Web site revenue in 2009 was on target at \$24,975.

Membership Services revenue exceeds expenditures by over 100% annually and has done so since the inception of the on-line 'Careers' advertising service five years ago. However due to the 2009 economic slump and freeze on hiring, job advertisements are forecast to fall considerably in 2009-10 for the first time since the service was introduced.

The newly redesigned web site includes the addition of an ENEWS newsletter, which meets the objective to provide a "*communication, promotional and marketing tool*", [Newsletter & Website Targets #1, 2 and 3]. For the first time, in December 2008, the Association placed two Powerpoint Tutorial seminars that were delivered at the November Education Seminar on the website for downloading - more are planned. The web site also incorporates the Corporate Business Plan, updated Policies, and Bylaw and Budget information for viewing. Revenue from the Careers job advertisements on www.boabc.org, exceed the costs of publishing and maintaining the web site; thereby

achieving *Target #4, “move newsletter and website towards self-sustaining by 2007”*. The downturn in the BC economy in 2009-10 may affect revenue from job ads.

There has been no apparent interest by members in Membership Service Targets such as: *“maintaining a sample of building forms, applications etc. and selling same”* and to *“provide group or life insurance”*. However, there has been some interest in having the *“BOABC provide group liability insurance”*, especially for Associate Members, who provide inspections services to communities, which follow the model MIA Bylaw and utilize contract inspectors who have to provide liability coverage. It is difficult for the BOABC to access this type of coverage for members. Some BOABC members have obtained limited liability coverage through ASTTBC’s insurance provider program.

1.4 Membership Fees and Education Revenue Increase in 2008-09

Item 6.0 Membership Fees, in the Corporate and Business Plan, targeted increases in the fee structure for 2007. A proposal for a membership dues increase was placed before the membership at the Harrison Hot Springs AGM and approved on 24 March 2007 for implementation in 2008. The membership fee rates for Regular and Associate One members [does not include GST] are \$175 annually; for Associate Two and Three members it is \$200 annually; for Retired and Student members, it is \$35 per year; for Life members [4], no dues are charged.

Overall, Membership Fees provide about 25% of annual revenue. Examination Fees generate the lowest revenue - \$27,000, or approximately 6% of 2009 revenue. Education Seminars, Study Sessions and Conference fees produce 60% of BOABC Annual Revenue – making Education the largest contributor to the budget, or \$264,120 in 2008-09.

2.0 Education and Training Services

A primary goal of Education Services in the Business Plan is *“to establish a program of course delivery in cooperation with the Provincial Government to become the delivery agent for building regulation education for building officials across British Columbia and the Yukon.”* The Association is accomplishing this goal in a number of ways.

2.1 Course Development is Revised and Services Expand

The foundation for new code course development has been from courses developed in part from material acquired over seven years ago from Ontario and from other sources, *Education Services Target #11 and 12*. Volunteers, principally Roy Thomassen, did the bulk of the early revision and adaptation to BC codes and practice. From this material, seminars were presented to building officials at BOABC Study Sessions, Conference and Education seminars, and in various Zone locations in Abbotsford, Vancouver, Nanaimo, and Cranbrook in 2004-05.

Code Change Seminars, to introduce the 2006 BCBC Plumbing and Fire Code material, were delivered by the BOABC with the cooperation of the Building and Safety Policy

Branch, POABC, AIBC, ASTTBC, and APEGBC volunteers. Over 30 volunteer researchers developed and delivered Code Change Seminars across BC and the Yukon in February, March and April in 2007 to over 2200 course registrants. This project took over two years in planning and one year in research and curriculum/manual development to complete. Patrick Shek served as the Editor. The final Code Change Seminar handbook continues to be available for purchase from the Queens Printer in Victoria.

