

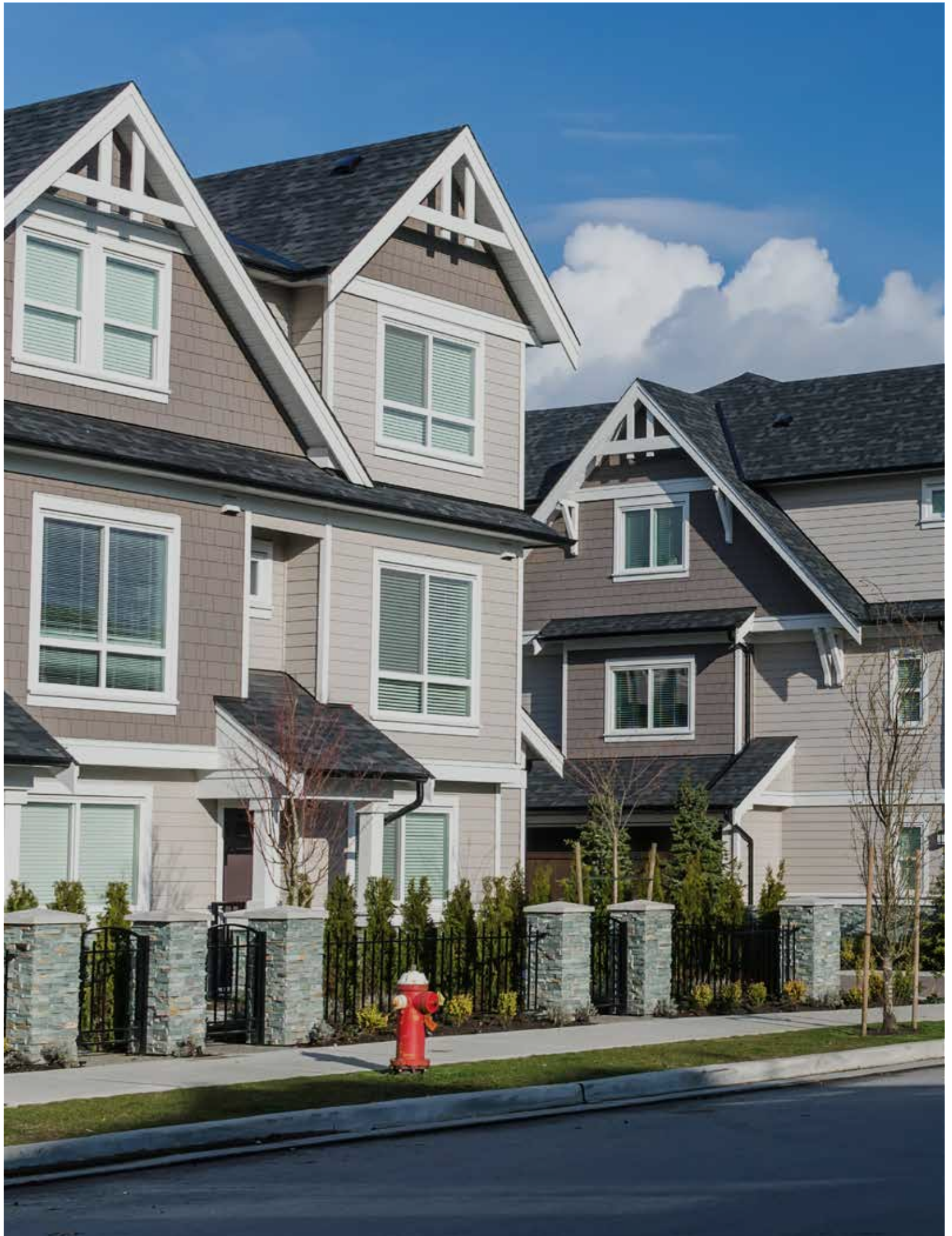


# 2023-24 Annual Report

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## Acronyms

**ACBOA** – Alliance of Canadian Building Officials Associations

**AIBC** – Architectural Institute of British Columbia

**ASSTTBC** – Applied Science Technologists and Technicians of British Columbia

**BCBC** – British Columbia Building Code

**BCIT** – British Columbia Institute of Technology

**BCQ** – Building Code Qualified

**BSSB** – Building and Safety Standards Branch

**CEA** – Community Energy Association

**CHBA-BC** – Canadian Home Builders Association of British Columbia

**CPD** – Continuing Professional Development

**CSA** – Canadian Standards Associations

**CUFCA** – Canadian Urethane Foam Contractors Association

**EGBC** – Engineers and Geoscientists B.C.

**HRAI** – Heating, Refrigeration, Airconditioning Institute

**ICC** – International Code Council

**LGMA** – Local Government Management Association

**MHABC** – Manufactured Housing Association of British Columbia

**RBO** – Registered Building Official

**UBCM** – Union of British Columbia Municipalities

**WWTABC** – Western Wood Truss Association of British Columbia

## President's Message

It is my pleasure to present to you the 2023-24 Annual Report of the Building Officials' Association of British Columbia (Association).

A thoughtful strategy creates the foundation for long-term success. In June of 2022, the Association announced the 2022 – 2027 Strategic Plan, with the ambition being to facilitate the continued success of the Association, Executive Committee (Executive), and members through four strategic growth areas: Governance, Education, Professionalism, and Relationships.

Through collaboration and disciplined execution, the Association has made progress in the following areas:

- in-person and online update training for building, plumbing, and energy efficiency was developed and delivered to support the rollout of the 2024 BCBC;
- over 330 registered delegates attended the 2023 conference, doubling attendance numbers from the previous year;
- bylaw amendments were approved at the 2023 annual general meeting to allow members to meet and vote online;
- put the Association on a sustainable financial footing by replenishing the operational reserve to hold a third of our annual operating expenses; and
- hosted or promoted 48 continuing professional development sessions in 2023-24, including the Education Summit that was jointly delivered by CHBA-BC and the Association.

