



# The Building Officials' Association of B.C.

## Business Plan 2023-2026

### Introduction

This plan shows how the Association is working to realize its vision of promoting building safety and professionalism. The undertakings described in this business plan represent the Association's next steps towards achieving the four strategic priorities outlined in the 2022-2027 Strategic Plan: Professionalism, Governance, Relationships, and Education.

### Key Initiatives

1. Collaborate with local authorities to increase the number of qualified officials across BC.
2. Review and modernize Association governance.
3. Increase the breadth of education to qualified officials.
4. Enhance Association participation in code development.
5. Review and modernize certification and designation programs.
6. Enhance complaint investigation process and capacity.

Strategic Priorities & Objectives

**Strategic Priority: Professionalism**

*Objective: We build confidence in our members through robust credentialing programs and upholding professional standards.*

	<b>Initiative</b>	<b>Target</b>
<b>2023-24</b>	Deliver credentialing programs that align with best practice and provide value to members, stakeholders, and the public.	Consult members and stakeholders about recommended changes to certification and title programs.
	Offer resources to promote consistency and support members with carrying out regulated work.	Develop and deliver two online orientation sessions for new members.  Develop a resource library for the Energy Step Code and Building Carbon Pollution Standard.
	Maintain the highest levels of accountability for qualified officials and other members.	Develop new policy and procedure to support investigations and disciplinary actions under the Building Officials’ Association Act (BOAA).

	<b>Initiatives</b>
<b>2024-26</b>	Develop guidelines to assist members with understanding obligations under the Code of Ethics and Rules of Professional Conduct.
	Implement alternative complaint resolution processes that align with best practice.
	Implement a formal mentoring program.

**Strategic Priority: Governance**

*Objective: We are committed to good governance and ensuring the Association is well managed and sustainable.*

	<b>Initiative</b>	<b>Target</b>
2023-24	Update the bylaws to support a modern governance model for the Association.	Present bylaw amendments to membership at the 2023 annual general meeting.  Present new bylaws to the membership at the 2024 annual general meeting.
	Ensure the Association has capacity to effectively fulfill its mandate over the long-term.	Develop a three-year business plan and budget forecast for 2023-26.
	Implement a consistent brand to reflect the professionalism and role of the Association and its members in the building regulatory system.	Select software to develop and distribute Association newsletters and other notices.

	<b>Initiative</b>
2024-26	Update Association policies and procedures to reflect new bylaws, address business needs, and support current operations.
	Develop and publish a new website for the Association.
	Select and implement new accounting software.

**Strategic Goal: Relationships**

*Objective: We are a leader and valued partner in the building regulatory system.*

	<b>Initiative</b>	<b>Target</b>
2023-24	Increase meaningful engagement with members and stakeholders.	<p>Participate in the Energy Step Code Council and other activities to support rollout of the 2023 BC Building code amendments related to energy efficiency and building carbon pollution.</p> <p>Plan and deliver the 2023 conference and annual general meeting.</p> <p>Start regular reporting to members on Executive and standing committee activities.</p> <p>Develop recognition program for Association volunteers and employers.</p>
	Collaborate with local authorities and industry to increase the number of qualified officials and capacity within the building regulatory system.	<p>Pursue opportunities to increase engagement with local authorities and learning institutes.</p> <p>Implement a communications plan to raise awareness of the Student Awards Program.</p>
	Collaborate with government and other partners to enhance the legislative framework for the building regulatory system.	Work with the Province to review and update the Administrative Agreement under the <i>Building Act</i> .

	<b>Initiative</b>
2024-26	<p>Develop structure and capacity to facilitate Association involvement in national and provincial code development.</p> <p>Collaborate with the Province to update the structure of the professional development requirements for qualified officials under the <i>Building Act</i>.</p>

**Strategic Goal: Education**

*Objective: We collaborate with partners to provide accessible and relevant education for members and others across the building regulatory system.*

	<b>Initiative</b>	<b>Target</b>
2023-24	Increase the breadth and depth of educational offerings to meet the needs of members throughout their careers.	Establish a Course Advisor model to assist students enrolled in Association code courses.
	Ensure qualification exams reflect competencies and regulated scopes of practice.	Start offering practice exams to students.  Update exam banks for qualification exams to reflect the 2023 BC Building Code.
	Work with partners to align education and training.	Collaborate with the Province and other partners to develop and offer code update training in 2023.

