



TORONTO AREA CHIEF BUILDING OFFICIALS COMMITTEE

TACBOC

CHARTER

April 30, 2012

ARTICLE I – MISSION STATEMENT

1.1

TACBOC's mission is as follows:

“To serve the public interest by advancing and improving building regulations and their application within the Greater Toronto Area (GTA).”

ARTICLE II - ORGANIZATION AND AFFILIATIONS

2.1

This organization is the Greater Toronto Area Chief Building Officials Committee, also known as 'TACBOC'. It is an association of Chief Building Officials from Ontario municipalities within the geographic area known as the Greater Toronto Area (GTA) comprised of the following regions: Durham Region, York Region, Peel Region, Halton Region and the City of Toronto. Municipal Chief Building Official representation on TACBOC is voluntary.

2.2

TACBOC collaborates in a number of objective areas with the Building and Development Branch of the Ministry of Municipal Affairs and Housing (MMAH), the Ontario Building Officials Association (OBOA) and the Large Municipalities Chief Building Officials (LMCBO) and Engineer Architect & Building Official committee (EABO), and has a distinct purpose as outlined in Article III. TACBOC was established to support Chief Building Officials in overseeing comprehensive enforcement of the Building Code Act and related responsibilities in the municipalities of the GTA. TACBOC is independent, operating under its own rules, policies and practices.

ARTICLE III - PURPOSE

The purpose of TACBOC is as follows:

3.1

To promote member's collaboration by facilitating the exchange of ideas, information, knowledge, practices and experiences through a communication network for Chief Building Officials of member municipalities and with the LMCBO and other stakeholders as necessary.

3.2

To promote uniformity of Ontario Building Code (OBC) interpretation and application.

3.3

To conduct member meetings with a structured forum for discussion, opportunity to advance networking, information sharing, professional development and to identify/resolve emerging issues.

3.4

To share, promote and develop best practice standards for member municipalities.

3.5

To communicate with the provincial government as necessary on matters which relate to technical code development and the application of the OBC and the Building Code Act (BCA).

ARTICLE IV – GENERAL MEMBERSHIP of TACBOC

4.1

Committee membership is comprised of the Chief Building Officials from municipalities within the four regions of the GTA, the CBO and Deputy CBOs from the City of Toronto and, the Director, Building and Development Branch, MMAH. Application for membership by a GTA municipality shall be in writing to TACBOC's Executive Committee.

4.2

The Director, Building and Development Branch, MMAH is an ex-officio member of TACBOC but shall not be a voting member nor pay membership fees.

4.3

No alternates (or substitutes) are permitted to represent a member CBO or Deputy CBO on TACBOC. TACBOC relies on continuity of participation by its members to assure its effectiveness. Another person appointed to perform the duties of the CBO may be designated the municipality's interim TACBOC member in the event of protracted absence or other special circumstances. The member must notify the Executive Committee to confirm their designation.

4.4

Member municipalities shall pay an annual membership fee as determined by the Executive Committee and are required to maintain and update their contact information with TACBOC's Secretary.

4.5

Members are expected to make their best efforts to participate on matters of interest, to act to build consensus and to respond in a timely manner to requests for information.

4.6

Non-payment of annual membership fees or lack of participation shall be reviewed by the Executive Committee to determine appropriate action.

ARTICLE V – EXECUTIVE COMMITTEE

5.1

TACBOC shall have an Executive Committee that meets on a regular basis and performs the following:

- Provides oversight, administrative direction and identifies issues/concerns for TACBOC,
- Communicates with its Advisory Committees and stakeholder organizations,
- Communicates with the membership,
- Sets agenda for the Annual General Meeting (AGM),
- Calls membership meetings as required (minimum one annually plus AGM), and
- Serves as a resource for member municipalities.

5.2

The Executive Committee shall consist of five (5) TACBOC Chief Building Officials representing the five (five) regions of the GTA – one Rep from York Region, one Rep from Durham Region, one Rep from Halton Region, one Rep from Peel Region and one Rep from the City of Toronto.

5.3

Executive Committee appointments are as determined by the respective regional membership and shall be for a two (2) year term with option for an additional two (2) year term. The Chair sits on the Executive Committee as ‘Past Chair’ for one (1) additional year to support continuity of Executive operations when possible.

5.4

The Executive Committee selects and appoints the Chair, Secretary and Treasurer.

5.5

The Chair shall direct the activities of the Executive Committee, provide leadership and direction to Advisory Committees, as required, and communicate with the membership. An unplanned vacancy in the Executive Committee may be filled by appointment by the Chair, in consultation with the appropriate Regional CBOs.

5.6

In the absence of the Chair, the Secretary shall be responsible for execution of Executive Committee business.

5.7

The Secretary shall make and issue a record of all Executive Committee, membership and, AGM meetings. The Secretary maintains all member contact data and issues such other correspondence and information as may be required or is directed by the Chair.

5.8

The Treasurer shall coordinate all financial matters, including recommending annual fees, extraordinary assessments, collect fees and assessments, issue payments, maintain appropriate records and prepare an annual financial statement. The Treasurer shall also oversee financial matters related to the Advisory Committees.