Our strong achievements are not possible without our partners and employees. We thank them for their dedication and passion. We are truly better together, and I am incredibly optimistic about the progress the Association and Executive will continue to make.

Thank you to all our stakeholders for your support as we continue to make an impact in the building regulatory system.

[Original Signed]

### **Brian Champlin**

President

Building Officials' Association of B.C.

# Organizational Performance

Members, students, and stakeholders are given the opportunity to submit feedback to the Association through surveys, course feedback, and engagement sessions, which in turn help to improve programs and services. One important source of data is the annual member survey, which was conducted again in fall 2023.

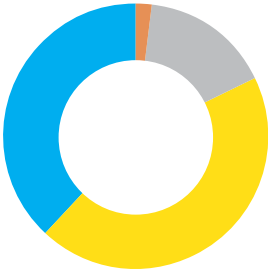
The annual member survey provides the data needed to inform Association performance measures. The survey also provides an opportunity to collect feedback from qualified officials and local authorities about training needs, specific program changes, and workforce capacity.

The Association received 206 responses to its member survey in 2023. The 2023 results (with % change from 2022 in brackets) are as follows:

- 80% said the Association performs an extremely/very important role (+3%)
- 56% said the Association is extremely/very effective in its role (+3%)
- 70% said the Association provides significant/good value to members (+2%)
- 65% said they are extremely/very confident in the Association’s direction (+9%)

## Importance of Role, 2023-24

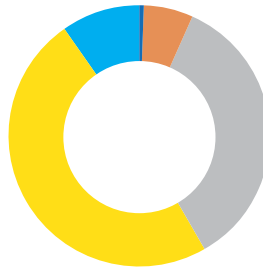
**80%** feel that the Association plays an 'extremely' or 'very' important role in the building regulatory system.



- Extremely Important
- Very Important
- Somewhat Important
- Not Important
- Not At All Important

### Effectiveness in Role, 2023-24

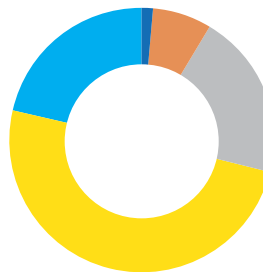
**56%** feel that the Association is 'extremely' or 'very' effective in performing that role.



- Extremely Effective
- Very Effective
- Somewhat Effective
- Not Effective
- Not At All Effective

### Value to Members, 2023-24

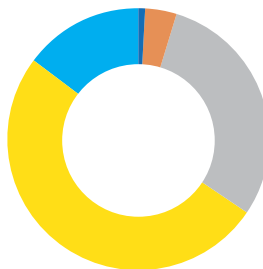
**70%** feel they receive significant or good value from the Association.



- Significant Value
- Good Value
- Some Value
- Little Value
- No Value

### Confidence in Direction, 2023-24

**65%** are 'extremely' or 'very' confident that the Association is on the right track.



- Extremely Confident
- Very Confident
- Somewhat Confident
- Not Confident
- Not At All Confident



# Building and Plumbing Official Workforce

## Qualified Officials

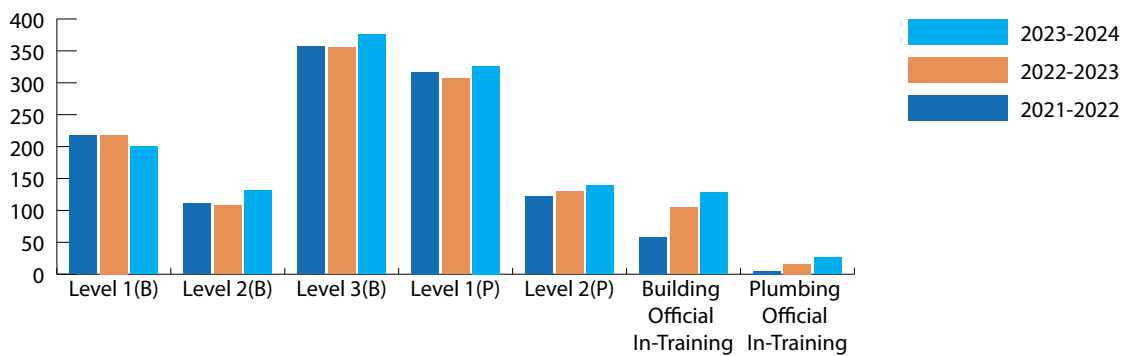
At the end of 2023-24, there were 1,119 Association members, which is nearly 60 more than there were at the close of the last fiscal year. Thirty individuals became qualified building officials in 2023-24, raising the total number of qualified building officials to 836, and there are now 491 qualified plumbing officials across B.C., which is 21 more than last fiscal year. There continues to be a high number of 'dual qualified' officials with 352 individuals being qualified as both building and plumbing officials.

The Association issued 156 new building official qualifications, 54 new plumbing official qualifications, and 71 new trainee qualifications in 2023-24. This represents a small increase over the number of new qualifications issued in 2022-23.

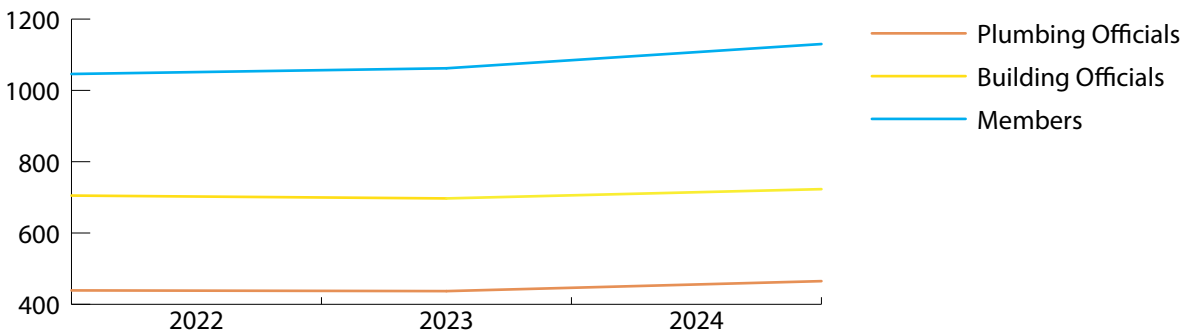
As shown in the line graph below, the number of members has increased at a faster rate than the number of qualified officials, but the overall growth of both has remained slow. The Association is planning to attend career fairs and other similar events starting in 2025..

