



Building Officials'
Association of B.C.

2024-25 Annual Report



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Acronyms

ACBOA – Alliance of Canadian Building Officials' Associations

BCBC – British Columbia Building Code

BCQ – Building Code Qualified

CASA – Canadian Automatic Sprinkler Association

CEA – Community Energy Association

CHBA-BC – Canadian Home Builders' Association - British Columbia

CPD – Continuing Professional Development

ICC – International Code Council

RBO – Registered Building Official

Executive Committee

President

Trevor Welsh, RBO

Past President

Brian Champlin, RBO

Vice President, Membership & Certification

Robyn MacLeod, RBO

Vice President, Education

Wayne Robinson, RBO

Vice President, Plumbing Officials

Doug Vance, RBO

Treasurer & Secretary

Tony Bartko, BCQ

Zone Director – Central Northern Interior

Blaine Harasimiuk

Zone Director – Kootenay & Province-at-Large

Andy Christie, RBO

Zone Director – Lower Mainland

Ferdinand Csaky, RBO

Zone Director – Lower Mainland

Jacek Redlinski

Zone Director – North West

Nathan Brooks, RBO

Zone Director – South Central Interior

Tania Reid, RBO

Zone Director – Vancouver Island North

Tim Warner, BCQ

Zone Director – Vancouver Island South

Chris Leek, RBO

Ministry Appointed

Colin Doyle

Ministry Appointed

Stephanie Killam

Ministry Appointed

Linda Smerychynski

Ministry Appointed

Gordon Zhou

President's Message

The Building Officials' Association of B.C. (Association) is pleased to present the 2024-25 Annual Report, which highlights how the Association has continued to advance our strategic priorities and elevate the practice of building and plumbing officials to serve British Columbians. The Association's strategic priorities focus on four areas: professionalism, governance, relationships, and education. This year's report demonstrates the Association's ability to deliver on strategic priorities while contributing to improving the overall building regulatory system in B.C.

The Association's contributions to improve the building regulatory system can be demonstrated through an ongoing commitment to education and promoting consistent code interpretations by:

- Supporting online forums for discussion;
- Providing accessible continuing education opportunities;
- Administering qualification examinations; and
- Delivering technical certification programs.

In support of the Province adopting the 2024 BC Building Code, the Association completed updates to all qualification exams to reflect the most current standards. The Association's online building code courses were also upgraded to reflect the 2024 BC Building Code.

A significant achievement this past year was the Association signing an updated Administrative Agreement with the Province. Signing the updated Administrative Agreement demonstrates the Province's confidence in the Association's ability to deliver a qualification program regulating the profession of building and plumbing officials in B.C.. Building upon this success, the Association has commenced foundational work to update our optional certification and designation programs as well as draft a new bylaw for the Association. This work is an ongoing opportunity for the Association to evolve and continue raising the standard of code officials in B.C.

The 2024 Annual Association Conference and Trade Show, held in Richmond, welcomed over 320 professionals from across the province. The conference provides the opportunity for building construction professionals to gather, strengthen relationships and increase their professional knowledge.

Looking ahead to 2025-26, the Association remains focused on fulfilling our responsibilities under the Administrative Agreement with the Province and delivering on our strategic priorities.



[Original Signed]

Trevor Welsh

President

Building Officials' Association of B.C.



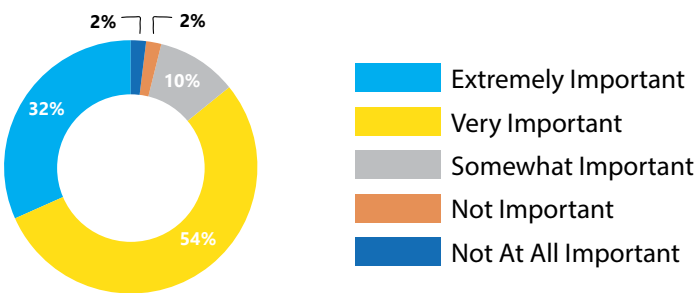
Association Performance

The annual member survey provides the data needed to support Association performance measures and provides an opportunity to collect feedback from qualified officials and local authorities. The measures below have combined the top two levels of satisfaction rating.

