



Business Plan

2025-2028

Strategic Priorities



Professionalism

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



Governance

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



Relationships

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



Education

We collaborate with partners to provide accessible and relevant education for members and stakeholders.

Introduction

This plan outlines the Association's goals and objectives as it works towards realizing its vision of promoting building safety and professionalism, ensuring buildings for B.C. residents are safe, healthy environments to live in.

The four strategic priorities outlined in the 2022-27 Strategic plan guide the plan's targets and outcomes. Within this plan, the Association commits to continue to deliver valuable and relevant programs and services to code officials.

Key Initiatives for 2025-26

- 1. Complete the development of new bylaws for the Association and present the draft to members for consideration at a special general meeting.**

Association bylaws will be reviewed and maintained to implement an updated governance model that allows the Executive to focus on organizational oversight, enhance structure and accountabilities for elections, complaint, and discipline processes, eliminate misalignment between credential requirements and legislation, and adopt other best practices that are applicable to professional regulatory bodies.

- 2. Consult members and stakeholders about policy to implement updated certification and designation programs for code officials.**

The Certification Working Group struck by the Executive Committee will develop draft policies to implement and govern updated certification and designation programs for code officials in B.C. Updated policies will establish programs that increase the competency and professionalism of code officials to foster greater confidence in Association credentials amongst local authorities and the public.

- 3. Release new ethics and energy efficiency courses for code officials.**

Mandatory ethics training for practicing code officials will establish a consistent understanding of ethical responsibilities and decision-making while a new energy efficiency course will provide code officials with greater knowledge and practical skills to effectively administer the Energy and Zero Carbon Step Codes.

- 4. Review and update Association financial policies.**

Updated financial policies will provide clear accountabilities and robust processes to ensure that Association resources are managed effectively and transparently and align with expectations and practices for professional regulatory bodies.

Strategic Goal 1: *Professionalism*

Business Plan Objective:

Foster a competent, professional, diverse, and engaged membership that can adapt to the evolving needs of government and society in the building regulatory system.

2025-26 Target	Outcomes
Consult members about policies to implement updated certification and designation programs.	Updated certification and designation programs enhance the competency and professionalism of code officials, and increase local authority and public confidence in Association credentials.
2025-26 Target	Outcomes
Increase capacity to support management of legislated complaints processes and regulatory oversight.	Complaint and regulatory processes are effective, fair, timely, and transparent.
2025-26 Target	Outcomes
Increase the scope and awareness of the Student Awards Program.	Bringing in the next generation of code officials will increase capacity in the building regulatory system and assist local authorities with succession planning.

2026-28 Targets
Establish a committee to support code officials and building departments serving small or rural local authorities throughout B.C.
Enhance functionality of the Member Forum to more effectively facilitate communication and resource sharing between code officials and other members.

Strategic Goal 2: *Governance*

Business Plan Objective:

Maintain an effective governance structure, process, and materials that enable the Association to fulfill its regulatory mandate.

2025-26 Target	Outcomes
New bylaws are presented to the membership for approval at a special general meeting.	The new bylaws implement an updated governance model, provide additional structure and accountabilities for elections, complaints, and discipline processes, update credential requirements, and adopt other best practices for professional regulatory bodies.
2025-26 Target	Outcomes
Update Association financial policies.	Policies will be up to date and consistent to ensure transparency, accountability, and alignment with best practices for professional regulatory bodies.
2025-26 Target	Outcomes
Refresh the Member Portal to consolidate application forms, course registrations and other functionality.	The refreshed member portal will consolidate and streamline service delivery for members while creating operational efficiencies for the Association.
2026-28 Targets	
Outline the Association's vision, mission, values and long-term goals in a newly created Strategic Plan.	
Develop new and updated policies and procedures to support Association governance and operations.	
Create a Board Charter to outline the responsibilities, functions, and expectations of the Executive.	

Strategic Goal 3: *Relationships*

Business Plan Objective:

Maintain integral business partnerships and connect with and support stakeholders to promote safety in the built environment.

2025-26 Target	Outcomes
Participate in and support Provincial and stakeholder consultations to enhance the building regulatory system.	Promoting inclusive, transparent, and participatory decision-making while representing the Association.
2025-26 Target	Outcomes
Collaborate with partners to enhance the understanding and capacity of code officials to administer the Energy and Zero Carbon Step Codes.	Supporting the growth and development of code officials in how energy is used in homes and buildings to reduce energy waste.
2025-26 Target	Outcomes
Host the annual Association Conference and collaborate with CHBA-BC to deliver the Education Summit.	Positive working environments with stakeholders will be fostered to meet strategic direction and business goals.
2026-28 Targets	
Collaborate with the Province to update the legislated professional development requirements for qualified officials.	