The Code Change Seminar revenue to the Association, after all expenses, was earmarked for improving BOABC education and training services. In 2007 the Association hired Herman Koolman as the BOABC Education Coordinator. He updated the BOABC course material modules for Level Two and Three study areas to the 2006 BCBC. A curriculum-development-working group reviewed this material over two days in February 2008. The new Level Two-study material was delivered in 2008/09 to members and others in seminars organized in Langley, North Okanagan, Nanaimo and Nelson. Level Three modules were delivered in the spring of 2009. 14 Study sessions were completed in 2008-09 – an all time annual high for the Association.

Working with the BC Government Building Policy and Safety Branch and the Electricity and Alternative Energy Division, the BOABC delivered seminars on the new BCBC Green Building Code provisions in September 2008 to over 750 BC participants.

The 2008/09 Education and Training Plan also calls for training more course facilitators, (a necessity for succession planning); developing a course information list on the BOABC website (this has been accomplished); and providing seminar delivery support for the BOABC annual Education Seminar and AGM Conferences (accomplished).

2.2 New and More Education Training Courses Provided in 2008/09

BOABC surveys of members and course participation evaluation reports, *Education Services Targets #4, 5 and 7*, reveal that attaining Level Two and Three Certification is a top priority with members. Level One training is a lower priority, as most members have Level One certification. Those who hope to be building officials often choose to take the BCIT correspondence course to obtain Level One education.

Nevertheless, the Association provided a two-day Introduction to the BC Building Code course at the Education Seminar in Richmond in November 2007 and 2008 that has been attended by new Building Officials who have been employed from one week to one year. This course developed by Paddy Moore and delivered and updated by Doug Stanbrook has been well received and evaluated.

Specialized seminars, the BOABC Spring Conference/AGM and the Annual Fall Seminar are well received according to seminar evaluation reports. In addition, a study of BOABC members in 2006, who participated in a Level Two seminar in Nanaimo prior to taking BOABC tests, showed overall higher levels of success in Level Two test result, than those exam candidates who did not take a code education course prior to examinations.

2.3 New Education Services, Agreements and Information Services are in place

The final edition of the Code Change Seminar Manual, “BC Building Code 2006 – An Illustrated Guide to Code Changes”, continues to be available in print, by signed agreement between the BOABC and the Queens Printer Publications in Victoria.

The BOABC has a continuing contract in place with the British Columbia Institute of Technology whereby BCIT students are permitted to sit Level One examinations.

The Association also has a Memorandum of Understanding in place with the Canadian Home Builders Association of BC to provide an Introductory BC Building Code Course for CHBA members. Paddy Moore, VP for Education, is leading on this project.

The Association is also a registered course provider for the AIBC members mandatory CES architectural professional development program. Attendance at BOABC Education seminars provides AIBC members with learning unit points towards maintaining their professional status. These activities meet the *Education Service Targets #5 and 9*.

The BOABC is a founding member of the Alliance of Canadian Building Officials’ Association working “to create a National based Building Code course curriculum”, *Target #15*, for building officials in Canada. A National Certification program Agreement through ACBOA for building officials was developed and signed in September 2007. Approximately 225 BOABC members have attained one or more of the six levels of National Certification. Over 750 Building Officials across Canada have acquired National Certification in 2007-08. New national exams and courses are being developed by ACBOA Associations with the ICC. Courses will be available in 2009.

The BOABC computerized information tracking system records individual members’ certification, examination and membership data. This system was expanded to record and track the credits members earn under the BOABC Professional Development Program, CPD, *Target #14*, and the National Certification program through ACBOA. With the goal to employ a part time BOABC Training Co-ordinator achieved, *Targets #4, 5, 6, 7, 9, 11, 12, 13 and 16 of the BOABC Education Services Corporate and Business Plans* are being met. These targets are explained further as follows.

