

**Possible Measures
to Implement
The Strategic Plan of
the Canadian Commission On
Building And Fire Codes**

A Working Document of the CCBFC

Tuesday, June 24, 2003

Strategic Plan of the Canadian Commission on Building and Fire Codes

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Introduction

This is a companion working document to the Strategic Plan of the Canadian Commission on Building and Fire Codes (CCBFC). The Plan gives the CCBFC **Mission; Roles** of the Commission and NRC; **Goals** of the CCBFC; **Objectives** that would have to be met for the goals to be met; and **Strategies** designed to achieve those objectives.

This document gives possible specific measures, actions and principles that could be undertaken or adopted within each of the agreed-upon strategies. The CCBFC will use this document to identify the priority for each possible action, the timing for each, whether resources are available or where they could be secured, as well as general comments on the nature and status of each measure.

Some of these measures have been given CCBFC approval. Some have approval in principle subject to further consultation. Others require further study and discussion. All are subject to revision or deletion as events unfold or situations change.

Both the Strategic Plan and this working document have been prepared following extensive consultation with code users across Canada. This activity was the responsibility of a CCBFC Task Group. Members are identified at the end of this document.

Copies of the Plan are available from the Secretary, Canadian Commission on Building and Fire Codes, National Research Council, Ottawa, Ont., K1A 0R6. Comments and suggestions are welcome.

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Goal 1. The CCBFC will provide national model codes that meet the needs of all code-users in Canada if:

Objective 1.1. The needs of code-users are known.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
1.1.1. Strengthen Partnerships with Code Users	<ul style="list-style-type: none"> - Develop direct links with Provincial/Territorial code review committees/groups. - Develop closer links with building officials' associations, designer groups, industry associations etc. - Encourage involvement of those not currently participating. - Place greater emphasis on association input. - Conduct more regular consultation events (associations and industry). - Improve liaison with local authorities at the staff level. 	<p>Priority: high Timing: For immediate action. Resources: Available Comments: Several provinces, including Quebec, Ontario, Manitoba, Alberta and BC have formal committees for review of code changes and issues. IRC staff is available to assist such groups in reviewing changes to the National Codes as well as advising on local concerns from a national perspective.</p> <p>Priority: high Timing: For immediate action. Resources: Available Comments: Consider the feasibility of involving Commission/Committee members</p> <p>Priority: high Timing: Underway Resources: Available -Low impact Comments:</p> <p>Priority: high Timing: Underway Resources: Low impact on staff Comments:</p> <p>Priority: high Timing: Underway Resources: Comments: Consider the feasibility of involving Commission/Committee members</p> <p>Priority: high Timing: Underway Resources: Comments:</p>

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1.1.2. Establish a system to consult code users.	<ul style="list-style-type: none"> - Use the results of the T/G survey with respect to user needs. - Use focus groups to collect information regarding needs. 	<p>Priority: high Timing: Underway Resources: Comments:</p> <p>Priority: low Timing: For future consideration. Resources: Comments:</p>

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<p>1.1.3. Develop a regular feedback system.</p>	<ul style="list-style-type: none"> - Introduce a "tell us what you think of this" postcard for CCBFC documents. - Use NBC/NFC News to solicit input. - Get regular feedback from building, plumbing and fire officials, including plan checkers. - Use information superhighway (Internet, Bulletin Boards,). - Provide a 1-800 or 900 number for comments on problem areas re the system & codes (i.e. non-technical comments?). 	<p>Priority: medium Timing: Initiate after new codes have been available for a period of time. Resources: Comments:</p> <p>Priority: medium Timing: Initiate after new codes have been available for a period of time. Resources: Available Comments:</p> <p>Priority: medium Timing: longer term Resources: Should have minimal impact Comments: This group is in a position to identify troublesome code content or arrangement.</p> <p>Priority: high Timing: Immediate Resources: Available at basic level. Comments: CCBFC page on the Internet, news groups, etc. has been activated and will be further developed.</p> <p>Priority: low Timing: For future consideration. Resources: Need to be secured, cost unknown Comments: Will be difficult to restrict to non-technical discussions. Such comments are usually non-urgent issues and can be handled by correspondence.</p>

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<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>1.2.1. Prepare clear and concise scope statements on all codes, parts and sections prior to start of the next revision cycle.</p>	<ul style="list-style-type: none"> - Review present scope statements. - Review code structure considering survey information. 	<p>Priority: High Timing: Immediate Resources: Comments: This will be an vital step in the move towards Objective Based Codes.</p> <p>Priority: High Timing: Underway Resources: Comments: This will be an vital step in the move towards Objective Based Codes.</p>

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<p>1.2.1. Prepare clear and concise scope statements on all codes, parts and sections prior to start of the next revision cycle. (continued)</p>	<p>- The scope of the NBC should not be expanded beyond its present form. Additional scope issues should be included in progeny documents (i.e. energy code, swimming pool code)</p>	<p>Priority: High Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: The CCBFC role is to provide technical requirements in areas where there is consensus that regulation is necessary and appropriate. Where unanimity over new widely supported scope items is not evident, separate stand-alone documents (e.g. the energy codes) would give the regulatory authorities flexibility to decide whether to use the model documents according to each jurisdiction's regulatory agenda.</p> <p>The NBC and provincial building codes have come under pressure over the years from various sources to include requirements governing various issues that go beyond the traditional scope of health and safety. Code writing authorities have accommodated such requests to varied degrees.</p> <p>There is concern that building codes are straying too far from their traditional role and it is time, particularly for the model codes, to adopt a more rational approach. Including additional scope items could jeopardize the acceptance of the NBC or NFC unless these are widely supported, particularly by the Provincial/Territorial regulatory authorities.</p> <p>Adding new items to the scope of the NBC is only done after thorough consultation with stakeholders, particularly the provinces and territories. Accessibility and security were two examples.</p>

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<p>1.2.1. Prepare clear and concise scope statements on all codes, parts and sections prior to start of the next revision cycle. (continued)</p>		<p>In some cases, items were rejected on the grounds that, due to local jurisdictional organization or priorities, adoption of the NBC would be compromised (e.g. swimming pool code, flood plain requirements).</p> <p>The issue of the addition of new items to the scope of provincial codes is one over which the Commission has little control.</p> <p>An objective-based code, if approved, would force an examination of all requirements against stated objectives. This will likely require elimination of requirements that cannot be linked to agreed-upon objectives, or require creation of new objectives.</p>

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<p>1.2.1. Prepare clear and concise scope statements on all codes, parts and sections prior to start of the next revision cycle. (continued)</p>	<p>- Remove requirements for “housing” from Part 9 (and the CPC) and rely on a separate housing code. Encourage eventual inclusion in the housing code of electrical and oil and gas requirements.</p>	<p>Priority: high Timing: Underway. For the 2000 Codes. Resources: A major impact on the work of the affected standing committee and staff. It is expected that a Task Group will be needed to oversee this work. Comments: The Federal/Provincial/Territorial subcommittee on housing and building codes, has been recently created by provincial/territorial housing ministers and CMHC to provide a vehicle to establish broad policy positions on code issues related to housing and to convey these to the CCBFC.</p> <p>As a result, the co-chair of the subcommittee has requested that the CCBFC not proceed with this project until that group has been able to review the matter and develop a position.</p> <p>Although there seems to be wide support for the concept of a housing code, initial work would be limited to consultation with affected bodies anyway. The CCBFC therefore agreed to this request.</p> <p>There also is an expectation that work on this new document will include a re-justification of existing requirements.</p> <p>Inclusion of non-traditional NBC items (oil, gas, electrical) will require consultation and negotiation with industry, SDO’s and affected regulatory authorities. Agreements allowing inclusion of such items may not be easily achieved.</p>

