

ACBOA COMMITTEE REPORTS 2022- 2023

Highlights of 2022 – 2023
Alliance of Canadian Building Officials' Associations



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Executive Team Report – President Matt Farrell

- ACBOA Executive team has been meeting 2X monthly since June 2022. In March 2023 the team decided to change to 1X monthly meetings, in response to successful onboarding of the Executive Administrator, cohesion of the Executive team, and implementation of processes and procedures to ensure effective communication and decision making, on a reduced itinerary.
- The Executive team reviews outstanding and in-process work being undertaken by ACBOA, determines areas of focus, addresses challenges and issues that arise for the organization, and provides overall leadership.
- The Executive team is comprised of:
 - President / Professional Development Chair: Matt Farrell
 - Vice President / Professional Standards Chair: Chris Gates
 - Treasurer / Finance and Operations Chair: Murray Fischer
 - Communications Chair: Stephanie Murray
 - Director Emeritus: Rick Grimshaw
 - Secretary / Executive Administrator: Sally Akroyd Bombino
- ACBOA Executive team has developed goals and a workplan for ACBOA in 2023 - 2024
- ACBOA Executive team requests consideration of ACBOA's Fall 2023 Board meeting being held in conjunction with the Safety Codes Council Conference on October 18-20, 2023 in Red Deer, AB., in support of team-building, and continued development of relationships with ACBOA members and beyond.
- The ACBOA Executive team will be developing a policy regarding conference attendance in 2023, with the objective of establishing parameters surrounding decision making for attendance / participation at member events and beyond.





Communication Report – Chair, Stephanie Martin

- Installation of hardware and software to set up the ACBOA office and to facilitate communications for the organization, has been completed
- List of Member communication liaisons has been developed and lines of communication are now open and actively engaged
- Additional contacts have been developed from non-member provinces, and are engaged, and working towards potential ACBOA membership
- An annual report on organizational activities was implemented in 2022, and presented to the ACBOA membership
- ACBOA is in communication with PEI and NFLD / Labrador regarding potential ACBOA membership
- ACBOA's Mission, Vision and Strategy statements were reviewed and revised by the Executive team, and approved by the Board of Directors.
- Developed partnerships with organizations such as the Canadian Home Builders Association (CHBA) by sharing information amongst ACBOA members and the Future Skills Centre by participating in a round table on skills and workforce for green building. CHBA reports a record number of attendees for their Jan. 26th, 2023 webinar.
- ACBOA Board of Directors approved new marketing taglines.
- ACBOA Mission, Vision, & Strategy statements and approved taglines will be published and shared via ACBOA website.
- ACBOA developed promotional material for Building Safety month in May 2023, in partnership with OBOA.
- Building Safety Month posters have been shared with the membership and are ready to launch for the month of May, 2023.
- ACBOA Completed a Communication Survey amongst ACBOA members to help inform ACBOA's Communication plans, moving forward

ACBOA Website:

- Update of the ACBOA website is a work in progress. Critical information has been updated:
 - Home page
 - Strategy, Mission Statement, Vision Statement, Objectives
 - NEWS webpage
 - Members webpage
 - ACBOA Contact info (Added Executive Administrator as the primary contact for ACBOA. Enabled 'Send us a Message' feature for Directors. Removed Director email addresses.)



- Some ACBOA website updates are ongoing and will be updated on a continuous (as needed) basis:
 - NEWS webpage
 - Member webpage
- Additional ACBOA website updates and amendments will continue throughout 2023 – 2024:
 - Industry Partners webpage
 - Certification webpage(s)
 - Addition of (approved) taglines throughout the website
 - FAQ's webpage
 - Add contact info to lower band on website
 - Link to social media accounts as they are developed
 - Update of CCMC NEWS webpage
 - Addition of pics / graphics to the website
 - Members webpage: insert a google map with member locations
 - Development and insert of an events calendar
 - Development and insert of a job postings / careers webpage
 - Refresh look of ACBOA home webpage





Professional Standards – Chair, Chris Gates

ACBOA representatives held meetings with OBOA with the objective of taking on management of ACBOA's Exam platform, at the request of OBOA. This has been a primary focus of the Professional Standards Committee over the last number of months. OBOA provided information related to the job function(s) that will be required once ACBOA assumes responsibility, and ACBOA further developed policy and procedures and met with ACBOA members SBOA and NBBOA to review the proposed policies and procedure and how this may impact them as our members and ACBOA Exam users. ACBOA is now ready to bring administration of the exam platform in-house and will be communicating this with our members shortly.