BOABC Corporate and Business Plan Education Targets to be completed include:

- *Develop computerized training systems and provide service on a user fee basis.*
- *Establish a system to provide accreditation for courses from Associations and agencies that are equivalent to BOABC courses.*
- *Support with the financial capability of the Association, the efforts of the Alliance of Canadian Building Officials’ Associations [ACBOA] to create a National base Building Code course curriculum for Building Officials.*

3.0 Certification and Examinations

The Certification Committee is responsible for certification regulation. The Examination Committee has completed the production of computer generated and scored examinations for all levels in 2009. *Target #2, “to complete the initiative of creating computer generated certification examinations and computer marking for all levels.”* The Association “*has retained a schedule of holding certification examinations sittings of at least two exams per year, per zone, which are advertised on the web site and in direct mailings to members*”, Target #13. The Executive Committee expanded sittings to a full day at the Education Seminar in 2008/09. Sittings can be invigilated at colleges for members living in remote areas.

A reduced schedule of BOABC examination sittings was initiated for 2007- 2008 due to the BC Code Change. The Committee has approved attendance at the 2007 two-day Code Change Seminars as being a fulfillment of the BOABC requirements for recertification under the new code.

3.1 Examination Committee Established – Five-Exam Level Three Format Completed

At the November 2008 BOABC Education Seminar, the Executive Committee met and moved to strike an Examination Committee, Chaired by Manjit Sohi, in order to meet ACBOA alignment, to avoid potential conflict of interest requirements and to expedite the development of examinations, especially the computerized scoring and grading for Level Three with ICC assistance. The Executive Committee, by Motion, approved the update of BOABC governance committee’s roles and responsibilities in January 2009.

The Five exam Level Three computer graded exams format was first developed with the assistance of ICC staff as a “Job Task Analysis” in January 2004. The Chairman, Rick Hodgson, reported at the Annual General Meeting in April 2004 that: “The committee attempted to reduce the number of actual Level 3 papers to 4 examinations, but this proved very difficult. Too many different code sections would have to be tested on the same paper. A decision to work towards 5 exams was made. ICC are experts in developing these types of exams and their guidance is critical in this process. However, it became obvious that development of the Level 3 papers will take a lot of work.” The Executive Director reported to the Executive Committee in September 2004 that the BOABC budget had “increased examination creation fees in 2004-05 to \$7,000 annually to reflect the estimated work needed to evaluate exams and to develop computerized Level Three exams.” Development of the five-exam format stalled from 2006 onwards.

The Level Three five-examination format was completed and made ready for delivery by the BOABC Examination Committee with the assistance of the ICC in March 2009. This fulfills BOABC Policy 1.3 Examination Content and the Business Plan objectives: “*To reduce the number of examination papers for level three by combining several of the content areas*” and “*to complete the conversion of examinations to the computer based format*”.

3.2 Building Code Qualified Title Holders Increase

The Building Code Qualified title initiative was started in 2003 and made available to members in 2004. BCQ titles are awarded to qualified member applicants. Target #7, the goal *‘to promote the title of Building Code Qualified’* has been explained to members.

3.3 National Reciprocal Recognition of Building Official Qualifications is in place

A BOABC Corporate Plan Key Element is *“to create formal standards for reciprocal recognition of qualifications of Building officials from other provinces”*. The BOABC has a reciprocal agreement [signed September 1999] with the Ontario Building Officials to recognize RBO title members; however no national jurisdictional agreements are in place for Building Associations in Canada to recognize equivalent qualifications for building officials from other jurisdictions.

The national occupational standard has been established and the ACBOA national certification program for certifying building officials is the standard for recognizing the building official occupation and credentials. A process is in place to evaluate equivalent Canadian provincial qualifications. Target #15 BOABC Corporate & Business Plan: *establish a national certification, education program through ACBOA and support the on going financial and program goals of ACBOA*” has and is being achieved.

3.4 Confidentiality/Conflict of Interest Policy Introduced – ACBOA Alignment Reported

Confidentiality, conflict of interest and other compliance policies and guidelines are required for verifying certification and national certification of the BOABC, its Executive Committee, other committees and representatives. These requirements are specified in the Standards Council of Canada criteria and procedures for the accreditation of personnel certification bodies. The model recognized by the ISO and the World Trade Organization.

