



# boabc

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<b>TITLE:</b> <b>FORMAT FOR ZONE MEETINGS</b>
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**DATE APPROVED:** May 16, 2016

**SIGNED:** Frankie Victor (Secretary)

## **POLICY**

The content of Zone Meetings across all BOABC zones is intended to follow a standardized format to promote consistent information sharing amongst members throughout British Columbia.

### *Frequency*

Each zone should have a minimum of three Zone Meetings per year, intended to be held within 30 to 60 days prior to a regularly scheduled Executive Committee meeting. Additional Zone Meetings may be held at the discretion of the Zone Director.

### *Format*

Members will be notified of scheduled Zone Meetings via electronic mail. Direct member attendance in person is encouraged for members at Zone Meetings where feasible. Venues are to be arranged by Zone Directors with encouragement to obtain these venues within Municipal facilities or through other industry affiliates at no cost. Industry colleagues may be invited to attend as guest speakers provided building code related content is the focus of their presentation.

In some instances, members may have regional travel challenges with attending scheduled meetings. While meetings are delivered in a face to face format, electronic broadcast of the meetings via tele / web conferencing or other online meeting technology may also be utilized where members have requested to attend remotely.

Duration of meetings are to be at the discretion of the Zone Director, however should be based on a minimum two hour format. Meetings of varying lengths will have associated CPD points to reflect the actual time duration assigned to members in accordance with BOABC's CPD points schedule.

*Content*

Meeting content is to be inclusive of current building regulatory industry topics, and the delivery format of meetings is to be reflective of the methodology reflective of the needs of the members in the subject zone in relation to how the meetings are facilitated. A standardized approach however, is intended to be incorporated to promote consistency of interpretation, application, and enforcement of building regulations.

Content for meetings, while flexible at the discretion of the Zone Director, should be generally consistent with the following prescribed content:

- Association business – BOABC business, swearing in of new Registered Building Officials, nominations of members for committee positions, BOABC calendar of events for conferences, examinations, education, meetings, etc.
- Building regulation application – Procedural application of BCBC, review of regional committee minutes, BC Appeal Board rulings, BOABC Interpretations, local regional specific issues, etc.
- Building Code review – Review of specific building code content from new versions of the BCBC, Errata, Ministerial Orders, BSSB Bulletins, reference standards, etc.
- Other topics – Other topics may be included such as technical presentations from relevant industry affiliates inclusive of material suppliers and manufacturers, presentation of a construction project via a site tour, questions or presentations from members related to building code content, review of relevant industry documents and regulations (Building Act, Local Government Act, HPO, etc), or other industry related topics.

It is of importance to note that Zone Meeting material content is to be reviewed from time to time, at least semi annually amongst Zone Directors to ensure consistency of discussion between members in an effort to promote consistency across the different zones in British Columbia.

It is essential for the BOABC to support the efforts of Zone Directors via the provision of education materials to members in as effective a manner as possible. This should be achieved however within the limited resources of the Association. Zone Directors shall seek input from the membership in relation to specific education topics where they are commonly requested across the zone(s). This information shall be shared with the BOABC's Education Committee to provide direction for the development of new educational curriculum in relation to the member's needs.

***Records***

Members shall self declare attendance at Zone Meetings via the BOABC's online CPD registry. Zone Directors shall keep minutes of Zone Meetings, inclusive of:

- Members who attended the meeting,
- Agenda of material discussed at meeting,
- Content reviewed at meeting, inclusive of appeals, interpretations, orders, bulletins,
- Number of building code questions items per meeting, and
- Consensus discussions amongst members related to building code.

For the purpose of information sharing, minutes are to be made available for all zone members through the BOABC website, regardless of attendance at the Zone Meeting.

**POLICY OBJECTIVE:**

To establish a framework for the Zone Meetings with a consistent format across all zones to ensure information is made accessible for delivery to members in multiple formats, while still recognizing the unique issues that exist in each zone. A standardized format is intended to promote uniformity across zones through sharing of similar information reflective of current building code practices and related industry issues.

**POLICY JUSTIFICATION:**

It is important for Zone Meetings to provide members with consistent information sharing of current industry topics so that members of all zones acquaint themselves with similar regional approaches in relation to application, interpretation, and enforcement of building code regulations.