The Association will also look to build upon the early success of its student awards program which has seen a third of recipients become qualified and employed as a code official by a local authority.

## Number of Qualified Officials Per Fiscal Year, 2021-2024

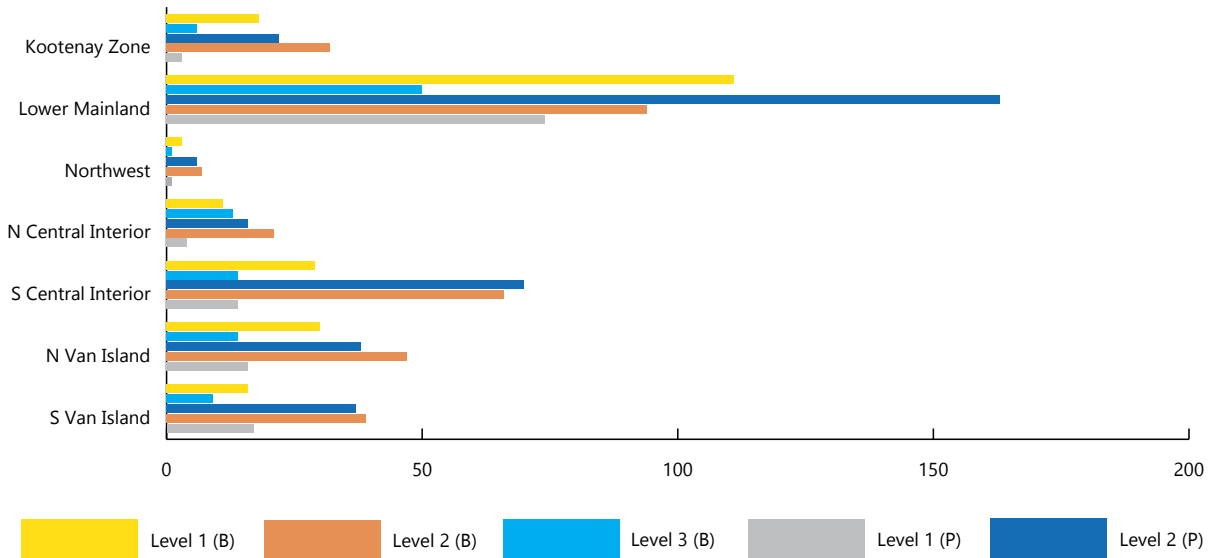


## Number of Members and Qualified Officials, 2022-2024





## Number of Qualified Officials by Zone, 2022-2023



## Certified and Designated Officials

The Association continues to offer certification and designation programs under the *Building Officials' Association Act* to both building and plumbing officials. Qualified officials must gain experience working for a local authority to be eligible for certification. An individual may also be eligible to use the RBO or BCQ titles after completing the technical exams and, in the case of the former, satisfying work experience requirements.

In 2023-24, ninety new building certifications and 24 new plumbing certifications were issued. The overall number of certified building and plumbing officials increased to 604 and 346 respectively. Twenty-two new RBO titles were granted along with four additional BCQ titles—there are now 356 RBOs and 47 individuals who hold the BCQ designation.

# Competency Framework

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**Outcome 1:** The Association implements a quality, competency-based framework for training, examinations, and continuing professional development (CPD) for building and plumbing officials using a phased approach.

The Association is focused on the continuous improvement of this competency framework to support the growth and development of a competent and professional workforce of qualified officials.

In 2023-24, the Executive struck a working group to review the certification and designation programs that the Association offered under the *Building Officials' Association Act* prior to the *Building Act* and the introduction of mandatory qualifications for code officials.

During August and September 2023, the working group consulted members and local authorities to better understand the current value of certification and designations and define goals for the programs in the future. The feedback from over 350 members who completed an online survey indicated that:

- members and local authorities do not see a clear difference between the certification and designation programs and, more broadly, the voluntary credential programs under the *Building Officials' Association Act* and the mandatory qualifications required under the *Building Act*;
- members support refining the work experience that can be claimed by applicants for code official certification;

- members support establishing titles for plumbing officials;
- the current certification and designation programs are primarily valued for supporting compensation increases or job reclassifications and recognizing a code official's experience; and
- the future certification and designation programs should focus on increasing technical competencies, elevating the overall professionalism of the code official occupation, and increasing the credibility of code officials and the service they provide to their communities.

After reviewing this feedback, the working group will develop specific proposals to consult members, local authorities and other stakeholders in 2024-25.

In addition, the Association developed a course advising service for students. This service allows students to book one-on-one appointments with experienced officials through the Association website to get assistance with understanding codes, building regulations, or other course content. There may be opportunities to leverage this service to provide peer-based practice advice for code officials in the future.

# Code Training



**Outcome 2:** The Association develops, delivers, and continuously improves its code-related training for building and plumbing officials at all levels.

## Development

The Association continues to develop and deliver five courses to help students learn about the B.C. Building Code and prepare to write the qualification exams to obtain code official qualifications. It also collaborates with Camosun College to offer a plumbing code course to support students seeking level one plumbing official qualification.

These courses will be updated to reflect new code, address student feedback, and integrate more interactive elements to improve the student experience.