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<p>1.2.1. Prepare clear and concise scope statements on all codes, parts and sections prior to start of the next revision cycle. (continued)</p>	<p>Durability is a factor appropriate for codes provided the concern is related to the established objectives of the particular code and any requirements are clear, explicit and enforceable at the time of construction.</p>	<p>Priority: Priorities are higher for some issues (building envelope) than others. Timing: Underway. It will not be possible to resolve all issues related to durability in the short term. Resources: Unknown. It will depend on whether a committee develops initiatives in this area. Comments: The Code has traditionally addressed the state of the building at the time of completion of construction.</p> <p>The issue is problematic for the enforcement community and that the NBC may not be the best vehicle to achieve durability. The application of building codes ceases with the completion of construction and there is a question as to whether the enforcement agency must take the responsibility to protect the consumer. There is a need for enforceability at time of construction.</p> <p>This policy will be included in a scope statement and/or the Policies and Procedures.</p>
	<p>- Confirm that the scope of the NBC includes site requirements limited to safety and accessibility with respect to the use and occupancy of the building.</p>	<p>Priority: medium Timing: Will be part of the Objective-Based Codes study Resources: Comments: Although the general view is that the NBC applies to the building only, site requirements in the areas of firefighter access and barrier-free accessibility from parking areas, are included. The degree to which the NBC does and should apply to site works needs clarification.</p>

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<p>1.2.1. Prepare clear and concise scope statements on all codes, parts and sections prior to start of the next revision cycle. (continued)</p>	<p>- The application of codes to the renovation of existing buildings should continue to be handled using the guideline approach, including illustrations and recommended solutions. Administrative guidance on application of codes to renovation work (as in Alberta and BC) should be included in the Appendix or Part 2.</p>	<p>Priority: high Timing: depends on urgency and availability of resources. Resources: need to be secured on a document by document basis Comments: Although some provinces and municipalities have created renovation codes, there is no consensus nationally on the need for a code for existing buildings. Most seem to prefer a guideline approach for the sake of flexibility.</p> <p>The creation of objective-based codes opens the door for a possible separate set of acceptable solutions applying only to existing buildings.</p> <p>A guideline on the application of Part 9 to existing buildings is in preparation.</p>

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<p>1.2.1. Prepare clear and concise scope statements on all codes, parts and sections prior to start of the next revision cycle. (continued)</p>	<ul style="list-style-type: none"> - The development of model requirements (retrofit) to rectify unsafe or unhealthy conditions in the existing building stock is vital and requires further study. This is an appropriate subject for performance-based thinking. - Maintenance of life safety systems in existing buildings is an appropriate subject for model fire codes. - Life cycle and recycling concepts for buildings and materials are controversial, complex and evolving subject. CCBFC policy should be limited initially to monitoring the situation. 	<p>Priority: to be determined Timing: to be determined Resources: Comments: requires further discussion.</p> <p>Priority: Timing: Resources: Comments: This represents the present situation</p> <p>Priority: Timing: Resources: Comments: Many believe that these concepts should be required to be included in any cost benefit analysis of NBC and NFC requirements. The concern is that accounting for such factors make such studies complex, lengthy and costly.</p> <p>Life cycle costing is a fundamental principle behind the Energy Codes.</p>

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<p>1.2.1. Prepare clear and concise scope statements on all codes, parts and sections prior to start of the next revision cycle. (continued)</p>	<p>- Widely supported environmental and resource conservation issues relating to buildings are appropriate subjects for model codes provided introduction of such requirements is compatible with life safety and health objectives, and does not jeopardize the acceptability of the documents.</p>	<p>Priority: case by case basis Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: Including additional scope items could jeopardize the acceptance of the NBC or NFC unless these are widely supported, particularly by the Provincial/Territorial regulatory authorities.</p> <p>The key phrase is “widely supported.” Many issues (i.e. water conservation) while widely supported in principle, do not have wide support as minimum mandatory requirements in building regulation. Other vehicles may be more appropriate for such items.</p>

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<p>1.2.1. Prepare clear and concise scope statements on all codes, parts and sections prior to start of the next revision cycle. (continued)</p>	<p>- Reorganization of the NFC is critical and should proceed without delay. This could include division into separate Maintenance, Fire Prevention and Hazardous Materials documents.</p>	<p>Priority: high Timing: underway Resources: available Comments: Some are of the belief that the NFC contains requirements more appropriate for a construction or building code. The addition of requirements intended to protect the environment has made the scope of the document more difficult to define.</p> <p>At least two distinct client groups have been identified as being served by the NFC, :</p> <ol style="list-style-type: none"> 1. Building owners and managers which are interested in maintaining an acceptable standard of life safety in existing buildings. The fire services are normally the regulatory agency. 2. Designers, installers and operators of hazardous processes and operations are another separate group served by the NFC. Included in Parts 3, 4 and 5 are requirements that transcend construction and operation. These requirements are enforced by a combination of building code and fire officials, environmental agencies and occupational health and safety agencies. <p>There has also been the suggestion that the design and construction requirements in the NFC be transferred to the NBC.</p> <p>The NFC also contains a number of very strong “retrofit” requirements that the fire authorities “may” use to mandate upgrading of existing buildings to current NBC standards. Very little guidance on enforcement has been provided.</p> <p>A Task Group will study this issue</p>
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<p>1.2.1. Prepare clear and concise scope statements on all codes, parts and sections prior to start of the next revision cycle. (continued)</p>	<p>- Fire safety concerns regarding building contents should not be a subject addressed by the building code other than through fire load assumptions, which should be reviewed. The Fire Code should only address this issue with respect to changes that may result in conditions that are different from those assumptions.</p>	<p>Priority: Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: This represents the existing situation.</p>

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<p>1.2.1. Prepare clear and concise scope statements on all codes, parts and sections prior to start of the next revision cycle. (continued)</p>	<p>- Only safety-related and technical requirements specifically related to barrier-free design should be included in the NBC; they should be integrated within other requirements. Because of varying political, policy and societal issues, the degree of application of barrier-free design (number of accessible suites, seats in theatres, entrances, etc. and when to apply), should be the responsibility of Provincial/Territorial authorities.</p>	<p>Priority: High Timing: For the 2000 NBC Resources: Will free resources for other activities. Comments: There is a need for a different approach to account for the difference between the technical requirements of barrier-free design and the social/policy issues of where to apply the requirements (degree of accessibility). National consensus is more likely for the former rather than the latter. For the 1995 NBC only one or two jurisdictions will use the 3.8 requirements without change.</p> <p>Human rights commissions have already ruled that their decisions supersede any building code requirement.</p> <p>At the 14th meeting of the PTCBS it was agreed to recommend to the CCBFC that the NBC Standing Committee on Barrier Free Design concern itself with working towards national consensus on the technical requirements of how to achieve barrier-free design as opposed to expending resources discussing social/policy/political issues. The degree of accessibility should be left to the provinces and territories to establish their own levels.</p> <p>It was also agreed that, to ensure maintenance of the present minimum, the degree of accessibility presently required in Section 3.7 (3.8 in the 1995 NBC) should be maintained but moved into Part 2. This will identify the issue as non-technical in nature, and make it easier for provinces and territories to insert their own requirements.</p> <p>The CCBFC agreed with this recommendation at its 5th meeting.</p>

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Goal 1. The CCBFC will provide national model codes that meet the needs of all code-users in Canada if:

Objective 1.3. All model codes are current, understandable, justifiable, logical, flexible and coordinated.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
1.3.1. Develop objective-based structure reflecting identified needs	<p>- Prepare a comprehensive plan to implement the concept by 2001 for approval by CCBFC and PTCBS by October 31, 1996.</p> <p>Objective-based format and present type of requirements to exist concurrently during the transition.</p>	<p>Priority: high Timing: urgent Resources: available Comments: A CCBFC Task Group and IRC Staff will be preparing this plan. Participation of affected bodies will be sought.</p> <p>Priority: Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: The plan calls for creation of an interim document(s) in approximately 1998 that will provide the Objective framework for the existing (1995) NBC and NFC. In 2001 the existing codes would be reorganized to coincide with this framework. Thus for the foreseeable future, the present prescriptive-type requirements will continue to exist. Eventually these would be presented as a set of "acceptable solutions".</p>

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<p>1.3.1. Develop objective-based structure reflecting identified needs (continued)</p>	<p>- The focus for Standing Committees for next 3 years will be on this transition as opposed to technically updating the documents.</p> <p>- Standing Committees may develop technical revisions provided the CCBFC agrees that they satisfy one of the following criteria:</p> <ol style="list-style-type: none"> 1. A critical health or safety issue. 2. A widely agreed upon issue of vital national importance. 3. The present code imposes an undue economic hardship on industry and there is no alternative course of action (e.g.. Where CCMC (or similar organizations), or local jurisdictions cannot deal with the problem). 4. A significant change requested by the PTCBS. 5. Unfinished business from the previous cycle that must proceed. (e.g. the continuation of the sprinkler study, updating the Energy Code). 6. A technical revision in support of performance-based requirements. (e.g. relative combustibility) 	<p>Priority: high Timing: underway Resources: Comments: The justification behind this action is that a move to an objective-based framework is such a massive undertaking that committees and staff cannot be expected to make much progress on this project if they continue the present focus on processing technical changes to the documents.</p> <p>It will be necessary to establish a screening procedure to deal with incoming requests.</p> <p>The CCBFC adopted this policy at its 6th meeting.</p>

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<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
1.3.2. Establish code language drafting policies	<ul style="list-style-type: none"> - Develop writing style manual requiring plain language. - Use common style/language for objectives. 	<p>Priority: high Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: This will be necessary and will naturally flow from the conversion to objective-based codes.</p> <p>Priority: high Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: This will be necessary and will naturally flow from the conversion to objective-based codes.</p>

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<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
1.3.3. Improve Co-ordination within and between documents	- Develop methods to prevent intra-code and inter-code conflicts.	Priority: high Timing: Resources: Comments: A revised Standing committee structure based on function as opposed to documents, should prevent intra-code and inter-code conflicts. (see strategy 4.6.1.

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Objective 1.4. Cost implications are taken into account for all new or revised model code requirements.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>1.4.1. Require all proposals for code changes to be accompanied by information on cost implications.</p> <p>1.4.2. Include information on cost implications in public review packages.</p>	<p>- Develop policies and procedures regarding costs, benefits, implications.</p>	<p>Priority: high Timing: Resources: Comments: A clear message has been received that, given the state of industry and the economy, attention must be made to the cost impact of all code changes. This requires a more complete assessment as to whether the cost imposed by a code change can be justified by the benefits it would generate.</p> <p>It is important to recognize that it would be impractical to require that every proposal be accompanied by a detailed cost/benefit analysis. However it should be expected that, at the minimum, a proposal should address the costs and benefits associated and identify the groups, industries, sectors of society and others that will be affected by the costs or benefits.</p> <p>The concerns addressed by these strategies may eventually become less of an issue as the development of objective-based codes proceeds. Attention will then be focused on identification of non-mandatory acceptable solutions and approved documents as opposed to technical code changes.</p> <p>The CCBFC adopted this policy at its 6th meeting.</p>

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Objective 1.5. Compliance issues are taken into account for all new or revised model code requirements.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>1.5.1. Develop an infrastructure by 2001 for introduction and implementation of objective-based codes.</p>	<ul style="list-style-type: none"> - Ensure all code requirements are enforceable. - Take into consideration roles and responsibilities for industry/ owners/ designers in code compliance. - Include only verifiable requirements in model codes. - Avoid discretionary terminology for requirements. 	<p>Priority: high Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments:</p> <p>Priority: Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: Because of fiscal restraint, and the desire to improve the efficiency in the application of regulations, many jurisdictions have instituted or are considering alternate “enforcement” techniques such as qualification of designers, contractors, manufacturers and other agencies. Such developments may need to be taken into account in development of model requirements.</p> <p>Priority: Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: Until the technical information is developed, some functional requirements in the objective-based structure will be discretionary in nature and could be considered non-verifiable. However, with non-discretionary “acceptable solutions” available, and with a means to evaluate additional ones, this should not present an enforcement problem</p> <p>Priority: Timing: Resources: Comments: See above.</p>

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Goal 2. Future national model codes will be adopted without modification by all authorities having jurisdiction in Canada if:

Objective 2.1. Provincial and territorial authorities are more involved in the technical decision-making process in developing the codes.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>2.1.1. Provincial and Territorial authorities play a key role in development of Objective-based codes.</p>	<ul style="list-style-type: none"> - Include PTCBS representative as part of CCBFC Task Group. - Identify key provincial/territorial staff contacts (technical, legal and administrative). - Provinces/territories will be encouraged to participate in studies. - Provinces/territories will be encouraged to provide input on infrastructure. - Study the impact of objective-based codes on the public review process. 	<p>Priority: high Timing: Done Resources: Comments: 3 PTCBS representatives have been included</p> <p>Priority: Timing: Resources: Comments: Already prepared by the PTCBS. The IRC document “Canada’s Framework for the Regulation and Design of Buildings” should be updated and possible issued as a CCBFC document.</p> <p>Priority: high Timing: Resources: Comments: Part of the terms of reference of the Task Group on Objective-based Codes.</p> <p>Priority: high Timing: Resources: Comments: Part of the terms of reference of the Task Group on Objective-based Codes.</p> <p>Priority: high Timing: Resources: Comments: Part of the terms of reference of the Task Group on Objective-based Codes.</p>

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Objective 2.1. Provincial and territorial authorities are more involved in the technical decision-making process in developing the codes.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>2.1.2. Provincial and Territorial authorities are more involved in the technical revision process.</p>	<p>- Explore alternatives for greater provincial/territorial involvement in technical decisions.</p>	<p>Priority: High Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: The rationale behind this strategy is to account for the jurisdictional powers of provincial/territorial authorities to establish their own building and fire regulations and to minimize the necessity for them to deviate from the national codes.</p> <p>An additional rationale is to ease the workload on committees and staff by taking advantage of code development activities at the provincial/territorial level and to encourage a refocus of these activities to the national process as opposed to changing the local codes.</p> <p>The PTCBS reaction is that the PTCBS isn't the appropriate body to focus on in pursuing this strategy since it is a policy-oriented committee and does not involve itself in technical matters. Nor does the PTCBS address issues covered by the NFC.</p> <p>It is not the intention to reduce or alter the decision making powers of the CCBFC or its standing committees; however, constitutionally the provinces and territories have essentially a right of veto over code content via the adoption process. It makes sense, therefore, to minimize the risk of code change rejection through early and frequent technical consultation.</p> <p>Because of social, political or economic demand, provinces and territories may be forced into dealing with code topics on an accelerated basis. If the results of these activities are subsequently fed into the national system, obvious advantages for all will occur.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 2. Future national model codes will be adopted without modification by all authorities having jurisdiction in Canada if:

Objective 2.1. Provincial and territorial authorities are more involved in the technical decision-making process in developing the codes.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>2.1.2. Provincial and Territorial authorities are more involved in the technical revision process. (continued)</p>	<ul style="list-style-type: none"> - Provide for early involvement of the Provinces and Territories on major issues. - Establish an early warning system (2-way) on issues. 	<p>Priority: high Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: Some alternatives for greater involvement of provinces and territories in technical decisions could include:</p> <ul style="list-style-type: none"> • mandatory consultation with individual jurisdictions (provincial agencies, fire marshals, provincial code review committees, etc.) on major technical issues before they are substantially developed by CCBFC committees so that committees are aware of P/T concerns prior to making decisions • an interim provincial review before public review for selected revisions. (criteria needed) • outstanding technical issues facing committees could be circulated to provinces and territories in the event that there is an interest in the province or territory in taking on the task.