- # National Building Official Certification applications received since October 4, 2022 AGM: 4



Professional Development – Chair, Matt Farrell

- ACBOA representatives met with NBBOA regarding the translation of courses from English to French. NBBOA is looking to partner with their provincial government to see this work completed.
- We are currently working with Accessibility Standards Canada on an agreement to provide project leadership for our various initiatives with them. This contract would be to acquire the services of our current project Manager, Dean Findlay to lead current and future work.
- Natural Resources Canada's (NRCan) announcement for the Towards Net Zero Housing and Communities has been delayed. ACBOA submitted proposals that would cover the costs of updating and enhancing our existing courses. ACBOA is optimistic regarding receipt of funding and has a plan ready to implement once the funding is announced. We will be



working with the Canadian Association of Consulting Energy Advisors (CACEA) on a new delivery agreement.

- ACBOA submitted two more applications to Natural Resources Canada (NRCan) under the Codes Acceleration with total value of \$2.6 million. The letters of support received from provincial association members were included in the proposals. The projects submitted:
 - Digitize the code update process.
 - Develop a Building Code advisory service.
- We are still looking to access funding for the update of National Occupational Standard (NOS). ACBOA submitted an application under CMHC's Housing Supply Action Plan asking for \$500K in funding.
- ACBOA completed a National Environmental Scan for Accessibility Standards/Codes Capacity, Capabilities and Constraints.
- The training content and materials for the "Model Standard for the Built Environment – Accessibility" project is successfully underway.
- ACBOA completed its Strategic Alignment contract with National Research Council. The final work included the development and implementation of a Communication Strategy for ACBOA that will benefit stakeholders across Canada.
- ACBOA has had recent discussions with OBOA about the use and licensing of our Objective Based Codes and Energy Codes course. We are also working with them on the updates to the 2015 course.
- Advisory Council for Harmonized Construction Codes: ACBOA was invited to participate. ACBOA President, Matt Farrell was nominated as ACBOA's representative. 3 meetings have been held thus far. Focused on policy setting for 2025, likely put out for final consultation later in 2023. Matt has been asked to chair the Climate Change sub-group and may provide additional leadership if requested.





President's Report – Matt Farrell

Although we have had a shorter timeframe between Annual General Meetings, the Alliance has completed a great deal of work. There have been a number of opportunities presented to ACBOA and we did not hesitate to pursue them. We have made tremendous progress in the past six months which not would have been possible without our dedicated Directors and our Executive Administrator.

While our core mission is to deliver current and high-quality service to the building official community, we realized there was room for improvement in communicating the work of the Alliance to our members and stakeholders. The work of the Communications Committee has become a priority and developing a strategy in this area was an obvious need. While there are endless opportunities to pursue, we needed to make some important decisions on where to focus our time and resources. The work we have completed has produced a high rate of return and I am looking forward to seeing what else this Committee will accomplish.

We are continuing to update and modernize our administrative processes and create efficiencies in this work. This has been a huge undertaking and I thank our Executive Administrator and Treasurer for all their hard work.

A standardized approach to building official certification has become a national topic of conversation as jurisdictions across Canada struggle with recruiting and retaining qualified individuals. ACBOA has established itself as a preeminent body for assessing occupational demand, identifying competency requirements, and developing model certification programs for the building official industry. We continue to pursue funding that will enable these programs to be updated.

The work in the professional development area has been twofold; 1. learning about future changes to national construction codes and jurisdictional administration and 2. pursuing projects that will prepare and support building officials in their future work. ACBOA has been invited to be a member of the Advisory Council for Harmonized Construction Codes and I am grateful to the Directors for trusting me as their representative at that table.

From that Council, ACBOA gets a view to the future direction of national construction codes and can propose ways to prepare building officials for those changes. There have been a



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number of funding opportunities that we have been able to pursue in order to develop our ideas and we look forward to undertaking that work in the near future.

I again want to thank our staff, Directors and member organizations for their support and participation in the past few months. ACBOA continues to grow as an organization which would not be possible without the people around us. I also want to thank the Nova Scotia Building Officials Association for hosting me at their Spring Conference. I had a great time talking to those members and discussing ways we can work together in the future. ACBOA looks forward to returning to that Province soon.



PLEASE DIRECT INQUIRIES TO THE ACBOA OFFICE
TEL. (519) 731-3466 or acboa.execadmin@acboa.ca



Finance and Operations – Chair Murray Fischer

- ACBOA is working to review insurance requirements for ACBOA.
- ACBOA Finance team is working to develop solutions for completion of administrative functions previously accomplished through an Administrative Services Agreement.
- ACBOA Finance team developed ACBOA's 2023 budget, that was approved by the Board on Feb. 3, 2023.
- ACBOA Finance team has been in consultation with the accountant regarding the establishment of reserve funds.
- ACBOA implemented ADP payroll.
- ACBOA Finance team increased and level of financial reporting to the Board.
- ACBOA Finance team implemented new procedures for approval and review of financial transactions.
- ACBOA Finance team strengthened procedures to provide clarity surrounding project invoicing and revenue.
- ACBOA is reviewing the option of a full audit, commencing in 2023, and determining budget impact, accordingly.



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