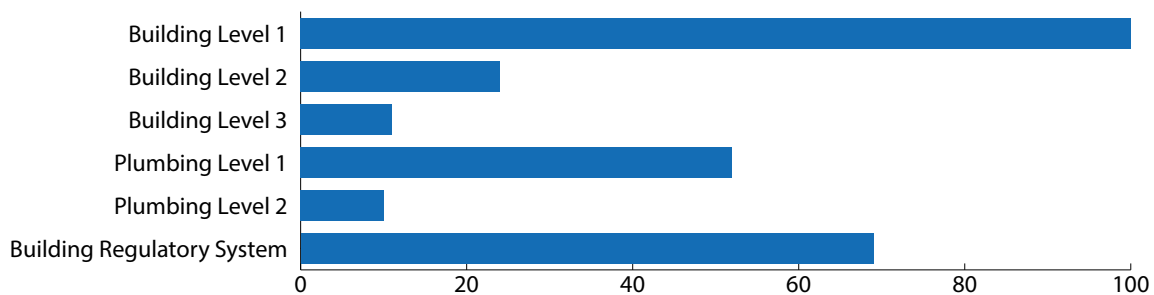
Selected code topics are regularly addressed through professional development and other educational offerings that are described later in this report.

## Delivery

In 2023-24, the Association processed 142 registrations for online building code courses. These courses help students learn about the code and prepare them to write code official qualification exams. With respect to the plumbing code, 46 students completed the Camosun course, and 19 students completed the level 2 seminar delivered by the Association. As seen in previous years, registrations continue to be highest for the level one building code course.

In 2023-24, 62 students registered for Introduction to the Building Regulatory System, a course that supports the building official in-training qualification by providing an overview of legislation, bylaws and other rules governing the permitting and inspection of construction in B.C.

## 2023-24 Course Registrations



# Professional Development



**Outcome 3:** The Association develops, delivers and continuously improves its CPD program for building and plumbing officials at all levels.

To maintain their credentials and the right to practice, building officials must complete ongoing professional development (like most other regulated occupations) as set out by the *Building Act*. By December 31 of each calendar year, qualified officials are required to submit evidence of completing 10 points of professional development.

In 2023-24, qualified officials reported more than 14,205 points of professional development activities.<sup>1</sup> More than 9460 of the points claimed were obtained through webinars and meetings while many officials also attended conferences (2599 points) or completed courses (1188 points).

The annual conference delivered 33 different breakout sessions to the 323 delegates who attended the event. To provide more networking opportunities, a trade show featuring product manufacturers, educational institutes, professional associations, and regulatory bodies was also featured for delegates to attend.

The Association hosted or promoted 48 CPD sessions in 2023-24. Examples of professional development offerings include:

- BCIT Airtightness & Low-TEDI Enclosures Lab (24)
- BOABC Energy Step Code and Zero Carbon Step Code Webinar (324)
- HRAI Building Officials Guide to Understanding HVAC Building Code Requirements (16)
- HRAI Building Officials Guide to Inspecting Air and Ground Source Heat Pumps (11)

- ICC Inspector Skills (64)

A new event added to CPD offerings in 2023-24 was the Education Summit that was jointly delivered by CHBA-BC and the Association on September 25 and 26, 2023 in Vancouver. The Summit brought together more than 120 builders and code officials to engage in discussions and professional development on topics such as energy step code, firestopping, alternative solutions, and professional reliance.

The Association also hosts complimentary lunch and learn sessions, which provide an opportunity to address topics or questions identified through feedback received from members. In 2023-24, these sessions drew an average of 250 registrants. Topics addressed during these sessions included digital permitting, secondary suites, changes in building occupancy, tenant alterations, radon, and updates to the legislation governing architects.

An online orientation session for new members was also delivered for the first time. This offering provides new members with information about code official credentials, training and professional development, services for members, and Association governance. Sixty-eight members attended this session, which took place in February 2024 and it will be offered annually going forward.

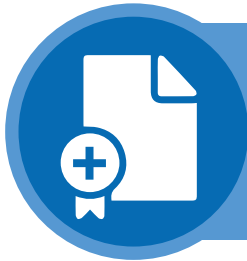
Information about zone meetings, which are longstanding and popular professional development opportunities for code officials, is provided later in this report.

<sup>1</sup>The schedule is established under Ministerial Order M071. One point is equivalent to approximately one hour of learning activity with some limits and exceptions.



# Code Update Training

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**Outcome 4:** The Association develops, delivers, and continuously improves B.C. Building Code change seminars or code education sessions as needed.

The *Building Act* requires all qualified officials to complete update training when a new code or significant revision is adopted in B.C. Under the Administrative Agreement, the Association needs to develop online education that provides cost-effective access to education across the province.

In advance of the code being adopted, the Association worked with partner organizations and subject matter experts to identify and assess code changes, and develop training that covers changes related to building, plumbing, and energy efficiency. Several organizations made key contributions to this project, including the Building and Safety Standards Branch, EGBC, AIBC, ASTTBC, and GHJ Consultants.

Collaborating with others created opportunities to promote consistent understanding of the code changes across groups of regulated professionals. For example, the Association and EGBC leveraged the same content and subject matter experts to develop and deliver information on changes to seismic requirements that were introduced in the 2024 code.

In November 2023, the Association hosted in-person code update training in the Lower Mainland that was attended by 346 code officials. The Association released online update training for the energy step code and plumbing code in December 2023 and for the building code in April 2024.

Qualified code officials have until April 15, 2025, to complete the code update training or the Registrar will remove their qualifications from the registry.

# Examinations



**Outcome 5:** The Association designs, delivers, and continuously improves qualification exams for building and plumbing officials at all levels.

The ICC provides exam development and delivery services under contract to the Association. These services leverage the expertise of building and plumbing officials from B.C. who volunteer to serve as subject-matter experts to ratify exam questions. Exams are available at any time for qualified officials and others to write at test sites, workplaces, or home.

## Development

Adoption of the 2024 B.C. Building Code meant that qualification exams needed to be updated.