Details for BOABC compliance to these national and international standards are specified in the “Evaluation and Alignment Report” assessment undertaken by the consultant firm, Griffiths Sheppard Consulting Group Inc. The consultants completed the report after an in-depth analysis of BOABC policies and programs, interviews with the Executive Committee and a presentation to the membership at the AGM in Harrison Hot Springs in April 2007.

The BOABC Alignment Agreement to enter into the Equivalency Agreement with ACBOA and to make the requested changes for alignment was approved by the Executive Committee by Motion, September 22, 2007 and signed by the President, Rick Hodgson. These and other policy and practice changes were approved at the BOABC Executive Committee meeting on January 24th, 2009, including the Corporate and Business Plan Examination/Certification Targets #5, to provide *“a formal grievance/appeal process for examination candidates”*. The Alignment Compliance report was sent to ACBOA on 27 February 2009 and approved by the ACBOA Executive.

These policy updates also meet the requirements for the BOABC to fulfill legislative responsibilities under the BC *Freedom of Information and Privacy Protection Act* and to meet the Canada Inter-provincial Labour Mobility legislation requirements, which came into effect in April 2009.

3.5 Education, Certification/Maintenance Programs Targets Achieved

The BCQ title and policies are in place. Computerized examinations development is nearing completion. The BOABC Maintenance or CPD, Professional Development Program was operational January 1st, 2008 and updated January 24th 2009. The Alignment Agreement with ACBOA is completed. The new BOABC computerized information and record system for tracking members' information and CPD points is operational and updated in December 2009 by Acculogic Technologies, the IT provider to the Association. Jennifer Craven has been hired and trained to manage these services.

Consequently, the time is appropriate to consider initiating further work to undertake and develop the Corporate and Business Plan “*goal to achieve an integrated delivery program for BOABC examinations, education and certification*” and unresolved Certification Corporate and Business Plan *Targets*, including: Target #9 [*integration of Certification and Education strategies and use of Title*]; and Target #14 to [*expand the certification examination content and education course material to include Legal Process, Responsibilities and Administration*]. A number of these targets were addressed at the January 24, 2009 Executive meeting. The tasks to fulfill the Corporate Strategy and Business Plan include:

- *To assume the responsibility for course delivery in Code education in the Province of BC and to develop and coordinate the delivery of 1-5 day education courses throughout the province in 2006. New Code Seminars in 2007, Green Building Seminars in 2008-09 and the expansion Code Study Sessions across the Province and the Yukon in 2008-09 can be viewed as achieving this target.*
- *To employ a part-time Education/Training Assistant in 2007 to manage those functions related to the creation, scheduling and delivery of education. This task has been achieved with the hiring of an Education Coordinator in 2007.*
- *To develop and market a career training and certification program in 2007 to become a building official and to expand the education program to the public and industry. Progress has been made [see Education and Training Services in this Report page 6]. This task will also be ongoing.*
- *To aggressively establish sources of funding/revenue other than membership fees to provide sufficient funds to implement the objectives of the Association and to continue to develop new and strengthen existing partnerships with other Associations to address common needs and goals. Revenues from the 2007 BC Code Change and the 2008 Green Building Seminars, Study sessions, advertising on the web site, and conferences and seminars revenues fulfill these objectives.*

Membership dues make up about 20% of BOABC annual revenue, which is a low percentage of overall revenue for an Association. The average should be 50% to 60%. The 2008 annual membership fee target in the Plan was set at \$250.00

- *To support Provincial recognition of the existing joint Interpretations Committee to address the need for uniform approaches to code application in support with AIBC, APEGBC and POABC. This is a Modernization Policy project initiative.*
- *To promote and support Provincial legislation to make qualifications for Building Officials mandatory and for the official recognition of the BOABC certification program as the required qualification standard. Participation by BOABC members on various working groups in the Provincial Modernization Project fulfills some of these objectives, as well as the development of a BOABC Professional CPD program and participation in a National Certification and Accreditation program for Building Officials. The Association President and the Executive Director have met with legal counsel, Lori Staples, QC, to plan for a proposal to the Building Policy Branch to amend the existing Building Officials' Association Act to provide for regulatory powers. This will be a priority for 2009/10 and the last significant Business Plan goal to achieve for the 2005-2010.*

4.0 Administration

The employment agreement with the Executive Director was renewed to 2011. The agreement with UBCM to provide the BOABC with full services was terminated by UBCM on September 2007. In 2007 a stand-alone and staffed Head Office was created.

