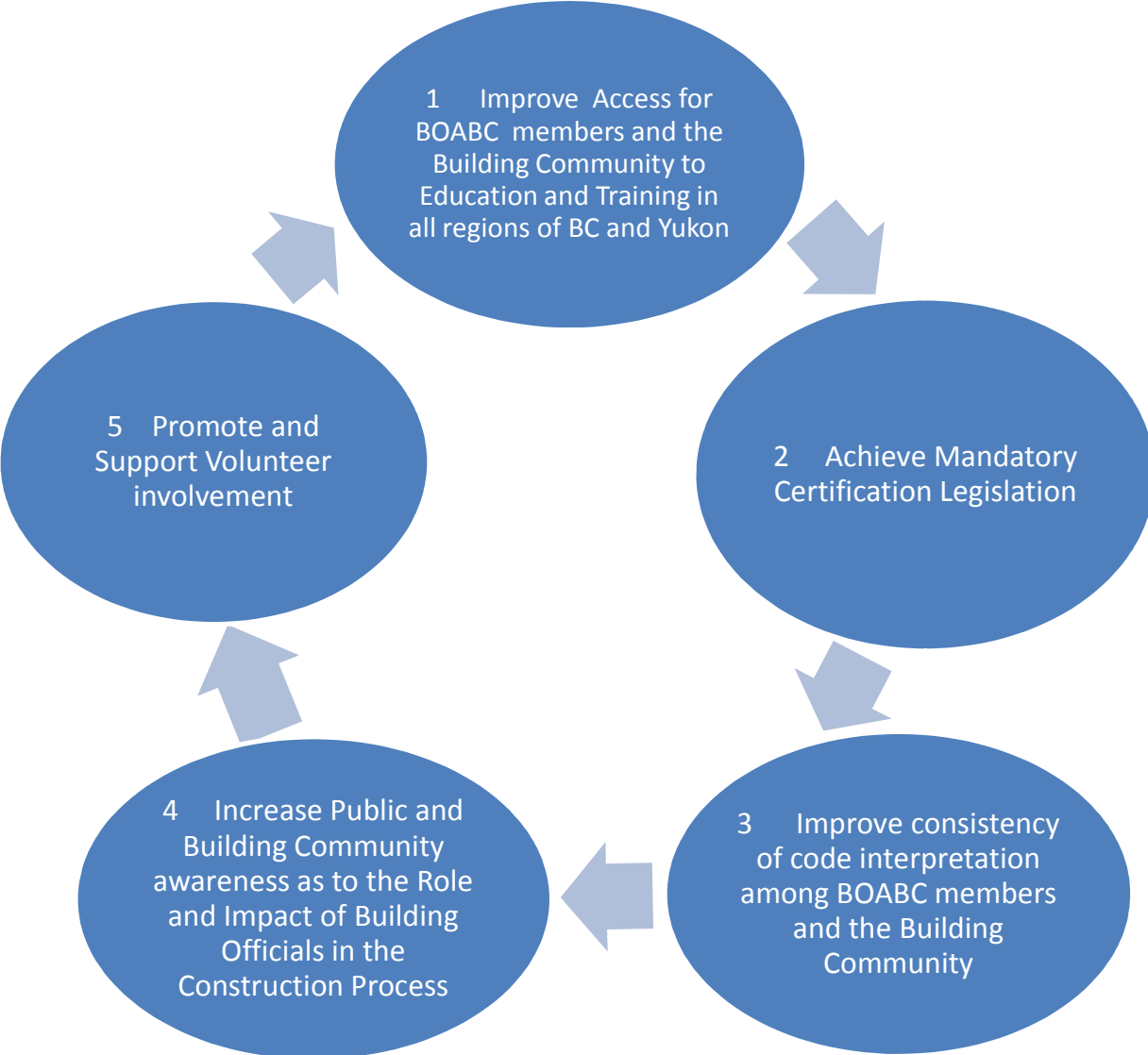


Building Officials' Association of BC Strategic Priorities 2014 and Beyond

Our Strategic Priorities in order of Importance



President's Message

The Strategic Priorities for the Association were developed and derived from consultations with the BOABC Executive Committee, membership surveys and presentations to the members and others at the BOABC Annual General Meeting and Conference held in Kimberley in 2013.

The BOABC Priorities selected are Education and Training, Mandatory Legislated Certification, Consistency of Code Interpretations, Raising the Awareness of the Role of Building Officials and Promoting Volunteerism within the Association. The five Strategic Priorities are also the foundation of the Association's new Business Plan.

The Priorities and Business Plan goals and objectives will serve to guide the Building Officials' Association over the 2014 to 2019 period.

On behalf of the Executive Committee, I would like to thank the members, staff and others who assisted us and the Griffiths Sheppard Consulting Group in developing the Strategic Priorities and Business Plan.