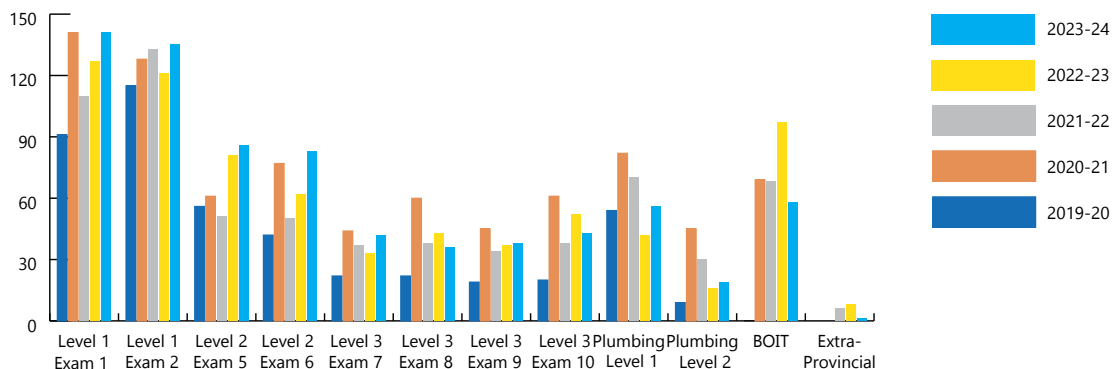
The process of reviewing and updating nearly 1800 exam questions began in March 2024. This process was led by the ICC and supported by B.C. building and plumbing officials.

Updates to the item banks were complete in summer 2024 and updated exams were released in September 2024.

## Exam Delivery

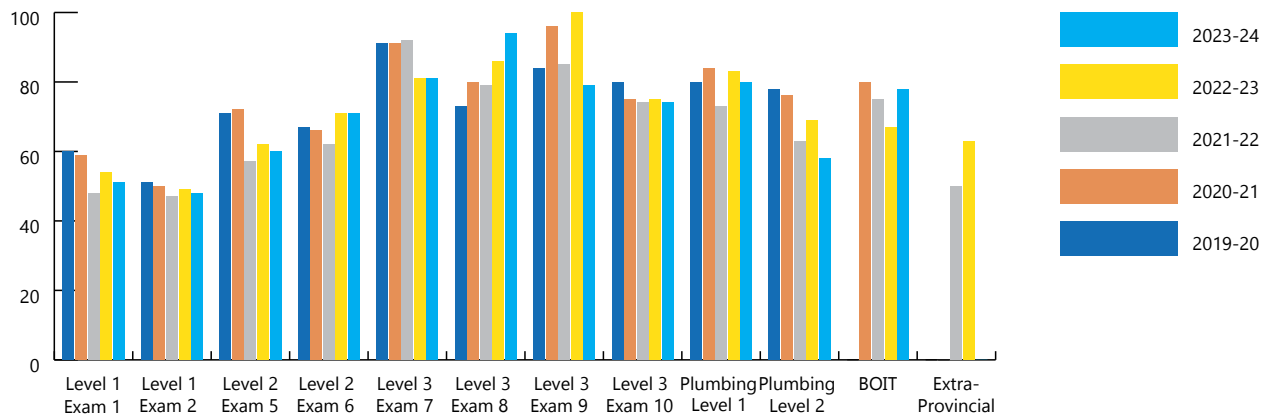
There were 755 exams written in 2023-24, which continues the trend of incremental growth in exam writing since qualifications were made mandatory in February 2021. The Association continues to see strong demand for level one building official exams, which indicates there is a relatively consistent demand for new code officials amongst local governments. The number of plumbing exams written also increased after declining in 2022-23.

## Number of Exams Per Fiscal Year, 2019-24



Exam pass rates are comparable to last fiscal year and there are no discernible trends in the year-over-year data. Pass rates for level one exams seem to have been largely consistent over the past three years and continue to be lower than other exams. The sample size for the extra-provincial exam is too small to be generally applicable or suitable for analysis but this does suggest that inter-provincial movement amongst code officials continues to be minimal.

### Exam Pass Rates Per Fiscal Year, 2019-24



# Annual Compliance

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**Outcome 6:** Building officials pay an administration fee and report CPD points to the Registrar of Qualified Building Officials annually.

2023-24 was the third year that all code officials were required to complete mandatory CPD and file an annual report under the *Building Act* to maintain their qualifications.

Compliance with both requirements increased in 2023 as 30 code officials had qualifications removed for not completing professional development requirements or submitting an annual report. Most of these individuals were retired or no longer working as code officials for local authorities.

The Association takes several steps to keep members apprised of professional development or annual reporting requirements before removing qualifications from the

registry. Bi-monthly reminders are sent to all code officials about CPD requirements and a grace period application was introduced to provide officials with an additional 30 days to complete outstanding CPD.



## Online Member Forum

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**Outcome 7:** The Association hosts an online discussion forum for B.C. Building Code interpretation and application questions on the Association's website.

The online member forum provides Association members with a secure place to share information, seek advice from others, and discuss code interpretations and applications. Forum activity was consistent with activity from the previous year, with 30 new posts added and a total of 144 responses to those posts.

Some popular discussion topics included building permit extensions, notices on title policies, permits for steel storage containers, extra resources for Level 2 Building, and permitting software recommendations.

# Zone Meetings

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**Outcome 8:** Building Code interpretation and application questions are routinely discussed at the Association’s Regional Zone meetings.

Association zones all meet regularly throughout the year and provide important professional development opportunities for qualified officials and other members. Regular topics of discussion include code questions, interpretations from the Code Interpretation Committee, decisions from the Building Code Appeal Board, and permitting or inspection practices. Zone meetings also include presentations from industry associations, product manufacturers, and other external parties. For example, in 2023-24, zone meetings included presentations on:

- airtightness presentation from SIGA Canada;
- sprayed polyurethane foam from CUFCA;
- moisture management in tiled showers from Schluter Systems Canada;
- updated standards and services from CSA;
- asbestos safety from WorkSafeBC;
- upcoming code and program changes from the WWTABC; and
- code requirements and standards applicable to manufactured homes from MHABC.