5.9

The Director of the Building and Development Branch, MMAH, participates in the Executive Committee from time to time for the purpose of sharing information related to technical code development and the application of the OBC and BCA.

ARTICLE VI – OPERATING PRINCIPLES

6.1

TACBOC's Operating Principles:

- To operate with integrity, commitment and purpose,
- To engage and share information, and,
- To provide support to each other.

6.2

The Executive Committee promotes active engagement and participation by members in developing and issuing communications. Where appropriate, members shall be provided with the opportunity for input into TACBOC communications. The final form of communications shall be authorized by the Executive Committee and issued by the Chair.

6.3

Communications to government and other outside stakeholders are intended to reflect the breadth of member knowledge and experience with respect to technical code development and the application of the OBC and BCA.

6.4

Communications from the Executive Committee shall be objective. Communications on matters where there is significant absence of overall consensus amongst opinions expressed to or by the Executive Committee shall indicate the diversity of views, but the Executive Committee may express a recommendation or conclusion.

6.5

Chief Building Officials exercise independent executive authority over the administration of building regulations in their municipal jurisdiction. Decisions, recommendations and opinions expressed by TACBOC on behalf of members are not binding on any member in respect of execution of their responsibilities as a Chief Building Official. However, members are encouraged to promote, within their respective municipalities, the use and application of TACBOC decisions, recommendations and opinions, as well as, the bulletins, policy decisions, details, etc. of TACBOC Advisory Committees when endorsed by the Executive Committee.

ARTICLE VII – ADVISORY COMMITTEES

7.1

Advisory Committees under TACBOC are established to provide support to TACBOC members in specific code related disciplines in matters related to OBC review, OBC interpretation, and uniform application of code requirements and other issues/concerns identified by TACBOC members, Advisory Committee members and/or other stakeholder groups.

7.2

TACBOC has established five (5) permanent Advisory Committees to address the major disciplines of construction and regulatory review/ inspection requirements as follows:

- Code Interpretation Advisory Committee (CIAC)
- Structural Advisory Committee (SAC)
- Building Inspection Advisory Committee (BIAC)
- Mechanical Services Advisory Committee (MSAC)
- Plumbing Advisory Committee (PAC)

Other advisory committees and special task groups may be established by the Executive Committee as deemed necessary to address specific issues and/or provide additional support to the TACBOC membership.

7.3

Advisory Committees are constituted with their own specific Terms of Reference developed and approved by TACBOC. The Terms of Reference shall be the basis for conduct of business, decision-making, recommendations and communication.

7.4

Advisory Committee membership is limited to municipal staff, appointed by the respective TACBOC CBO member, to serve for a two (2) year term. To encourage municipal staff participation, diversity of opinion, learning and leadership member CBOs are encouraged to rotate their Advisory Committee appointee, if feasible.

7.5

Advisory Committees may include a “Consultative Group” consisting of representatives from a governmental, professional or industry-related agency or association may be identified by the Advisory Committee members in accordance with the provisions related to Consultative Groups set out in the Advisory Committee’s Terms of Reference. A member of the Consultative Group shall not be a voting member nor pay membership fees.

7.6

MMAH representation on Advisory Committees is encouraged as ex-officio members of the Advisory Committee but shall not be a voting member nor pay membership fees.

7.7

To assist Advisory Committee deliberations, the involvement of subject matter expertise from academia, industry, design community and any other valid stakeholder group is encouraged. Guest attendance shall be limited to the issue under discussion and shall be for informational and decision-making purposes only.

7.8

Recommendations from all Advisory Committees shall be forwarded to the Executive Committee for review and endorsement by the Executive Committee and further communication to the membership through established communication channels (i.e., TACBOC Website). TACBOC shall establish the appropriate forms for the Advisory Committees’ submissions and/or recommendations.

7.9

Advisory Committees shall provide to TACBOC, annually at the AGM the following:

- A full account of the meetings held during the past reporting period,
- The matters that were considered,
- All recommendations made and,
- Any issues and concerns that require the attention of the TACBOC membership.

7.10

TACBOC’s purpose shall be achieved through Advisory Committee member consensus and voluntary acceptance of majority decisions. However, the Advisory Committee and TACBOC as a whole has no regulatory mandate and the manner in which its actions are given effect within a participating municipality shall lie solely with the Chief Building Official.

ARTICLE VIII – ANNUAL DUES

8.1

The Executive Committee shall consider annual membership fees as proposed by the Treasurer for TACBOC membership and for membership of the Advisory Committees. Proposed fees shall be presented, annually at the AGM, for approval by the membership. Upon approval, the agreed upon amounts shall be invoiced by the Treasurer of TACBOC and the appointed Advisory Committee Treasurers.

ARTICLE IX – AMENDMENT OF CHARTER

9.1

This Charter Statement takes effect on April 30, 2012 and may be amended from time to time. Amendments are recommended by the Executive Committee and adopted by a two-thirds majority approval of all members.