*Manjit S. Sohi, President
Building Officials' Association of BC*

BOABC's New Motto, Vision Statement, and Mission Statement

In late 2013 BOABC reviewed and modified the Motto, Vision Statement, and Mission Statement.

The new statements for 2014 and Beyond are:

BOABC Motto - 'Promoting Building Safety and Professionalism'

BOABC Vision Statement - 'To provide excellent services for BOABC members to promote professionalism and consistent application of building regulations'

BOABC Mission Statement - 'BOABC is dedicated to serving the best interests of the public in building safety by moving forward with the highest standards in professionalism, competency and consistent practice in the Building Community'

Effective immediately, all decisions made by BOABC or on behalf of BOABC should align with one or more of these statements

Responsibility for specific Strategic Priorities

Responsibility for specific Strategic Priorities will be assigned to the following standing committees:

1	'Improve access for BOABC members and the Building Community to education and training in all regions of BC and Yukon'	Education Committee
2	'Achieve Mandatory Certification Legislation'	Certification Committee
3	'Improve consistency of code interpretation among BOABC members and the Building Community'	Certification Committee
4	'Increase Public and Building Community awareness as to the Role and Impact of Building Officials in the Construction Process'	Executive Committee
5	'Promote and Support Volunteer involvement'	Membership Services Committee

In most cases paid staff or volunteers working under the direction of the Executive Director will carry out the work necessary to achieve operational objectives and Strategic Priorities.

BOABC Resource Allocations

BOABC have established five new strategic priorities for the next few years, and intend to allocate significant resources to addressing them. However, before BOABC can address strategic priorities, it must set aside sufficient resources to fund ongoing operations. For example, resources will be required to fund:

- Office expenses, including space rental, office equipment, and telephone
- Meeting expenses, including the Annual General Meeting and Executive Committee meetings
- Computers and data management, and updated website
- Member services
- Certification of members
- Volunteers
- A full time executive director
- A full time administrative person
- Other paid staff
- Consultants providing legal counsel, auditors, and other contracted services

Remaining BOABC activities and initiatives will be linked to Strategic Priorities.

BOABC estimates that resources required In 2014 for Operational Issues and Strategic Priorities will total \$500,000:

Resources allocated to strategic priorities will be further broken down to reflect the relative importance of each priority. Relative importance was determined by the BOABC executive committee at a meeting in September 2013.

	Strategic Priority	Approximate strategic priority resource allocation
1	'Improve access for BOABC members and the Building Community to education and training in all regions of BC and Yukon'	40%
2	'Achieve Mandatory Certification Legislation'	20%
3	'Improve consistency of code interpretation among BOABC members and the Building Community'	20%
4	'Increase Public and Building Community awareness as to the Role and Impact of Building Officials in the Construction Process'	10%
5	'Promote and Support Volunteer involvement'	10%

For example, 'Improve access for BOABC members and the Building Community to education and training in all regions of BC and Yukon' is the highest importance out of the five Strategic Priorities, the highest proportion of resources will be allocated to it.

Background

The Building Officials' Association of BC (BOABC) acts on behalf of over 675 members, primarily representing Building Officials, Building Code Consultants, local government, and those involved in building design, construction, testing and research.

Since 1954 BOABC has grown from 24 members situated largely in the Greater Vancouver area, to seven geographic zones across British Columbia and the Yukon Territory. In 2013, BOABC has very similar objectives as in 1954:

- consistent Code interpretation
- a forum for discussion
- education
- standards of Code knowledge
- a technical certification program for the membership (since 1981)

BOABC members serve on many provincial committees that review building regulatory issues in the Province of BC. Members liaise with inter-provincial and international councils of Building Officials to bring about greater national and international understanding of harmonization of Codes, acceptance of accreditation, and recognition of commonality of work.

BOABC is closely affiliated with our colleagues in the building industry, and interact through:

- zone meetings
- seminars
- executive meetings
- workshops
- our annual conference and annual general meeting
- representation on various association committees
- appointments to various building industry committees and provincial committees
- appointments to national and international committees

For more information on BOABC please visit our web site - www.boabc.org

BOABC Accomplishments in Recent Years

The goals and targets that the BOABC has set out to achieve are based on the Corporate and Business Plan Summary for 2006 –2013, which is a continuation of the 2001-2005 Business Plan. The purpose of this review is to identify significant goals and targets achieved and to assist the Executive Committee in selecting further objectives for completion in a new Strategic Plan.