In 2023-24, the Association hosted 16 zone meetings with 1,044 registrants in attendance. Strong attendance across all zones indicates that zone meetings continue to be a valuable channel for the Association or others to provide information and updates to members.

## Governance and Operational Support

In addition to the activities and results that relate to specific outcomes in the Administrative Agreement, the Association undertook other work to address strategic and operational priorities.

In 2023-24, the Executive held five meetings and 26 committee meetings to conduct Association business, much of which focused on updating the Association's governance model and practices. During the last fiscal year, a new code of conduct was established for members of the Executive and its standing committees. The Executive also approved updated expense claim and refund policies and repealed several policies that were no longer relevant to Association business.

The Executive tasked the Governance Committee with reviewing and updating the Association bylaws. The committee developed amendments to enable legislative changes that allow the Association to hold online meetings of members, and these amendments were approved by

members at the 2023 annual general meeting. The committee also initiated a comprehensive review of the bylaws with proposed amendments expected to be presented to members in 2025.

Association staff also started working with representatives from the Ministry of Housing to update the Administrative Agreement that sets out the Association's responsibilities for the mandatory qualification program under the *Building Act*.

Financially, the Association ended the year with a positive balance for the fourth consecutive year. Prudent fiscal management over recent fiscal years enabled the organization to re-establish its restricted reserve, which now holds approximately one-third of the organization's annual operating expenses as required by policy.

# Stakeholder Relationships

In 2023-24, the Executive continued its efforts to engage members and stakeholders across the building regulatory system. The Association participated in Provincial consultations about the building code, digital permitting, standardized house designs, adaptable housing, climate adaptation, legislation governing architects, and other topics.

Executive members and staff also participate in the Energy Step Code Council and several of its subcommittees. The Association's Executive Director is co-chair of the Capacity and Communications Subcommittee, which produces the monthly Step Code Newsletter amongst other things. The Association also collaborated with the CEA to start offering a Building Official Step Code Peer Network as a forum for code officials to discuss opportunities and challenges related to application of the Energy and Zero Carbon Step Codes.

Collaboration with CHBA-BC continued to be a priority to generate more consistent code interpretation and application amongst code officials and home builders. The Association co-hosted the Education Summit with CHBA-BC to bring together builders and code officials for shared professional development. The organizations also struck a joint working group to discuss technical or permitting questions and issues that are of mutual concern.

The Association continued to build its relationships with the local governments and other organizations that employ code officials and oversee community permitting and inspection services. Members of the Executive and staff attended trade shows for the LGMA and UBCM in June and September respectively. Presentations on topics related to building official credentials and education were made to the Regional Permitting and Licensing Committee and the human resources of the Metro Vancouver Regional District.

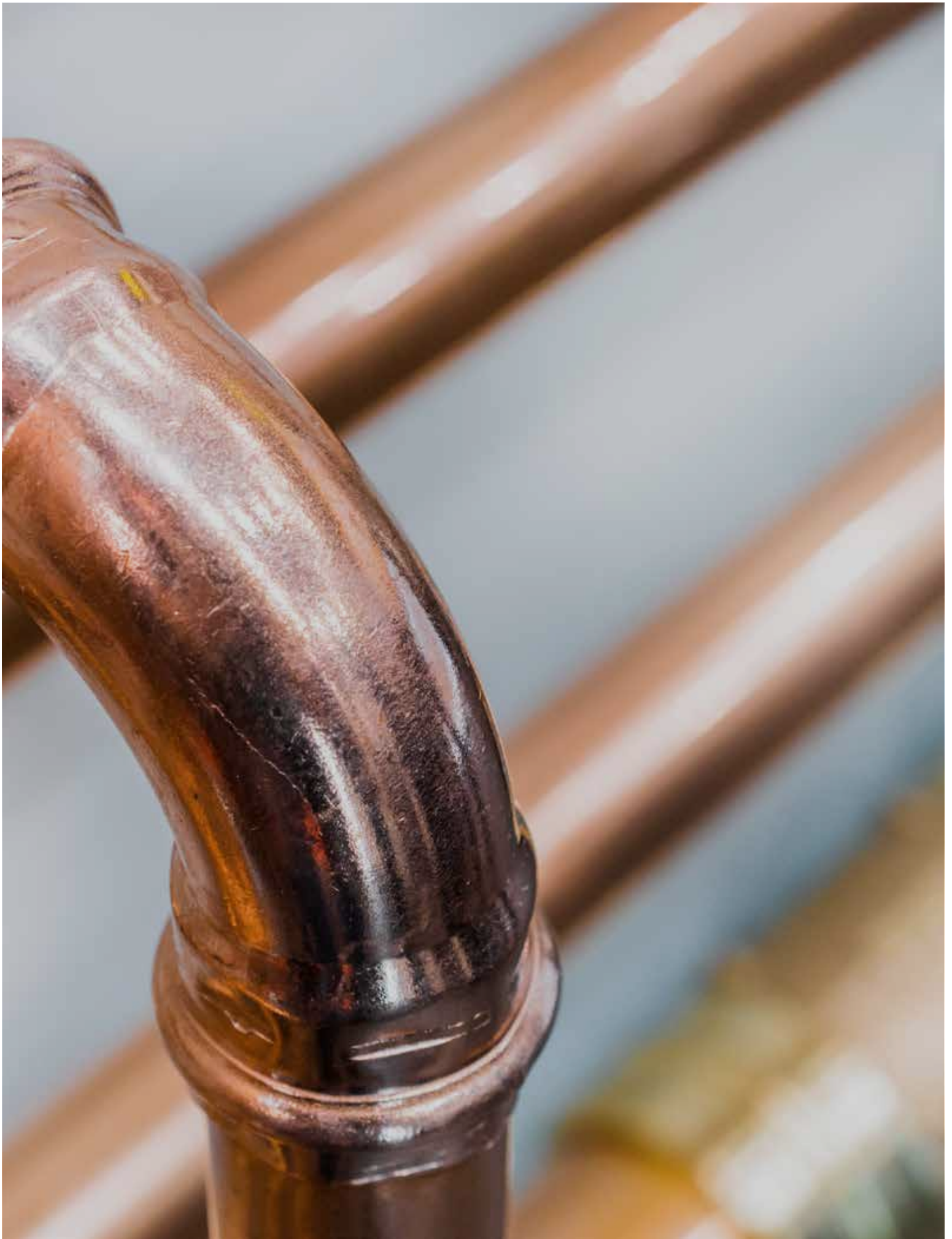
Members of the Executive and staff assisted EGBC with developing a practice advisory that speaks to communication and relationships between registered engineers and code officials and other staff working for local authorities. The Association and EGBC jointly delivered a webinar to introduce the content to members and registrants.