Strategic Goal 4: *Education*

Business Plan Objective:

Create an educational program for members that focuses on growth and skill enhancement, and that allows code officials to fulfill their responsibilities and effectively interpret and apply the code in a complex and evolving regulatory and technological context.

2025-26 Target	Outcomes
Complete updates to Association building code courses to reflect new code requirements and student feedback.	Online building code courses will reflect current technical requirements and provide a more effective learning experience for students.
2025-26 Target	Outcomes
Introduce new online courses to address the ethical responsibilities of code officials and energy efficiency.	New course offerings will provide students with accessible learning opportunities to provide more consistent and comprehensive understanding of ethical responsibilities for code officials and energy efficiency requirements in the B.C. Building Code.
2025-26 Target	Outcomes
Deliver two complimentary professional development webinars for code officials and other members each month.	Professional development offerings will increase the capacity of code officials to administer the building and plumbing codes and support the building regulatory system.
2025-26 Target	Outcomes
Review and align Association building code exams with regulated scopes of practice.	Exams will support the regulated scopes of practice for code officials that they are required to adhere to.
2026-28 Targets	

Develop online training for code officials that address the legal environment, professional communications, site inspections, plan reviews, alternative solutions and mechanical systems.

Budget Forecast

REVENUE	FY2025/2026	FY2026/2027	FY2027/2028
Membership Dues and Fees	\$ 543,600.00	\$ 580,000.00	\$ 602,500.00
Annual Registration Fee	\$ 40,000.00	\$ 42,000.00	\$ 45,000.00
Continuing Professional Development	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00
Examination Fees	\$ 20,000.00	\$ 150,000.00	\$ 150,000.00
Online Training and Course Advisors	\$ 286,945.00	\$ 248,875.00	\$ 289,875.00
Job Posting	\$ 60,000.00	\$ 65,000.00	\$ 60,000.00
Contracts & Grants	\$ 140,000.00	\$ 40,000.00	\$ 40,000.00
Bank & Investments	\$ 12,600.00	\$ 12,600.00	\$ 5,000.00
Annual Conference and AGM	\$ 241,200.00	\$ 270,000.00	\$ 250,000.00
Code Update Training	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00
Cash (Note 1, Note 2 and Note 3)	\$ 37,000.00	\$ 108,000.00	\$ 25,000.00
TOTAL REVENUE	\$ 1,411,345.00	\$ 1,541,475.00	\$ 1,492,375.00

EXPENSES	FY2025/2026	FY2026/2027	FY2027/2028
Salaries & Benefits	\$ 699,524.46	\$ 699,524.46	\$ 699,524.46
Office Administrative and Operations	\$ 238,350.00	\$ 255,750.00	\$ 254,500.00
Bank and Service Charges	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Information Technology and Website	\$ 35,394.82	\$ 60,000.00	\$ 60,000.00
Course Development	\$ 27,500.00	\$ 70,000.00	\$ 60,000.00
Continuing Professional Development	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Course Delivery and Course Advisors	\$ 13,220.00	\$ 13,350.00	\$ 14,000.00
Community Energy Association	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Annual Conference and AGM	\$ 268,000.00	\$ 270,000.00	\$ 260,000.00
Student Awards Program	\$ 7,875.00	\$ 7,875.00	\$ 7,875.00
Exam Bank Development	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Course Exam Fee	\$ 30,000.00	\$ 30,000.00	\$ -
Vendor Exam Fee	\$ -	\$ 21,000.00	\$ 21,000.00
Online Proctoring	\$ -	\$ 25,000.00	\$ 25,000.00
TOTAL EXPENSES	\$ 1,404,864.28	\$ 1,537,499.46	\$ 1,486,899.46

Excess of revenue over expenses	\$ 6,480.72	\$ 3,975.54	\$ 5,475.54
--	--------------------	--------------------	--------------------

Cash Note 1: The 2025-26 budget uses approximately \$37,000 of the 2024-25 year-end balance to update education and exams to reflect the 2023 BC Building Code.

Cash Note 2: The 2026-27 budget uses approximately \$108,000 of the 2024-25 year-end balance to develop new education for members.

Cash Note 3: The 2027-28 budget uses approximately \$25,000 of the 2024-25 year-end balance to develop new education for members.