

LMCBO

Large Municipalities Chief Building Officials - Ontario

CHARTER STATEMENT

Established 1990; Charter created 2009

ARTICLE I – ORGANIZATION AND AFFILIATIONS

1.1

This organization is the Large Municipalities Chief Building Officials, also known as LMCBO. It is an association of chief building officials from Ontario municipalities where there is a population of at least 50,000, and there is a comprehensive system of *Building Code Act* enforcement in place. LMCBO collaborates in a number of objective areas with the Building and Development Branch of the Ministry of Municipal Affairs and Housing (MAH) and the Ontario Building Officials Association (OBOA), but has a distinct purpose. LMCBO was established to support chief building officials in overseeing comprehensive enforcement of the *Building Code Act* and related responsibilities in larger municipalities. LMCBO operates independently under its own rules and policies.

ARTICLE II – PURPOSE

2.1

Promote member's collaboration by facilitating the exchange of ideas, information, knowledge, practices and experiences through a communications network for chief building officials.

2.2

Conduct member workshops to provide a regular and structured forum for discussion, opportunity to advance networking, information sharing and professional development, and to identify emerging issues.

2.3

Share and promote best practice standards for members.

2.4

Provide advice to government on matters which relate to the objectives of the *Building Code Act* and regulations.

2.5

Engage and communicate with MAH, OBOA, Ontario Association of Architects, Professional Engineers Ontario, TARION, and other organizations representing building regulation, design and industry.

ARTICLE III – OPERATING PRINCIPLES

Values

3.1

LMCBO member’s shared ambition is to operate with integrity, commitment and purpose; to engage, share information and provide support to each other; and to actively collaborate on professional development opportunities to make ourselves and partners more effective chief building officials and municipal leaders.

Communications

3.2.1

The Executive Committee promotes active engagement and participation by members in developing and issuing communications. Members are provided opportunity for input into LMCBO communications in cases where they have expressed an interest or opinion in the subject matter to the Executive Committee, or the issue may have substantial government policy implications in terms of the responsibilities of a chief building official. The final form of communications are authorized by the Executive Committee, and issued by the Chair.

3.2.2

Communications to government and other outside bodies are intended to reflect the breadth of member knowledge and experience and leverage it for the purpose of policy guidance to advance the objectives of the *Building Code Act* and regulations, and other public interest goals.

3.2.3

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

Decisions

3.3

Chief building officials exercise independent executive authority over the administration of building regulations in their municipal jurisdiction. Decisions, recommendations and opinions expressed by LMCBO on behalf of members are not binding on any member in respect of the execution of their responsibilities as a chief building official. Members are responsible to determine the proper use and application of LMCBO decisions, recommendations and opinions prior to applying them in their jurisdiction.

ARTICLE IV – MEMBERSHIP

4.1

Any chief building official employed by an Ontario municipality with a census population of 50,000 or more may request membership. Except as provided in 4.2, membership is restricted to one chief building official from an eligible municipality. An application for new membership shall be in writing, and shall indicate the characteristics of *Building Code Act* enforcement in the applicant municipality, and the intended LMCBO participation. The Executive Committee determines the acceptance of a new membership application on the basis of the written application. The Executive Committee may revoke an existing membership on the basis of non-compliance with this article.

4.2

Because of their relative sizes and municipal amalgamations, the City of Ottawa may be granted up to three memberships, and the City of Toronto up to five memberships, provided the members are chief building officials or deputy chief building officials. Other municipalities may be granted one or more additional memberships under the same criteria.

4.3

LMCBO relies on continuity of participation by its members to assure its effectiveness. The short term appointment of designates is discouraged. Another person appointed to perform the duties of the chief building official may be designated the municipality’s interim LMCBO member in the event of protracted illness or other special circumstances. Members must notify the executive to confirm the appointment.

4.4

Members must pay an annual fee as determined by the Executive Committee, and are required to maintain and update their contact information in the associations’ records and on the LMCBO website.

4.5

Due to the stated purpose of this organization, members are expected to make their best effort to participate on matters of interest, to act to build consensus and to respond to requests for information in a timely manner.

ARTICLE V – EXECUTIVE COMMITTEE

5.1

The Executive Committee develops and delivers member workshops, communicates with the membership and other organizations, and serves as a resource for policy and practices.

5.2

The Executive Committee consists of at least 6 LMCBO chief building officials appointed to the positions in the table below. Three Executive members are drawn from the GTA, one of which is Toronto, and three from outside the GTA, when volunteers are available from these respective geographic areas, in order to provide diversity in member representation. Executive Committee appointments in most cases are for two years. The Chair sits on the Executive as past chair for one additional year to support continuity of executive operations. One or more additional Executive Committee members may be appointed for specific purposes from time to time.

Executive Committee
Chair
Past Chair
Secretary
Treasurer
Member without portfolio
Member without portfolio
Member without portfolio

5.3

Executive appointments for the following year are determined at the fall workshop by means of nomination, and, in the event of nominations exceeding available positions, a simple majority ballot of members present. Executive members are eligible for reappointment at the conclusion of their term. Appointment terms are staggered in order that at least two Executive positions are made available every year. The Executive Committee selects the Chair and assigns appointee positions.

5.4

The Chair is appointed by the Executive Committee and directs the activities of the Executive Committee. An unplanned interim vacancy in the Executive Committee may be filled by appointment of the Chair.

5.5

The Past Chair assumes the duties of the Chair in the absence of the Chair. The Past Chair is responsible for advising and assisting the Chair in the execution of Committee business.

5.6

The Members without portfolio conduct outreach with members for the purpose of identifying member information needs, developing workshop agendas, securing workshop locations, and procuring guest speakers. They co-ordinate and administer the workshop program with the hosting member.

5.7

The Secretary makes and issues a record of all Executive Committee meetings and member workshops.

5.8

The Treasurer coordinates all financial matters, including recommending the annual fee, collecting fees, issuing payments and preparing an annual financial statement.

5.9

The Director, Building and Development Branch, MAH participates in the Executive Committee from time to time for the purpose of sharing information, consulting about building code matters, and coordinating workshop arrangements. The Director is a non-voting ex officio member.

ARTICLE VI – WORKING GROUPS AND OTHER MEMBER APPOINTMENTS

6.1

The Executive Committee may establish working groups from time to time to address specified matters of interest. The Executive Committee appoints a working group chair to report to the Executive Committee on the results of the working group activities. A working group may contain members and other persons.

6.2

An Information Coordinator is appointed by the Executive Committee to maintain, promote and develop the use of the LMCBO website.

ARTICLE VII – MEETINGS

7.1

Full member workshops are held twice annually. Executive Committee meetings are held periodically at the call of the Chair.

7.2

Executive Committee meets with OBOA representatives at least once annually, to exchange information, seek opportunities for mutual engagement and to harmonize activities in areas of aligned interest.

ARTICLE VIII - AMENDMENT OF CHARTER

8.1

This Charter Statement may be amended. Amendments are recommended by the Executive Committee, and adopted by a two thirds majority approval by all members.

November 9, 2009