The Association website and other technologies are essential to delivering services efficiently and providing timely information for members and stakeholders. In 2023-24, there were 67,424 visits to the Association website.

The Association also gained 177 followers on its LinkedIn profile, which is increasingly relied upon to distribute information about professional development and other items of interest to code officials. Association newsletters were also issued quarterly in 2023-24.

The Association issued student seven awards in 2023-24 to help interested individuals become code officials. This is the third year that the program has run, and the Association has issued student awards to 21 individuals, six of which are now employed as code officials for local governments in B.C.





# 2023-24 Financial Statements

## Management's Comments on the 2023-24 Financial Statements

The Association closed the 2023-24 fiscal year with a surplus of \$249,590 and no debts, as confirmed by KPMG's report. This surplus is earmarked for new educational offerings and other program improvements identified in current strategic and business plans.

## Income Highlights

Revenue for the year totaled \$1,541,000, surpassing projections by \$84,000, which is largely attributable to higher-than-expected course enrollments and additional grant funds for specific projects.

## Expense Overview

Expenditures reached \$1,291,000, slightly over budget by \$5,500, primarily due to costs associated with delivering in-person training and exam development meetings.

Financial Statements of

**BUILDING OFFICIALS'  
ASSOCIATION OF BRITISH  
COLUMBIA**

And Independent Practitioner's Review Engagement Report  
thereon

Year ended March 31, 2024



**KPMG LLP**

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Vancouver, BC V7Y 1K3  
Canada  
Telephone 604 691 3000  
Fax 604 691 3031

## **INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT**

To the Board of Directors of Building Officials' Association of British Columbia

We have reviewed the accompanying financial statements of Building Officials' Association of British Columbia, which comprise the balance sheet as at March 31, 2024, the statement of earnings and 's equity and statement of cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for private enterprises, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Practitioner's Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.



Page 2

*Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Building Officials' Association of British Columbia as at March 31, 2024, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for private enterprises.

[Original Signed]

Chartered Professional Accountants

Vancouver, Canada

June 18, 2024

## BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA

### Balance Sheet

March 31, 2024, with comparative information for 2023

	2024	2023
<b>Assets</b>		
Current assets:		
Cash	\$ 902,903	\$ 801,226
Accounts receivable	54,949	4,489
Prepaid expenses	43,015	48,792
	<u>1,000,867</u>	<u>854,507</u>
Investments (note 2)	250,000	51,000
Equipment (note 3)	6,286	7,490
	<u>\$ 1,257,153</u>	<u>\$ 912,997</u>

### Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities (note 4)	\$ 82,176	\$ 75,018
Deferred revenue (note 5)	261,569	174,162
	<u>343,745</u>	<u>249,180</u>
Net assets:		
Unrestricted	913,408	663,817
Commitments (note 8)		
	<u>\$ 1,257,153</u>	<u>\$ 912,997</u>

See accompanying notes to financial statements.

Approved on behalf of the Board:

[Original Signed]

Director

[Original Signed]

Director



## BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA

### Statement of Earnings and 's Equity

Year ended March 31, 2024, with comparative information for 2023

	2024	2023
Revenue:		
Membership dues and fees	\$ 554,846	\$ 524,154
Annual registrations	40,598	39,150
Continuing professional development	23,252	66,393
Conference and Annual General Meeting	256,083	184,728
Examination fees	19,756	15,630
Online training	379,545	217,448
Job posting	55,248	68,150
Grants, sponsorships and partnerships	189,000	102,500
Interest and miscellaneous	10,386	4,168
	<u>1,528,714</u>	<u>1,222,321</u>
General and administrative expenses:		
Amortization	4,905	6,319
Bad debts (recovered)	(519)	2,076
Bank and service charges	3,764	20,841
Conference and Annual General Meeting	259,568	180,667
Education and training delivery (note 6)	50,801	86,277
Education and training development	186,488	44,198
IT services and maintenance	70,640	58,925
Office administration and operations (note 6)	155,672	139,878
Salaries and benefits	557,429	509,279
	<u>1,288,748</u>	<u>1,048,460</u>
Excess of revenue over expenses before the undernoted item	239,966	173,861
Other income:		
Management fees (note 6)	9,625	39,500
Other income	-	282
	<u>9,625</u>	<u>39,782</u>
Excess of revenue over expenses	249,591	213,643
Net assets, beginning of year	663,817	450,174
Net assets, end of year	<u>\$ 913,408</u>	<u>\$ 663,817</u>

See accompanying notes to financial statements.

## BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA

### Statement of Cash Flows

Year ended March 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 249,591	\$ 213,643
Item not involving cash:		
Amortization	4,905	6,319
	254,496	219,962
Changes in non-cash operating working capital	50,881	25,685
	305,377	245,647
Financing:		
Repayment of long-term debt	-	(40,000)
Investing:		
Purchase of equipment	(3,700)	(4,947)
Maturity (purchase) of investments	(200,000)	75,000
	(203,700)	70,053
Increase in cash	101,677	275,700
Cash, beginning of year	801,226	525,526
Cash, end of year	\$ 902,903	\$ 801,226

See accompanying notes to financial statements.

# BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended March 31, 2024

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## Nature of operations:

Building Officials' Association of British Columbia (the "Association") was incorporated in 1954 under the Building Officials' Act of British Columbia. The primary objective of the Association is the promotion of uniform building regulations and cooperation between building officials, the building industry, government and the public. The Association is exempt from income and capital taxes under section 149(1)(l) of the Income Tax Act.

## 1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The Association's significant accounting policies are as follows:

### (a) Equipment:

Equipment are stated at cost, less accumulated amortization. Amortization is provided using the straight-line method and following annual rates:

Asset	Rate
Computer	3 years
Furniture and fixtures	3 years
Computer software	3 years

The carrying amount of an item of equipment is tested for recoverability whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognized when the asset's carrying amount is not recoverable and exceeds its fair value.

### (b) Revenue recognition:

Revenue from examination and conference fees are recognized when the related services are provided. Amounts charged for membership are recognized as revenue when earned. Education fees are recognized as revenue when the seminars and workshop are held. A receivable is recognized if the amount to be received can be reasonably estimated and collection is reasonably assured.

Unrestricted contributions from grants, sponsorships and partnerships are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions from grants, sponsorships and partnerships are recognized as revenue in the year in which the related expenses are recognized.

# **BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA**

Notes to Financial Statements (continued)

Year ended March 31, 2024

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## **1. Significant accounting policies (continued):**

(c) Contributed services:

The Association and its members benefit from contributed services in the form of volunteer time for various committees. Because of the difficulty in determining their fair value, these contributed services are not recognized in the financial statements.

(d) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

(e) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Freestanding derivative instruments that are not in a qualifying hedging relationship and equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Association has not elected to carry any such financial instruments at fair value.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Association determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Association expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future year, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

(f) Investments:

The Association has investments consisting of investments in redeemable guaranteed investment ("GIC") certificates with various terms of maturity from the date of purchase.

# BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements (continued)

Year ended March 31, 2024

## 1. Significant accounting policies (continued):

### (g) Deferred revenue:

Deferred revenue comprises advance payments for membership, conference and examination fees, and grants and special reserve fund received by the Association. These items are recorded as revenue when earned.

### (h) Related party transactions:

Monetary and non-monetary related party transactions and non-monetary related party transactions that have commercial substance are measured at the exchange amount when they are in the normal course of operations, except when the transaction is an exchange of a product or property held-for-sale in the normal course of operations. Where the transaction is not in the normal course of operations, it is measured at the exchange amount when there is a substantive change in the ownership of the item transferred and there is independent evidence of the exchange amount.

All other related party transactions are measured at the carrying amount.

## 2. Investments:

As at March 31, 2024, the Association has a \$200,000 and \$50,000 non-redeemable GIC bearing interest at 4% and 2% per annum, maturing on June 8, 2026 and January 19, 2027, respectively.

## 3. Equipment:

			2024	2023
	Cost	Accumulated amortization	Net book value	Net book value
Furniture and fixtures	\$ 5,442	\$ 4,995	\$ 447	\$ 957
Computer	34,645	28,806	5,839	4,689
Computer software	5,533	5,533	-	1,844
	\$ 45,620	\$ 39,334	\$ 6,286	\$ 7,490

## 4. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities are government remittances payable of \$2,944 (2023 - \$5,654) relating to goods and services taxes.

## BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements (continued)

Year ended March 31, 2024

### 5. Deferred revenue:

	2024	2023
Balance, beginning of year	\$ 174,162	\$ 136,319
Amount received during the year	261,569	174,162
Amount amortized to revenue during the year	(174,162)	(136,319)
Balance, end of year	\$ 261,569	\$ 174,162

### 6. Related party transactions:

During the year, the Association charged management fees of \$9,625 (2023 - \$39,500) to Alliance of Canadian Buildings Officials' Association ("ACBOA"). The Association is a member of ACBOA.

The Association incurred \$3,565 (2022 - \$6,804) of annual membership fees and \$nil (2022 - \$25,050) of course royalty fees charged by ACBOA.

The transactions are in the normal course of operations or business and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

### 7. Financial risk:

#### (a) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Association deals with creditworthy counterparties to mitigate the risk of financial loss from defaults. The Association monitors the credit risk of members through historical membership data.

Cash is represented by bank accounts and are placed with high quality financial institutions and, therefore, credit risk is considered negligible.

There has been no change to the risk exposures from 2023.



## **BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA**

Notes to Financial Statements (continued)

Year ended March 31, 2024

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### **7. Financial risk: (continued):**

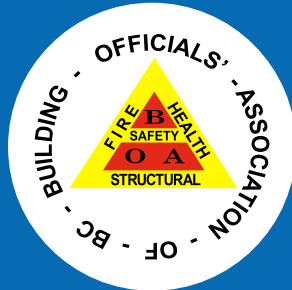
#### (b) Liquidity risk:

Liquidity risk is the risk that the Association will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Association manages its liquidity risk by monitoring its operating requirements. The Association prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. There has been no change to the risk exposures from 2023.

### **8. Commitments:**

During the year ended March 31, 2024, the Association entered into an agreement for a premise commitment for its annual conference. The commitment totaled \$130,776, of which \$33,815 is included within prepaid expenses.

Subsequent to March 31, 2024 year end, the Association entered into a contract with Community Energy Association to support the Association's education and training towards energy efficiency compliance and monitoring. The total contractual commitment for the support is \$81,600.



## ABOUT BOABC

We are an Association with over 1100 members primarily representing local government Building Officials and those involved in building design, construction, testing and research.

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