4.1 New BOABC Office located and set-up/ Support Staff Hired

A new full service, stand alone office for the BOABC was located, leased, and placed in operation in September 2007 on Chatham Street in the Steveston business center in Richmond. Jennifer Craven provides office and administrative services. Herman Koolman is the Education Co-ordinator. Susie Koivu provides bookkeeping services. Acculogic Technologies supplies IT services and Atomic Crayon is the web provider. KPMG provides the annual financial report and completes tax reports. The BOABC has non-profit status. Metrix Insurance in Vancouver is the broker for BOABC professional and commercial general liability insurance policies. Staples McDannold Stewart in Victoria provide solicitor and litigation services. With the Business Plan target of a stand-alone BOABC office achieved, the Association has met the *Corporate Structure Target and Key Element: "to retain a visible, central and properly equipped head office"*.

"To further refine the accounting system which identifies separately the revenue and expenditures for each Association responsibility", the Association has refined and will continue to upgrade and re-organize the financial information to more accurately report activities on a month-to-month basis to the Treasurer and the Executive Committee.

“To aggressively establish sources of funding/revenue other than membership fees to provide sufficient funds to implement the objectives of the Association”, the Association moved checking and savings investment accounts to Coast Capital to take advantage of savings from no fee services. Growth in revenue has also been achieved from an expansion of Education and Training services. The overall BOABC annual revenue, savings and investment growth [income and reserve assets] has risen over the last ten years to from \$384,557 in 2001 to \$972,239 in 2009

“To support the Web site as the key mechanisms for conveying information to the membership on a wide variety of subject matter, to solidify the frequency of publication and to work towards making the Newsletter a self-sustaining publication,” we revised and upgraded the web site, which now includes Powerpoint educational tutorials. A revenue generating, job advertisement reporting system pays for the web site.

This has also supported the Key Element goals: *“to enhance the image of the Association”, “to enhance its presence among the Community of Associations dealing with public safety in British Columbia”, “to market and advocate the importance of building officials as professionals,”* and *“to improve the communication linkages with the zones and associate member”*.

5.0 Financial Status and Membership Growth – 2001 to 2009

At the beginning of the BOABC 10 year Business Plan cycle, the Association had 450 regular and associate members and annual revenue/reserves of \$384,557.

The Association has moved from annual deficits of <\$26, 842> in 2002; <\$35,146> in 2003; and <\$11,208> in 2004 to deliver an annual surplus for the last five years, 2005-09. In 2009 the Association earned over \$105,000 in excess revenue over the budget forecast, primarily from Education Services revenue and savings from operational efficiencies.

In April 2009 the Association membership grew to 700 members [550 regular members]. Annual revenue grew to over \$450,000 and retained reserve earnings grew to over \$520,000 for a total of \$972,239 - an increase in annual revenue and reserves of over 250% since 2001. The 2008-09 annual revenue target in the Financial and Business plan was set for \$334,500. The Association exceeded that annual target by over \$115,000.

The BOABC increase in annual revenue and accumulated reserves to nearly one million dollars is due primarily to the expansion of Education services from Annual Conference and Education seminars, Study Sessions, Code Change and Green Buildings Seminars.

The 2008-09 financial review is prepared by KPMG in April and will be available for the Nelson AGM in May. A budget proposal for the 2009/10 fiscal year was reviewed and approved at the January 24th 2009 Executive Committee meeting for AGM presentation.