	<b>Initiative</b>
2024-26	Finish updating Association code courses to reflect the 2023 edition of the BC Building Code.
	Collaborate with partners to review Association exam delivery and development processes.
	Develop training on the legal environment, plan reviews, and site inspections for qualified building and plumbing officials.

## 2023-26 Financial Plan

The Association is providing a three-year financial plan to accompany the business plan to increase transparency and accountability to members, stakeholders and the Province.

The financial plan consists of a budget for the upcoming fiscal year and forecasts for the two subsequent years. The plan will be updated annually to reflect changes within the Association or the broader building regulatory environment.

Revenues expected to remain relatively consistent outside of noticeable increase in 2023-24, which is the result of code update training being offered in fall 2023. Annual membership dues, the annual conference and online training continue to be the primary sources of Association revenue. Revenues are supplemented by planned withdrawals from Associations reserves to fund development of code update training.

Expenses are also consistent over the course of the three-year financial plan. Salaries, administration, the conference, and course development are the primary expenses. Course development expenses may be adjusted once the scope of changes included in the 2023 BC Building Code are known.

REVENUE	FY2023/2024 Budget	FY2024/2025 Forecast	FY2025/2026 Forecast
Membership Dues and Fees	\$ 555,000.00	\$ 573,000.00	\$ 592,000.00
Annual Registration Fee	\$ 39,000.00	\$ 40,000.00	\$ 40,500.00
Continuing Professional Development	\$ 80,000.00	\$ 25,000.00	\$ 30,000.00
Examination Fees	\$ 14,000.00	\$ 13,000.00	\$ 40,000.00
Online Training	\$ 147,000.00	\$ 146,000.00	\$ 145,625.00
Job Posting	\$ 72,000.00	\$ 75,000.00	\$ 75,000.00
Contracts & Grants	\$ 65,000.00	\$ 25,000.00	\$ -
Bank and Investments	\$ 2,000.00	\$ 1,000.00	\$ 1,240.00
Annual Conference and AGM	\$ 205,000.00	\$ 210,000.00	\$ 215,000.00
Code Update Training	\$ 240,000.00	\$ 80,000.00	\$ -
ACBOA Admin Services	\$ 38,000.00	\$ 38,000.00	\$ 38,000.00
Cash ( Notes 1 and Note 2 )	\$ -	\$ 77,000.00	\$ 73,000.00
<b>TOTAL REVENUE</b>	<b>\$ 1,457,000.00</b>	<b>\$ 1,303,000.00</b>	<b>\$ 1,250,365.00</b>
EXPENSES	FY2023/2024 Budget	FY2024/2025 Forecast	FY2025/2026 Forecast
Salaries and Benefits	\$ 605,000.00	\$ 610,000.00	\$ 620,000.00
Office Administration and Operations	\$ 170,000.00	\$ 185,000.00	\$ 162,000.00
Bank and Service Charges	\$ 240.00	\$ 240.00	\$ 240.00
Information Technology and Website	\$ 74,000.00	\$ 94,000.00	\$ 84,000.00
Education Material Royalty	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
Course Development	\$ 130,000.00	\$ 100,000.00	\$ 50,000.00
Continuing Professional Development	\$ 21,000.00	\$ 15,000.00	\$ 15,000.00
Course Delivery	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Annual Conference and AGM	\$ 230,000.00	\$ 230,000.00	\$ 235,000.00
Student Awards Program	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
Course Exam Fee	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Online Proctoring	\$ -	\$ -	\$ 10,000.00
<b>TOTAL EXPENSES</b>	<b>\$ 1,297,240.00</b>	<b>\$ 1,301,240.00</b>	<b>\$ 1,243,240.00</b>
<b>Excess of revenue over expenses</b>	<b>\$ 159,760.00</b>	<b>\$ 1,760.00</b>	<b>\$ 7,125.00</b>

\*Note 1: The 2024-25 forecast projects \$77,000 to be withdrawn from Association reserves to pay costs associated with developing updates to its current online code courses.

\*Note 2: The 2025-26 forecast requires \$73,000 to be withdrawn from the Association reserves to pay costs associated with completing updates to online code courses and redevelop the Association website.