



The Building Officials' Association of B.C.

Business Plan 2024-2027

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 toward achieving the four strategic priorities outlined in the 2022-2027 Strategic Plan: Professionalism, Governance, Relationships, and Education.

Key Initiatives for 2024-25

1. Present new bylaws to the membership for approval.

The new bylaws will remain consistent with current legislation but modernize Association governance and adopt best practices wherever possible. The structure of the bylaws will be revised to provide greater clarity for readers and additional guidance will be provided for Association elections, complaint investigations, and disciplinary processes.

2. Sign an updated Administrative Agreement with the Province.

An updated Administrative Agreement will provide a framework for the ongoing delivery and administration of the Association's responsibilities under the *Building Act*. The updates will reduce prescriptive operating and reporting requirements, increase reliance on quantitative performance measures, and include sections on continuous improvement, governance, and stakeholder relations.

3. Consult members and stakeholders about proposed changes to Association certification and designation programs.

The Association consulted members and local authorities about the desired goals and outcomes for the certification and title programs in 2023. In 2024, the Association will seek additional feedback on the specific program changes that are being proposed to achieve those goals and outcomes.

4. Update exams and education to reflect the adoption of the 2024 B.C. Building Code.

The Association will update its exams and education to reflect the adoption of the 2024 B.C. Building Code in December 2023. All building and plumbing official exams will be updated to reflect new code requirements by August 1, 2024. Updating online courses could extend beyond the current fiscal year depending on the scope of changes that need to be made. In addition to updating materials to reflect the new code, the review process will consider feedback and input from students, local authorities, and other stakeholders about how the course structure and content can be improved.

Strategic Priorities & Objectives

STRATEGIC GOAL: PROFESSIONALISM

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

	Initiative	Target
2024-25	Deliver credentialing programs that provide value and align with best practice.	Consult members about proposed changes to the certification and designation programs.
	Provide resources to promote consistency and support members with carrying out regulated work.	Support peer learning opportunities for members, such as zone meetings and peer networks. Update the Building Official Step Code Handbook.
	Maintain the highest standards and levels of accountability for qualified officials and members.	Develop ethics training for Association members.

	Initiatives
2025-27	Align complaints and discipline policies and procedures with new bylaws. Implement a mentoring program for code officials.

STRATEGIC PRIORITY: GOVERNANCE

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

	Initiative	Target
2024-25	Update the bylaws to support a modern governance model for the Association.	Present new bylaws to the membership for approval at a special general meeting.
	Ensure the Association has the capacity to effectively fulfill its mandate over the long term.	Update policies governing Association finances, including reserve accounts and financial reporting.
	Leverage technology to deliver effective programs and engage members.	Consolidate the delivery of online services and programs into the member portal. Implement a new system to modernize email communication with members and stakeholders.

	Initiative
2025-27	Establish a terms of reference for the Executive Committee. Launch new Association website. Complete the redevelopment of Association policies to align with new bylaws and legislation.

STRATEGIC GOAL: RELATIONSHIPS

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

2024-25	Initiative	Target
	Increase participation in the development of safety codes and other building regulations.	Establish the capacity to engage in the development of safety codes and other building regulations.
	Collaborate with partners to increase capacity and consistency across the building regulatory system.	Engage in Provincial efforts to make B.C. a North American leader in digital permitting. Increase awareness of programs to support student members.
Collaborate with government and other partners to enhance the legislative framework for the building regulatory system.	Sign an updated Administrative Agreement with the Province under the <i>Building Act</i> .	

2025-27	Initiative
	Align operations and reporting with an updated Administrative Agreement. Collaborate with the Province to update the professional development requirements for qualified officials under the <i>Building Act</i> .

STRATEGIC GOAL: EDUCATION

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

	Initiative	Target
2024-25	Increase the breadth and depth of educational offerings to meet the needs of members throughout their careers.	Update online courses to reflect 2024 B.C. Building Code. Deliver two complimentary professional development webinars for members each month in 2024-25.
	Ensure qualification exams reflect competencies and regulated scopes of practice.	Update exams to reflect the 2024 B.C. Building Code. Review the process for developing and delivering qualification exams.
	Work with partners to align education and training.	Plan and deliver the annual Association conference in May 2024. Collaborate with CHBA-BC to plan and deliver the annual Education Summit in October 2024. Increase engagement and collaboration with post-secondary institutions.

	Initiative
2025-27	Complete updates to Association code courses to reflect the 2024 B.C. Building Code. Develop legal, communications, plan review, and site inspection training for qualified officials.

2024-27 Budget Forecast

REVENUE	FY2024/2025	FY2025/2026	FY2026/2027
Membership Dues and Fees	\$553,600	\$572,500	\$582,500
Annual Registration Fee	\$38,500	\$39,000	\$40,000
Continuing Professional Development	\$25,000	\$30,000	\$30,000
Examination Fees	\$13,300	\$150,000	\$150,000
Online Training and Course Advisors	\$164,435	\$216,625	\$196,625
Job Posting	\$57,000	\$60,000	\$65,000
Contracts & Grants	\$62,000	\$50,000	\$50,000
Bank & Investments	\$12,600	\$9,000	\$9,000
Annual Conference and AGM	\$261,110	\$262,000	\$270,000
Code Update Training	\$75,000	\$2,500	\$2,500
Cash (Note 1 and Note 2)	\$97,000	\$73,000	\$ -
TOTAL REVENUE	\$1,359,545	\$1,464,625	\$1,395,625

EXPENSES	FY2024/2025	FY2025/2026	FY2026/2027
Salaries & Benefits	\$630,000	\$645,000	\$660,000
Office Administrative and Operations	\$183,120	\$192,040	\$200,000
Bank and Service Charges	\$9,200	\$10,000	\$10,000
Information Technology and Website	\$55,154	\$60,000	\$60,000
Course Development	\$112,500	\$110,000	\$40,000
Continuing Professional Development	\$15,000	\$15,000	\$15,000
Course Delivery and Course Advisors	\$3,350	\$3,350	\$3,350
Annual Conference and AGM	\$261,000	\$270,000	\$280,000
Student Awards Program	\$7,875	\$7,875	\$7,875
Exam Bank Development	\$50,000	\$10,000	\$10,000
Course Exam Fee	\$30,000	\$30,000	\$30,000
Vendor Exam Fee	\$ -	\$21,000	\$21,000
Online Proctoring	\$ -	\$25,000	\$25,000
TOTAL EXPENSES	\$1,357,199	\$1,399,265	\$1,362,225
Excess revenue over expenses	\$2,346	\$65,360	\$ 33,400

Cash Note 1: The 2024-25 budget uses approximately \$97,000 of the 2023-24 surplus to pay costs associated with updating courses and exams to reflect the 2024 BC Building Code.

Cash Note 2: The 2025-26 budget uses approximately \$73,000 of the 2023-24 surplus to pay costs associated with education and website development.