Significant Corporate Business Targets Accomplished – 2001 to September 2013

Membership Services:

- Grew annual membership from 450 (2001) to over 675 members
- Developed an electronic Careers Service for jobs on the BOABC website
- Created a Harassment, Sexual Harassment and Discrimination Policy
- Established the 'Building Code Qualified' (BCQ) title for BOABC members
- Increased Membership fees to sustain programs, services and staff development

Education and Training

- Delivered Code Change Seminars in BC and Yukon with BC and Yukon agencies
- Delivered Green Building and Seismic Seminars when regulations were introduced
- Hired an Education Coordinator to develop and deliver training
- Revised and updated BOABC Building Code Education Curriculum and created Professional Development and Regulatory courses for Building Officials
- Delivered Building Code Study Sessions in BC Zones and Yukon
- Established and updated a BOABC Continuing Professional Development program
- Completed Education Evaluation Membership Surveys

Examinations

- Completed Computer generated and graded Exams for all Certification Levels, including agreement to deliver Plumbing Officials' Association of British Columbia (POABC) exams and sittings with the International Code Council (ICC)
- Expanded exam sittings and proctored exams in BC, Yukon and NWT
- Established an Examination Development Committee and Policies
- Increased Examination Fees, Exam Sitting locations, and including extending an examinations Agreement with BCIT, and with the Plumbing Officials' Association of British Columbia.

Certification

- Completed the National Certification Alignment Agreement with the Alliance of Canadian Building Officials' Associations (ACBOA)
- Processed over 230 BOABC members for ACBOA National Certification
- Introduced an Appeal Process for BOABC Certification applicants

- Updated Certification and Continuing Professional Development Policies
- Developed a working agreement with Alberta Safety Code Council to reciprocate Certification and maintained Ontario Building Officials' Association (OBOA) agreement to reciprocate Registered Building Official (RBO) designations

Administration, Legal, and Financials

- Created and staffed a full service stand alone BOABC head office
- Continuously upgraded the BOABC Database Information Management System
- Administered web site and electronic mail services from Head Office
- Established responsibilities for governance in committees
- Began process to acquire legislated regulatory authority in an amended BOA Act
- Entered into a Memorandum of Understanding (MOU) with the Plumbing Officials' Association of British Columbia for Testing and Administrative Services
- Developed a BOABC Reserve Fund allocation policy

BOABC's Strategic Priorities 2014 to 2019

The purpose of the Strategic Priority project is to make sure that BOABC is focused on the most important issues facing Building Officials in BC, while continually seeking the best interests of members. A consulting firm (Griffiths Sheppard Consulting Group Inc.) was engaged to facilitate the project and commenced work in the spring of 2013. Project highlights included:

- A comprehensive literature review to see what similar associations are doing or have done to address strategic issues
- An on line member survey asking questions about BOABC Strategic Priorities in the spring of 2013. The survey was completed by 148 BOABC members
- Distribution of draft strategic priority documents for review and comment by the BOABC Executive Committee
- A report on project progress to the membership at the 2013 Annual Meeting in Kimberley
- A final review of the Strategic Plan by the Executive Committee in September 2013

Every Task and Issue that is NOT part of a Strategic Priority is considered Operational

Sources of Revenue - Membership Fees

BOABC Membership Fees as of September 2013

Regular Members	\$ 400 per year
Retired Members	\$ 35 per year
Life Member	no fee
Association 1 Member	\$ 400 per year
Associate 2 and 3 Members	\$ 400 per year
Student Members	\$ 35 per year

Other Sources of Revenue

- BOABC Reserve fund

BOABC intends to balance annual revenues against annual expenses on an ongoing basis, including operational expenses and funds allocated to strategic priorities.

BOABC Organization Structure and BOABC's new Strategic Priorities

BOABC's Executive Committee consists of:

- President
- Vice President Member Services
- Vice President Education
- Vice President Certification
- Lower Mainland Zone Representatives (3)
- Vancouver Island South Zone Representative
- Vancouver Island North Zone Representative
- South Central Interior (Okanagan) Zone
- Central Northern Interior (Cariboo) Zone
- Kootenay Zone
- North West Zone
- Secretary
- Treasurer

The BOABC President holds overall responsibility for BOABC operations, including responsibility for making sure the Strategic Priorities are addressed.

The BOABC Standing Committees are:

- Executive Committee
- Education Committee
- Examination Development Committee
- Certification Committee
- Membership Services Committee
- Annual Conference Committee
- Nomination Committee

As of October 2013, BOABC paid Staff include:

- Executive Director (Full time)
- Education and Training Coordinator (Part time)
- Office Administrator (Full time)
- Bookkeeper/Accountant (Part time)

Contractors and Consultants include:

- Legal Counsel (as needed)
- Auditor (as needed)
- Management Consultants (as needed)
- Information Technology specialists (as needed)

The number of paid staff and/or hours worked by paid staff, volunteers, and consultants and contractors is expected to rise as the focus on Strategic Priorities increases.

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