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 2. Future national model codes will be adopted without modification by all authorities having jurisdiction in Canada if:

Objective 2.2. Strategic partnerships exist with industry and other groups

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>2.2.1. Establish partnership arrangements with key industry groups.</p>	<ul style="list-style-type: none"> - Develop early consensus on major issues. - Identify benefits to industry. - Identify code-related inter Provincial/Territorial barriers to trade (enforcement, practices, acceptance). 	<p>Priority: high Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: It would be useful to attempt to get broad agreement among affected industries on the principles behind major code issues before a great amount of time and resources are spent on development.</p> <p>Priority: Timing: Resources: Comments: Industry groups with national markets appreciate the importance of uniformity of building regulations across Canada and can help encourage participation in the national development process.</p> <p>Priority: Timing: Resources: Comments: The National Model Codes have not been identified as inter provincial/territorial barriers to trade.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 2. Future national model codes will be adopted without modification by all authorities having jurisdiction in Canada if:

Objective 2.3. All codes are adoptable -- i.e. they do not conflict with legislation, regulations, timing, etc.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>2.3.1. In consultation with the provinces/territories, determine critical success factors for adoption.</p>	<ul style="list-style-type: none"> - Identify and resolve differences between the national model codes and provincial, territorial or municipal codes. - Encourage a common approach/timing for enactment. - Explore political commitment to common adoption/timing. 	<p>Priority: Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Major project. Comments: It should be possible to agree nationally on at least core model documents relating to minimum requirements for health and safety. Provinces and territories can add scope items vital to local concerns.</p> <p>Priority: Timing: Resources: Comments: This is problematic considering differing provincial/territorial priorities and procedures.</p> <p>Priority: Timing: Resources: Comments: This is problematic considering differing provincial/territorial priorities and procedures.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 2. Future national model codes will be adopted without modification by all authorities having jurisdiction in Canada if:

Objective 2.3. All codes are adoptable -- i.e. they do not conflict with legislation, regulations, timing, etc.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>2.3.2. Identify positive factors for adoption of the National Codes.</p>	<ul style="list-style-type: none"> - Have no administrative requirements in Codes . - Use a modular format (progeny), separate codes. - Adopt an acceptable code cycle. 	<p>Priority: Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: This is normal practice. The future of some of Part 2 NBC and Part 1 NFC may require study</p> <p>Priority: Timing: Resources: Comments: Covered in Strategy 1.2.1</p> <p>Priority: Timing: Resources: Comments: Covered by Strategy 4.5.2.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 2. Future national model codes will be adopted without modification by all authorities having jurisdiction in Canada if:

Objective 2.4. A coordinated provincial/territorial/CCBFC public review process is in place.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>2.4.1. Initiate negotiations with PTCBS to establish a coordinated public review process.</p>	<ul style="list-style-type: none"> - Agree on concurrent code review cycle. - Agree on review procedures. - Improve contact between CCBFC committees and Provincial/Territorial code review committees. 	<p>Priority: Timing: Resources: Comments: Covered by Strategy 4.5.2.</p> <p>Priority: high Timing: underway Resources: Comments: Some provinces have comprehensive public review processes that, in the past, have included changes that had already been subjected to national public review. It should be possible to establish a process by which such changes are only circulated once. Concurrent CCBFC and provincial review of the same comments should result in efficiencies, and promote consistency.</p> <p>The PTCBS and CCBFC have agreed that a joint Task Group be created to study the review process.</p> <p>Priority: Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments:</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 3. There will be uniform interpretation and understanding of code requirements throughout Canada if:

Objective 3.1. The intent of all code requirements is clearly stated.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
3.1.1. Develop objective-based structure.		<p>Priority: high Timing: underway Resources: Comments: Stating the objectives of the code explicitly will facilitate code users' understanding of the intent of specific requirements within the code.</p> <p>This will better enable the users to comply with the requirements or offer alternative solutions that are able to meet the intent. Lack of clarity of intent often results in a broad range of interpretation or misunderstanding, which detracts from the objective of providing uniformly applied codes for Canada as well as requirements outside of the agreed scope being added.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 3. There will be uniform interpretation and understanding of code requirements throughout Canada if:

Objective 3.1. The intent of all code requirements is clearly stated.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
3.1.2. Study the extent and nature of non-uniform interpretation of codes and recommend solutions.		Priority: Timing: Resources: Comments: Although non-uniform interpretation of code requirements from jurisdiction to jurisdiction is widely cited, evidence is mostly anecdotal.

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 3. There will be uniform interpretation and understanding of code requirements throughout Canada if:

Objective 3.1. The intent of all code requirements is clearly stated.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
3.1.3. Provide more commentaries and graphics.	- Develop partnerships with industry, warranty programs, etc.	<p>Priority: Timing: Resources: as opportunities arise Comments: For legal reasons, regulatory authorities have requested the body of the code be restricted to enforceable technical requirements only. Graphics or explanatory materials must therefore be in appendices or separate documents.</p> <p>IRC is working with the Ontario New Home Warranty Program to produce the 1995 National Housing Code and Illustrated Guide.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 3. There will be uniform interpretation and understanding of code requirements throughout Canada if:

Objective 3.2. The CCBFC/CCC provides a more effective information service on the meaning and intent of code provisions.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>3.2.1. Establish more effective mechanisms for the dissemination of code information.</p>	<p>Consider creation of a magazine dealing with code-related issues.</p> <ul style="list-style-type: none"> - Produce more articles for trade and professional press. - Consider use of videos on code issues. - Encourage greater participation at conferences, through partnerships (display booths, speakers). - Make more use of computerized and electronic products, electronic bulletin board. - Establish a 1-800 line or 1-900 line for inquiries. 	<p>Priority: Timing: for future discussion Resources: Comments:</p> <p>Priority: Timing: underway Resources: Comments:</p> <p>Priority: Timing: Resources: Videos are expensive to make and difficult to update Comments:</p> <p>Priority: Timing: underway Resources: Comments:</p> <p>Priority: Timing: underway Resources: Comments: NRC has established a site on the Internet where code-related information can be found.</p> <p>Priority: Timing: requires further study Resources: Comments:</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 3. There will be uniform interpretation and understanding of code requirements throughout Canada if:

Objective 3.2. The CCBFC/CCC provides a more effective information service on the meaning and intent of code provisions.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>3.2.2. Consider establishing a mechanism for the dissemination of CCBFC (standing committee) "opinions" (i.e. non-staff).</p>		<p>Priority: Timing: requires further study Resources: Could be user pay Comments: Some code users feel unsatisfied when they receive an opinion on code interpretation from the Canadian Codes Centre since these opinions are clearly stated to be the opinions of staff and are therefore perceived to be less than completely authoritative. They believe that an opinion by the relevant Standing Committee would carry more weight.</p> <p>There would be a need to ensure that no conflict would arise between such opinions and authorities having jurisdiction, such as provinces and territories, who are the only ones legally entitled to interpret their adopted regulations.</p> <p>There is also a need to ensure such a process does not unduly affect time available for the committees' to proceed with normal code development.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 3. There will be uniform interpretation and understanding of code requirements throughout Canada if:

Objective 3.2. The CCBFC/CCC provides a more effective information service on the meaning and intent of code provisions.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>3.2.3. Establish a mechanism for the regular dissemination of CCC staff "opinions" on significant or recurring issues.</p>		<p>Priority: High Timing: Underway Resources: Comments: Requests from code users for general explanations of requirements of the Code documents are regularly answered by the staff of the Canadian Codes Centre at IRC who are involved with the work of the Code committees. Such explanations are provided as information only.</p> <p>NRC has established a site on the Internet where interesting and frequently-arising staff opinions will be posted.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 3. There will be uniform interpretation and understanding of code requirements throughout Canada if:

Objective 3.3) The CCBFC/CCC provides resources and materials for training and information on training events, particularly for the introduction of Objective-Based Codes.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
3.3.1. CCBFC should produce training materials.	<p>- Produce seminars and training events on new codes/products.</p> <p>- Create programs to train the trainers.</p>	<p>Priority: High Timing: Underway Resources: Comments: Responsibility for education and training is clearly the responsibility of the provinces and territories and some have instituted sophisticated code-related training programs. Any CCBFC/IRC training materials would be intended to deal with subjects not otherwise available and would not normally involve delivery, or be intended to support efforts of others.</p> <p>The most likely involvement would be in the areas of new code provisions and new documents such as the Energy Codes, development of computer-aided training products and the introduction of Objective-Based Codes.</p> <p>Priority: Timing: Resources: Comments: See above.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

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Objective 3.3) The CCBFC/CCC provides resources and materials for training and information on training events, particularly for the introduction of Objective-Based Codes.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>3.3.2. CCBFC should encourage partnerships for production and delivery of training materials.</p>	<ul style="list-style-type: none"> - Initiate collaboration with groups such as building official and industry associations. - Enhance code change forums. - Initiate collaboration with educational institutions to encourage introduction of code-related programs. - Encourage production of Video, audio or written materials. - Develop computerized interactive products. - Develop training packages for delivery by others. 	<p>Priority: High Timing: Underway Resources: Comments:</p> <p>Priority: medium Timing: next cycle Resources: Comments:</p> <p>Priority: Medium Timing: requires further study Resources: Comments:</p> <p>Priority: Timing: Resources: Videos are expensive to make and difficult to update Comments:</p> <p>Priority: Timing: requires further study Resources: Comments:</p> <p>Priority: Timing: Resources: Not available at present Comments:</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 3. There will be uniform interpretation and understanding of code requirements throughout Canada if:

Objective 3.3) The CCBFC/CCC provides resources and materials for training and information on training events, particularly for the introduction of Objective-Based Codes.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
3.3.2. The CCBFC should facilitate dissemination of training materials produced by others.	<ul style="list-style-type: none"> - Encourage development of such materials. - Establish a program to review and endorse such material. 	<p>Priority: medium Timing: requires further study Resources: Comments:</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 4. Canada will have a responsive, objective, efficient and effective code development system if:

Objective 4.1) The system accommodates changing technology.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
4.1.1. Develop an objective-based <u>codes</u> structure.	<ul style="list-style-type: none"> - Monitor and make greater use of work done elsewhere. - Identify research input required to develop performance requirements and assessment tools. 	<p>Priority: High Timing: Underway Resources: Comments: Work is underway with a number of international collaborators, within the framework of the conseil international du bâtiment (CIB), to learn from the experiences of others who have moved or are moving toward the adoption of performance-based codes.</p> <p>Priority: High Timing: Underway Resources: Comments: Research needs in support of Objective based codes is part of program planning by IRC labs.</p> <p>All code users including regulators, Industry and committee members have a role to play in identifying these needs.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 4. Canada will have a responsive, objective, efficient and effective code development system if:

Objective 4.1) The system accommodates changing technology.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
4.1.2. Encourage greater involvement of partnerships (such as industry driven research) in code technical development.		Priority: High Timing: Underway Resources: Comments:

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 4. Canada will have a responsive, objective, efficient and effective code development system if:

Objective 4.1) The system accommodates changing technology.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
4.1.3. Enhance flexibility of the system to accommodate new technology and research.	- Promote national consistency in materials evaluation.	<p>Priority: High Timing: Underway Resources: Comments: The codes have always had the provision for individuals to show alternative solutions that meet the intent of the code; the only problem is that it has not always been possible for users to understand what those intents are. This can stifle innovative designs. The intent will be clear with an objective-based code.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 4. Canada will have a responsive, objective, efficient and effective code development system if:

Objective 4.2) A streamlined and improved revision process is in place.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>4.2.1. Increase the onus on proponents of change to provide rationale and supporting documentation.</p>		<p>Priority: High Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: The justification behind this strategy and Strategy 4.2.2 is to reduce demands on committees and reviewers by:</p> <ul style="list-style-type: none"> - requiring proponents of code changes to do much of the research, development and justification on changes that they propose. - reducing committee time spent discussing inappropriate proposals for changes. - improving public input during public review by providing a more complete justification for a proposed change. <p>It is important however, not to institute an inflexible approach, so as not to completely eliminate good ideas from individuals or groups that do not have the resources to fully develop them.</p> <p>The concerns addressed by these strategies may eventually become less of an issue as the development of objective-based codes proceeds. Attention will then be focused on identification of an ever increasing array of (optional) acceptable solutions and approved documents as opposed to technical code changes.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 4. Canada will have a responsive, objective, efficient and effective code development system if:

Objective 4.2) A streamlined and improved revision process is in place.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>4.2.2. Create more rigorous criteria for submission and assessment of code changes .</p>	<ul style="list-style-type: none"> - More attention should be paid to the rationale statement. - Prepare screening criteria for submissions specifying problem, appropriateness of proposed solution and impact. - Restrict proposed changes to common or widespread issues as opposed to unique concerns. - Consider costs necessary for research to develop information to support a proposed change. 	<p>Priority: Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: This will require placing more emphasis on the “rationale for change” statement by proponents and standing committees. The statement must specify the problem to be solved, describe the appropriateness of the proposed solution and comment on the impact (see also Strategy 1.4.1. on cost implications).</p> <p>Priority: high Timing: Underway Resources: Comments: Staff could perform this task for obvious situations. A small subcommittee of a standing committee could deal with less obvious proposals via mail and/or conference call.</p> <p>Priority: high Timing: Accepted as policy by the CCBFC . Resources: Comments: Committees and proponents will be advised that changes should be restricted to common or widespread issues as opposed to unique or one-off situations, which should be dealt with by local authorities on an equivalence or interpretation basis.</p> <p>Priority: Timing: Accepted as policy by the CCBFC. Resources: Comments: Before agreeing to a develop a proposed change, committees need to keep in mind that in some cases, substantial research and study may be necessary to support that change. Resources may not be readily available.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 4. Canada will have a responsive, objective, efficient and effective code development system if:

Objective 4.2) A streamlined and improved revision process is in place.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>4.2.3. Increase committee efficiency and reduce turn-around time</p>	<p>- Make more use of between-meeting committee time (letter ballot, correspondence, conference calls, video conferencing,).</p> <p>- Handle editorial changes by mail only.</p>	<p>Priority: High Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: There is a potential to save money. Comments: NRC is establishing a site on the Internet to enable and encourage code users to observe and interact with the code development process. Items included could be minutes, technical papers, background information, proposed changes, announcements, meeting notices, technical explanations and opinions, etc. A news or discussion group could provide the opportunity for code users to discuss and comment on various code issues. Inquiries and code change proposals could be submitted through the Internet.</p> <p>Many decision making groups are starting to use E-mail and Internet discussion groups to replace some meetings. The Task Group on Objective-Based Codes will be using and evaluating these techniques.</p> <p>Priority: High Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: Not having to discuss editorial changes at meetings would save a lot of time. Members would, of course be expected to raise for discussion, any such changes that cause them concern.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 4. Canada will have a responsive, objective, efficient and effective code development system if:

Objective 4.2) A streamlined and improved revision process is in place.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>4.2.4. Use project-oriented ad hoc groups or sub committees to review proposals, report to standing committees, i.e. do less work by the “a committee as a whole.”</p>		<p>Priority: High Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: Because of the wide range of some committee detailed technical discussion, few members are able to contribute on all issues. Committee time could be saved if most solutions to code issues were developed outside the main committee by those intimate with the particular concerns. Such Task Groups would be disbanded on completion of a recommendation to the main committee, or on completion of public review.</p> <p>A data base could be created of experts on various code-related subjects who are willing to contribute to code development by serving on such task groups. In some cases such task groups could be technically or administratively supported by provincial/territorial authorities or industry groups.</p> <p>This is directed primarily at committees with heavy workloads.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 4. Canada will have a responsive, objective, efficient and effective code development system if:

Objective 4.3) An appeal process exists to deal with Standing Committee decisions on rejection of proposed changes.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
4.3.1. Develop criteria for appeals and a mechanism to deal with them.		<p>Priority: medium Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: Comments: An implicit appeals process already exists via the CCBFC. However, because the CCBFC is a policy-oriented body, arbitration on technical issues by the CCBFC creates difficulties. An alternate mechanism is needed to deal with technical issues.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 4. Canada will have a responsive, objective, efficient and effective code development system if:

Objective 4.4) There are improved access opportunities for all code-users.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>4.4.1. Improve access to the code development system for all code users.</p>	<ul style="list-style-type: none"> - Establish computer bulletin boards that have committee actions, minutes, procedures, meeting schedules. - Schedule more meetings outside Ottawa, particularly task groups. - Investigate video conferencing or telecasting for meetings, particularly small task-oriented sessions. 	<p>Priority: High Timing: Underway Resources: Comments: See Strategy 4.2.3. This has the potential of eventually allowing universal direct participation in the Code Development system.</p> <p>Priority: High Timing: Underway Resources: Comments: The size and less formal structure of Task Groups should save administrative and travel expenses, allowing more meetings to occur outside Ottawa.</p> <p>Priority: High Timing: Underway Resources: Comments: Video conferencing is expensive at this time and is best suited for short meetings involving a small number of people. Task Groups and groups such as the Executive Committee may chose to make greater use of this method.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 4. Canada will have a responsive, objective, efficient and effective code development system if:

Objective 4.5) The code cycle satisfies varied regulatory and industry needs.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>4.5.1. Develop an objective-based structure which minimizes change in the body of the code in favor of creation of new acceptable solutions.</p>		<p>Priority: High Timing: for the 2000 code Resources: Major impact Comments: A full objective-based code framework could offer several options for adoption by authorities having jurisdiction. In one option, authorities would choose to adopt the "Objectives" document as their code and reference the 2001 codes as a set of "approved solutions". A second option, would be based upon the adoption by the authorities of the updated 2001 codes and they would use the "Objectives" document as a guideline.</p> <p>The advantage of the use the codes as referenced "acceptable solutions" document would be to enable the system to be more responsive to evolving technology without requiring new legislation . This is the current situation with regard to standards which are referenced documents within the existing codes where only the references to them are updated annually.</p> <p>To support innovation, a system would also be put in place to recognize additional "acceptable solutions" as new technologies and products become available. This approach would facilitate the adoption of performance criteria and at the same time enable a simpler, predominantly prescriptive, path to be available.</p> <p>From a legislative point of view, this would allow for greater stability as the code objectives are relatively stable and change little over time. As new technology and products evolve, the establishment and recognition of new "acceptable solutions" can be incorporated in the codes without any further legislative actions.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 4. Canada will have a responsive, objective, efficient and effective code development system if:

Objective 4.5) The code cycle satisfies varied regulatory and industry needs.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>4.5.2. Establish a code change cycle that meets consensus among code users and which reflects the shift to performance based structure anticipated in 2001.</p>		<p>Priority: High Timing: Underway Resources: Comments: Although the Objective-base framework will, in the long term, shift the emphasis from code change to identification of acceptable solutions, there will still be a need for code development, particularly as verifiable performance-based requirements are developed.</p> <p>It is hoped that it will be possible to negotiate a mechanism and timing for common public review and release of these updates with industry and the regulatory community.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 4. Canada will have a responsive, objective, efficient and effective code development system if:

Objective 4.6) The committee structure and make-up provides balanced input satisfying varied code-users needs.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>4.6.1. Examine the Terms of Reference and matrices of standing committees, particularly considering move to objective-based codes.</p>	<p>Initially retain continuity of expertise and committee structure during the move to objective-based codes.</p> <p>Evaluate terms of reference of committees to account for the new codes structure.</p> <p>Combine the Standing Committees on Fire Protection and Occupancy and, consider integrating the Standing Committee on Barrier-Free Design.</p> <p>Consider reliance on task-oriented sub-committees to do most of the technical revision work.</p>	<p>Priority: High Timing: Underway Resources: Comments: At present there are 14 Standing Committees, each responsible for all or a portion of a code document. With the move to Objective-Based Codes, it seems more logical and efficient to organize the committee structure around subject areas which transcend the individual documents or Parts of documents. For example a committee with expertise in fire safety in buildings could be responsible for fire safety requirements in all parts and/or all documents. Similarly building services, be they HVAC, plumbing or energy-related could become the responsibility of one committee.</p> <p>As suggested in the Draft Strategic Plan, more code technical development could be handled by using small ad hoc task groups. These could be staffed from a pool of volunteers identified according to interest and expertise. The size and less formal structure of Task Groups should save administrative and travel expenses.</p> <p>The following standing committee structure (Appendix D), reducing the total number from 14 to 7 (eventually 6), is proposed.</p> <p>• A Standing Committee responsible for fire safety and occupancy issues. (NBC Part 3 , Barrier-free Design, fire safety in Parts 6, 9, Farm Code, Fire Performance Ratings, NFC Parts 2, 6, 7)</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 4. Canada will have a responsive, objective, efficient and effective code development system if:

Objective 4.6) The committee structure and make-up provides balanced input satisfying varied code-users needs.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>4.6.1. Examine the Terms of Reference and matrices of standing committees, particularly considering move to objective-based codes. (continued)</p>		<ul style="list-style-type: none"> • A Standing Committee responsible for building services. (HVAC requirements in NBC in Parts 6 and 9, Energy Code (eventually), Farm Code , Plumbing requirements in the NPC and possibly the Housing Code.) • A Standing Committee responsible for structural design. (Structural requirements in NBC Part 4, Farm Code,) • A Standing Committee responsible for housing. (Housing Code, Energy Code for Houses (eventually)) • A Standing Committee responsible for environmental separation. (Building envelope requirements in NBC Part 5, Energy Code (eventually)) • A Standing Committee responsible for hazardous/flammable materials and operations. (NBC Parts 3, 4 and 5) • A Standing Committee responsible for energy conservation. (Energy Code (eventually will be disbanded with workload divided among envelope, services and housing)) <p>This approach will ensure consistence between and within documents on the various subject areas.</p> <p>At its 5th meeting the CCBFC agreed with this approach in principle subject to approval of Committee Terms of Reference and Matrices.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 4. Canada will have a responsive, objective, efficient and effective code development system if:

Objective 4.6) The committee structure and make-up provides balanced input satisfying varied code-users needs.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>4.6.2. Examine the principle of balanced interests (i.e. Regulatory, Industry, General Interest).</p>	<ul style="list-style-type: none"> - Examine whether the level of private sector representation is appropriate. - Examine the role and influence of association staff members on standing committees. 	<p>Priority: Timing: Underway Resources: Comments:</p> <p>Priority: Timing: Underway Resources: Comments: In some cases, it has been suggested that the preferred source of committee members may be from the association membership (e.g. a home builder as opposed to CHBA staff).</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