6.0 Summary

6.1 MIA Core Building Bylaw Introduced.

No Business and Corporate Plan covering a ten-year span can foresee unexpected events that may impact an organization. The introduction of the MIA Core Building Bylaw proposal in 2002/03, for example, consumed considerable Board and Executive Director resources aimed at supporting building officials, educating administrators and councilors, attending council meetings and responding to bylaw legislative proposals in the Lower Mainland, Vancouver Island, Sunshine Coast, Kootenay and Okanagan communities.

6.2 Developed Code Change Seminar for the Objective Based 2006 BC Building Code.

The introduction of the Objective Based Code format, in 2003/04, required the delivery of numerous educational seminars on this topic at conferences and zone meetings. The Association also did not foresee the amount of negotiations needed with the Building Policy Branch and others, or the time required for research and curriculum development to deliver the education and training associated with the 2006 BC Building [New Codes Seminars]. These initiatives would require three years of effort to complete, with the cooperation of over 30 volunteers from four Associations and the Building Policy Branch staff. Over 2200 building industry professionals in BC and the Yukon attended the Code Change Seminars. The BOABC financed the development and delivery.

6.3 Financial and Business Plan for 2001-20010 near completion.

The Association has addressed all of these challenges and has exploited these opportunities to grow the Association in numbers and influence. The BOABC is on target to meet the Key Implementation Targets of the Business and Corporate Plan, especially with regard to National Certification (ACBOA), Financial, Administration, Marketing and Membership Services areas. The Association has also made progress in meeting many Education and Certification objectives. Complex targets, such as an agreement for the BOABC to regulate through Legislation Building Officials in BC will require negotiation with the Province to complete. This is a principal goal of the next five-year plan. The new Plan will be prepared in 2009-10, for implementation in 2010-11.

6.4 Volunteers continue to be essential.

The Association relies on volunteers and the work of volunteer committees to accomplish many tasks and responsibilities. In 2009 approximately 75 people volunteered for the Association. Past President George Humphrey led an effort to modernize BOABC committees and reassign responsibilities, which resulted in less than two-dozen volunteer committees – a more workable number. The Executive also assigns members to represent the Association on professional, advisory and regulatory committees at the provincial, national and international levels – a responsibility that Past President Rick Hodgson has undertaken, especially with regard to new initiatives, such as the BC Provincial Modernization Project and National Certification for building officials.

6.5 Collaboration with Provincial Agencies expands.

The current BOABC President, Ron Dickinson, was instrumental in negotiating an agreement with the BC Building Policy Branch and the BC Energy Efficiency Division that led to the delivery of the Green Building Seminars to over 750 participants across BC in 2008. BOABC Zone Directors and other Executive Committee members supported the on-the-ground coordination delivery of these activities. This, along with the delivery of Code Study Sessions, solidifies the BOABC reputation as being the de facto Building Code education and training organization in British Columbia.

6.6 Regulatory Authority for the BOABC.

The next significant element in the Business and Corporate plan is to achieve British Columbia provincial licensing, or right to practice legislation for Building Officials: *“To promote and support Provincial legislation to make qualifications for Building Officials mandatory and for the official recognition of the BOABC certification program as the required qualification standard”*. Key Element, BOABC Corporate Strategy.

The current “Building Officials’ Association Act” [SBC 1997], Section 6, “Persons not affected” states that: *“This Act does not affect or interfere with the right of a person who is not a member to perform the function of building official, building inspector, plan reviewer or any other similar function, or to be employed or appointed in that capacity by a government, organization or person”*.

Achieving required qualification standards, or provincial regulation for persons employed as building officials, building inspectors and plans examiners in BC will place the Association in the same category as other regulatory, professional certification bodies, such as those who serve architects, engineers and other licensed, regulatory professions in the building industry.

The Executive Committee President, Ron Dickinson, and the Executive Director met with BOABC Legal Counsel, Lorie Staples, Q.C., in Victoria on March 30th, 2009 to plan-out the strategy to facilitate this process.

The BOABC has the financial capability and resources to accomplish this significant Business and Corporate Plan goal in the Financial and Business Plan cycle, 2011-2015.

Richard Bushey, PhD.
BOABC Executive Director
May 2009