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<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>4.6.2. Examine the principle of balanced interests (i.e. Regulatory, Industry, General Interest). (continued)</p>	<p>- Examine whether categories, and the appointments to these categories, produce balance between public and private sector interests.</p>	<p>Priority: high Timing: Resources: Comments: The present CCBFC matrices ensure that interests are “balanced” which means that the number of members in each category is such that no one category has a majority vote on the committee. In other words, the number of representatives in any one category should be less than the combined total of the representatives in the other two categories. There seems to be a prevailing opinion that any future committee structure will have to maintain the same philosophy.</p> <p>Committee membership presently includes representation under three major categories:</p> <p>Regulatory — Comprised of provincial, territorial and municipal building and fire officials and representatives of federal agencies having a regulatory function. The latter is a shrinking community.</p> <p>Industry — Members of the private sector such as those who are involved in the production or promotion of building or fire safety products, systems or processes, the construction and operation of buildings, manufacturing, property management, insurance, and the supply and utility sections.</p> <p>General Interest — those associated with the building industry and fire protection in an independent capacity such as architects, engineers, independent research, testing, inspection and consumer agencies.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

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<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
4.6.3. Identify sources of expertise available to standing committees and task groups to obtain specialist technical advice.	- Create a database of sources for code-related technical information or advice (public and private sector).	Priority: high Timing: Underway. Will take a while Resources: Comments

Strategic Plan of the Canadian Commission on Building and Fire Codes

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<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
4.6.4. Optimize the use of available volunteer time to encourage participation.		Priority: High Timing: Underway Resources: Comments: Could be dropped as redundant to Strategy 4.2.3.

Strategic Plan of the Canadian Commission on Building and Fire Codes

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<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>4.6.5. Standing Committee Chairs need not be concurrent members of the CCBFC.</p>	<p>- All Chairs are to be invited to participate in CCBFC discussions on issues relating to their respective committees.</p>	<p>Priority: High. Timing: Early 1996 Resources: Comments: The justification behind this strategy is to emphasize the position of the Commission as a true and independent second level of review for standing committee decisions. It has been suggested that if the Commission is truly to assume a leadership role in providing strategic direction for the code development community, its deliberations must, to the greatest extent possible, be free from a focus on standing committee business except at the highest policy level. This may be problematic with so many members (14 of 27) so closely involved with technical concerns as standing committee chairs.</p> <p>Actions arising from Strategy 4.6.1. will play a role in the final outcome of this strategy. Reducing the number of Standing Committees and making chairs non-voting members, makes the issue less of a concern.</p> <p>An informal committee of Standing Committee Chairs could facilitate inter-committee communication.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

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<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
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Strategic Plan of the Canadian Commission on Building and Fire Codes

<p>4.6.6. CCC/IRC staff should continue as non-voting technical advisors & secretaries.</p>	<ul style="list-style-type: none"> - Research advisors should attend meetings on an as-required or ad-hoc basis as appropriate. - Technical advisors and secretaries should continue to be assigned to individual committees. - Advisors and secretaries should not assume an advocacy position outside committee discussions. They are expected, however, to explain and support committee decisions. 	<p>Priority: Timing: Underway Resources: Comments: Research advisors are appointed as non-voting members of standing committees from appropriate IRC laboratories. Because of the wide variety of technical issues faced by some committees and the growing level of specialization of IRC researchers, it may be more appropriate in some cases to request input from IRC labs on a case-by- case basis. For some committees status quo may be the best way for IRC labs to provide service.</p> <p>Priority: Timing: Underway Resources: Comments: Technical advisors and secretaries are appointed as non-voting members of standing committees and are normally drawn from staff of the Canadian Codes Centre.</p> <p>Priority: Timing: Underway Resources: Comments: NRC staff take a very active role in facilitating the activities of Standing Committees and do their best to ensure that Standing Committees are aware of all relevant facts before making a decision. Otherwise the Standing Committees could never deal with the amount of work they must handle and could make uninformed decisions.</p> <p>Once an issue is decided by the Standing Committee, the staff is expected to accept that decision and help promulgate it to the code-using community (i.e. advocate it). This includes explaining the decisions at Code Change Forums or Seminars.</p>
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Strategic Plan of the Canadian Commission on Building and Fire Codes

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Objective 4.6) The committee structure and make-up provides balanced input satisfying varied code-users needs.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
4.6.6. CCC/IRC staff should continue as non-voting technical advisors & secretaries. (continued)		The intent of this recommendation relates to the role of Canadian Codes Centre staff outside of the committee meeting context and would not alter their role in the conduct of a Standing Committee's business or meetings.

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 5. The Commission's leadership role will be strengthened if:

Objective 5.1) CCBFC and its standing committees membership consist of persons highly knowledgeable and experienced in the applicable subject areas.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>5.1.1. Establish criteria for CCBFC membership reflecting its leadership role.</p>	<p>- Appoint individuals who are policy oriented, strategic thinkers, have a broad knowledge base, and are committed to the public interest.</p> <p>- Create improved recruiting procedures.</p>	<p>Priority: Timing: Accepted as policy by the CCBFC at its 6th meeting. Resources: No impact Comments: The CCBFC is a high level policy-oriented committee that gives strategic direction to the codes development process and to NRC. Members of the CCBFC should have some knowledge of building design or construction or fire safety, but are not expected to be technical experts. Technical issues are left to standing committees to resolve.</p> <p>Priority: Timing: Underway Resources: Comments</p>

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<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>5.1.2. Establish criteria for standing committee membership reflecting the need for knowledgeable and experienced persons with good judgment.</p>	<ul style="list-style-type: none"> - Review the nominating process. - Create improved selection procedures. 	<p>Priority: Timing: Short term Resources: Comments: This action will be dealt with by the Nominating Committee.</p> <p>Priority: Timing: Short term Resources: Comments: This action will be dealt with by the Nominating Committee.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 5. The Commission’s leadership role will be strengthened if:

Objective 5.1) CCBFC and its standing committees membership consist of persons highly knowledgeable and experienced in the applicable subject areas.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
5.1.3. Develop formal recognition for service for all committee members (during service)		Priority: Timing: Mid Term Resources: Should have low impact Comments: Formal recognition would include such non-monetary items as certificates and plaques, or discounts on CCBFC and IRC products and services.

Strategic Plan of the Canadian Commission on Building and Fire Codes

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<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
5.1.4. Establish procedures for counseling or removing members and chairs, regarding status or inappropriate behavior, including avenues of appeal.		<p>Priority: Timing: Mid term Resources: Comments: At present the only grounds for removal from a committee is non-attendance at meetings (or non participation in letter ballots). Counseling is not formally provided.</p> <p>This action could be combined with new Objective 5.3.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

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<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
5.1.5. Reinforce the concept of members as individuals rather than as delegates.	- Emphasize principle of integrity, independence, lack of prejudice.	<p>Priority:</p> <p>Timing: Underway</p> <p>Resources: No impact</p> <p>Comments: Members are expected to represent the interests of a specific sector by bringing that group's views and concerns to committee discussions. However, as committee members, such individuals must be in a position to take independent decisions based on evidence and discussion and not consider themselves as a delegate from that group.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 5. The Commission's leadership role will be strengthened if:

Objective 5.2) The CCBFC and the CCC are known as the Canadian focal point for code-related issues.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>5.2.1. Develop a North American leadership position in objective-based codes.</p>	<p>- Accommodate harmonized/compatible standards through an objective-based structure.</p>	<p>Priority: high Timing: Mid to long term Resources: Comments: The objective-based code structure encourages the acceptance of alternate solutions at all levels of the framework provided there is evidence objectives or requirements are fully satisfied. This will allow authorities to accept products and designs using non-Canadian standards and codes without having to change our codes; provided that evidence is provided and an organization (federal, provincial, private or local) exists to evaluate it.</p> <p>Since the strategy is to move to objective-based codes, there is a need to influence organizations who are supporters of code development through creation of standards or professional tools. To cause development of such support mechanisms in organisms like NFPA, SFPE, ASTM and ASHRAE, Canada needs to be seen as a leader in this field.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 5. The Commission's leadership role will be strengthened if:

Objective 5.2) The CCBFC and the CCC are known as the Canadian focal point for code-related issues.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
5.2.2. Develop a higher profile in Canada	<ul style="list-style-type: none"> - Develop a communication plan. - Create a public information program to enhance the understanding of the importance of codes. - Publicize the CCBFC Strategic Plan. - Place articles in periodicals (in addition to trade magazines). 	<p>Priority: high Timing: Resources: Comments:</p> <p>Priority: Timing: Resources: Comments: Could be combined with the above proposed action</p> <p>Priority: Timing: Underway Resources: Comments: Could be combined with the above proposed action</p> <p>Priority: Timing: Underway Resources: Comments: Part of IRC's Communication Plan Contributions and suggestions from committee members would be welcome.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 5. The Commission's leadership role will be strengthened if:

Objective 5.2) The CCBFC and the CCC are known as the Canadian focal point for code-related issues.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
5.2.2. Develop a higher profile in Canada (continued)	<ul style="list-style-type: none"> - Have a marketing plan for 1995 codes. - Create an awards process for contribution to building and fire regulations. - Consider a scholarship for code-related post graduate work. 	<p>Priority: High Timing: Done Resources: Committed Comments: The Energy Codes marketing plan will require leadership from NRCan and Provincial Energy Ministries. CCBFC and NRC should emphasize the technical correctness and supportability of the documents but the Commission should not be seen as an advocate for energy conservation regulation.</p> <p>Priority: Timing: Mid Term Resources: Minimal. Should be available from existing resources. Comments:</p> <p>Priority: Timing: Mid Term Resources: Could be expensive. Comments: Requires further study. Subject areas could include anything code-related including development of new technical or administrative requirements, new technical information, regulatory studies, information technology, etc.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 5. The Commission's leadership role will be strengthened if:

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<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
5.2.2. Develop a higher profile in Canada (continued)	- Create list of commending associations and organizations & publish with code documents.	Priority: Timing: Underway Resources: Minimal. Comments: Will depend on acceptance of the 1995 codes. A preliminary list was prepared by the Strategic Planning Task Group.

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 5. The Commission's leadership role will be strengthened if:

Objective 5.2) The CCBFC and the CCC are known as the Canadian focal point for code-related issues.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>5.2.3. Develop a CCBFC policy with respect to the harmonization or compatibility of non-Canadian standards.</p>	<ul style="list-style-type: none"> - Improve liaison with North American code and standards development organizations (SDO's). - Maintain a listing of compatible standards. - Revise the statement in the Policies & Procedures regarding reference to Canadian standards only. - Monitor harmonization activities in case intervention is warranted. 	<p>Priority: high Timing: Resources: Not significant Comments: Committee members and others could play a larger role.</p> <p>Priority: Timing: Resources: Major impact if there are no other organizations determining compatibility. Comments: Could considered to be a responsibility of those proposing recognition of compatibility.</p> <p>Priority: Timing: Short term Resources: zero impact Comments: The CCBFC has agreed in principle to including non-Canadian Standards that are equivalent to Canadian standards.</p> <p>Priority: High Timing: Underway Resources: Requires input from all code users, particularly industry and professional associations. Comments: This issue is rapidly becoming critical to the national codes system due to an ever-increasing number of referenced standards being withdrawn, and the uncertainty over the acceptability of their replacements.</p> <p>A CCBFC/PTCBS joint task group will be considering this issue.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 5. The Commission's leadership role will be strengthened if:

Objective 5.3) Responsibility for code content is well understood.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
5.3.1. Reinforce the concept of committee ownership of code contents.		<p>Priority: Timing: Short term. Resources: Minimal impact Comments: Although the committees, and ultimately the CCBFC, make final decisions on technical content of the model codes, a perception exists among some code users that NRC Staff have undue influence on committee decisions.</p> <p>It is important that all concerned, including NRC staff, have a clear understanding of each other's roles and responsibilities.</p>
5.3.2. Develop a chair's guide for committee operations.		<p>Priority: High Timing: Short Term, should be done quickly Resources: Minimal impact Comments: Information is already available from other sources (Legget booklet, CSA, NFPA, ASHRAE, etc.</p>
5.3.3. Prepare a description of roles and responsibilities of the chair, committee members and NRC staff.		<p>Priority: High Timing: Short Term, should be done quickly Resources: Minimal impact Comments: Information is already available from other sources (Legget booklet, CSA, NFPA, ASHRAE, etc.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 6. The system can be substantially self-funding if:

Objective 6.1) All code users support the cost of the national model codes system.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
<p>6.1.1. NRC publishes all building, energy, plumbing and fire codes used or adopted by authorities</p>	<p>- Enter into agreements with regulatory authorities.</p>	<p>Priority: High Timing: Underway Resources: Available as needed Comments: The goal is only for substantial not full self funding through the user-pay principle. Government subsidy provides, and will hopefully continue to provide considerable resources. Given the present economic climate, the intent of this strategy is to protect the system by reducing the reliance on the public purse.</p> <p>Non-public revenues in support of the code development come mostly from document sales. In Alberta and Manitoba, which have chosen to create provincial building codes, NRC presently publishes building and fire codes on their behalf which contributes resources to the CCBFC process.</p> <p>Some provinces contribute to Canada's model code system through development of technical requirements, however, a mechanism by which all partners are seen to be paying their fair share should be negotiated.</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 6. The system can be substantially self-funding if:

Objective 6.1) All code users support the cost of the national model codes system.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
6.1.2. Develop partnerships with Provinces/Territories and industry	- Develop revenue-producing code-related products such as illustrated guides, commentaries, computer products, training materials, etc.	<p>Priority: Medium Timing: Underway, as opportunities arise Resources: Possibly available on a cost recovery basis Comments: Work on the 1995 Illustrated Housing Code is underway. CD ROM Codes will be available early 1996 (including 1990 documents)</p> <p>The possibility of placing code-related support documents produced by others on the CD ROM, is under discussion</p>

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 6. The system can be substantially self-funding if:

Objective 6.2) Increased revenues from code-related products and services provide a substantial proportion of income.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
6.2.1. Invoke a reasonable price increase reflecting the market value.		Priority: High Timing: Done Resources: Positive impact Comments: Price increase will not generate sufficient revenue to cover all costs. NRC will continue to provide a large portion of the resources required for code development.

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 6. The system can be substantially self-funding if:

Objective 6.2) Increased revenues from code-related products and services provide a substantial proportion of income.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
6.2.2. Consider providing additional services funded through a membership/club framework similar to BOCA, ICBO, NFPA.		Priority: low Timing: Long term Resources: Comments: Any membership/club framework would not conflict with or undermine present building officials organizations.

Strategic Plan of the Canadian Commission on Building and Fire Codes

Goal 6. The system can be substantially self-funding if:

Objective 6.2) Increased revenues from code-related products and services provide a substantial proportion of income.

<u>Strategies</u>	<u>Measures</u>	<u>Status</u>
6.2.3. Consider additional services on a user-pay principle.		Priority: Medium Timing: Underway, as opportunities arise. Resources: Possibly available on a cost recovery basis Comments