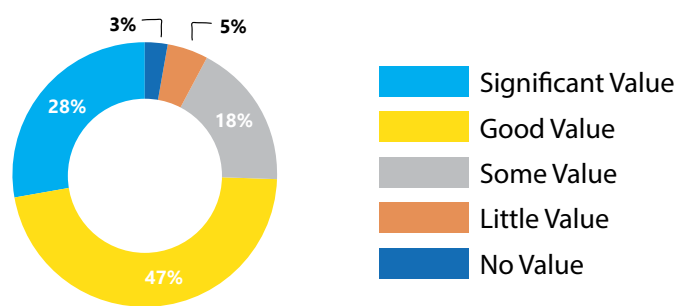
In 2024, the Association received 221 responses to its member survey. The results for 2024 (with percentage changes from 2023 shown in brackets) are as follows:

- 84% said the Association performs an extremely/very important role (+4%)
- 62% said the Association is extremely/very effective in its role (+6%)
- 74% said the Association provides significant/good value to members (+4%)
- 68% said they are extremely/very confident in the Association’s direction (+3%)

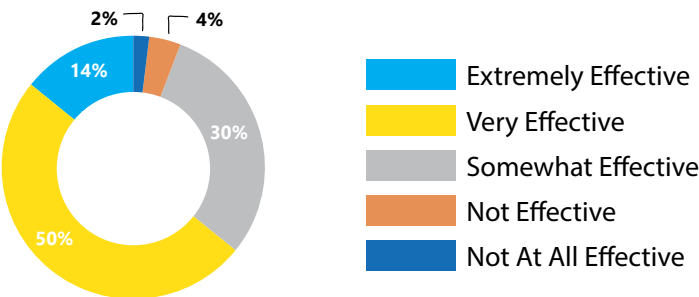
Importance of Role, 2024-25



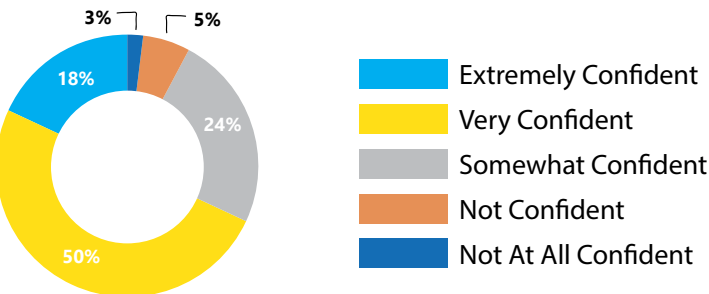
Value to Members, 2024-25



Effectiveness in Role, 2024-25



Confidence in Direction, 2024-25



Number of Officials
by Zone





Membership and Credentials

Membership

Membership in the Association is available to building and plumbing officials, students, and others who work across the building regulatory system. In addition to code officials, Association members include registered professionals, homebuilders, tradespersons, product manufacturers, and individuals involved in product testing and code development.

At the end of 2024-25, there were 1,149 Association members, which is 30 more than last year.

Membership numbers remain relatively consistent year over year. The number of student members has increased over the past few years. This increase is primarily due to individuals purchasing a student membership when registering for the level 1 building code course. Student membership in the Association provides access to zone meetings and professional development offerings through the Association.

Members as of March 31, 2025, across all categories:

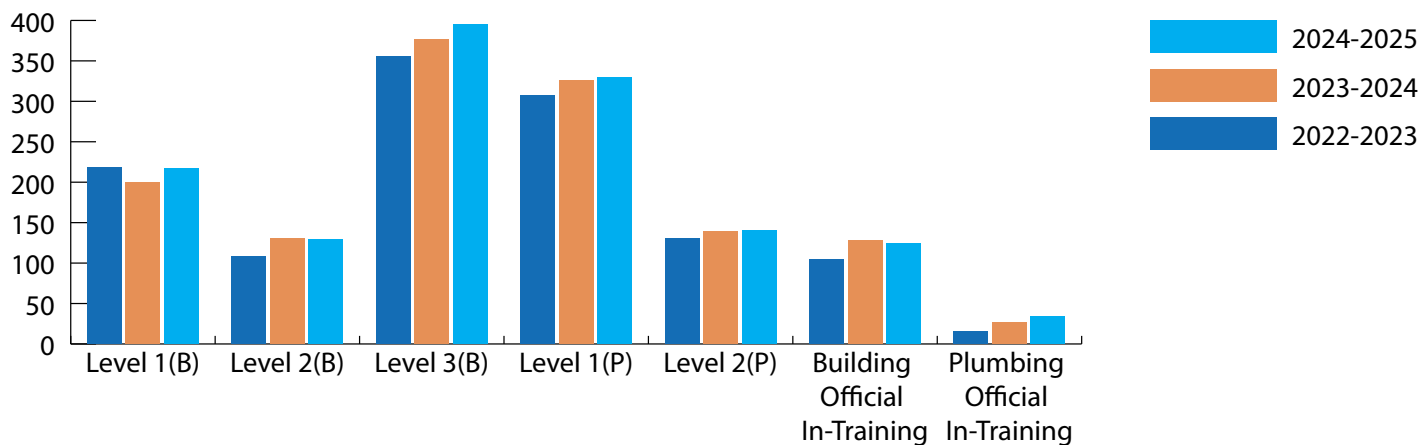
- 734 Regular members
- 142 Associate members
- 43 Retired members
- 221 Student members
- 9 Lifetime

Qualified Officials

Code officials must be appropriately qualified under the *Building Act* to make compliance decisions about building regulations on behalf of a local authority.

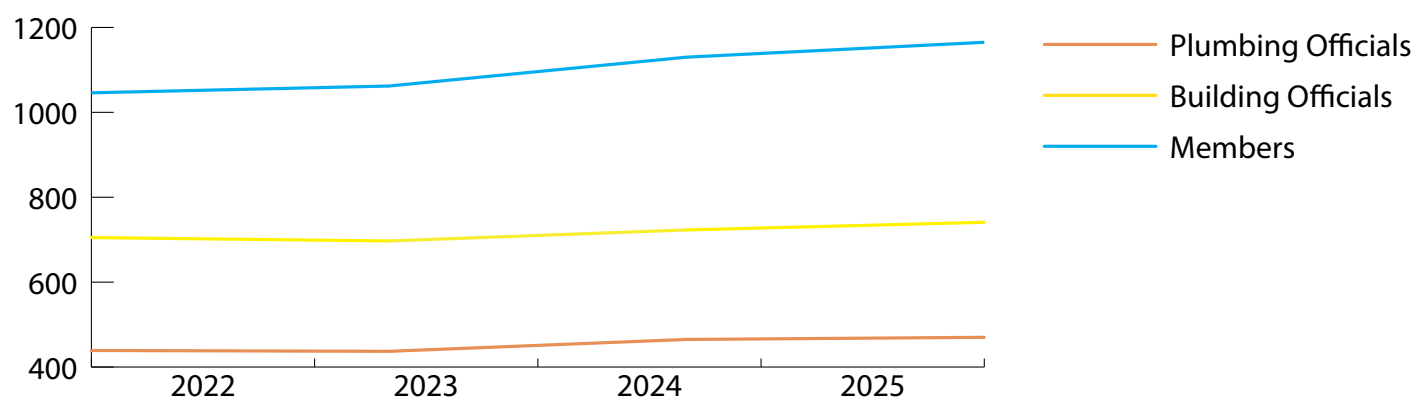
At the end of 2024-25, there were 839 individuals who held building and/or plumbing official qualifications in B.C. During the previous fiscal year, the Association issued 134 new building official qualifications, 42 new plumbing official qualifications, and 65 new trainee qualifications in 2024-25. As indicated in the graph below, this remains consistent with the number of new qualifications issued in 2023-24.

Number of Qualifications by Level Per Fiscal Year, 2022-25



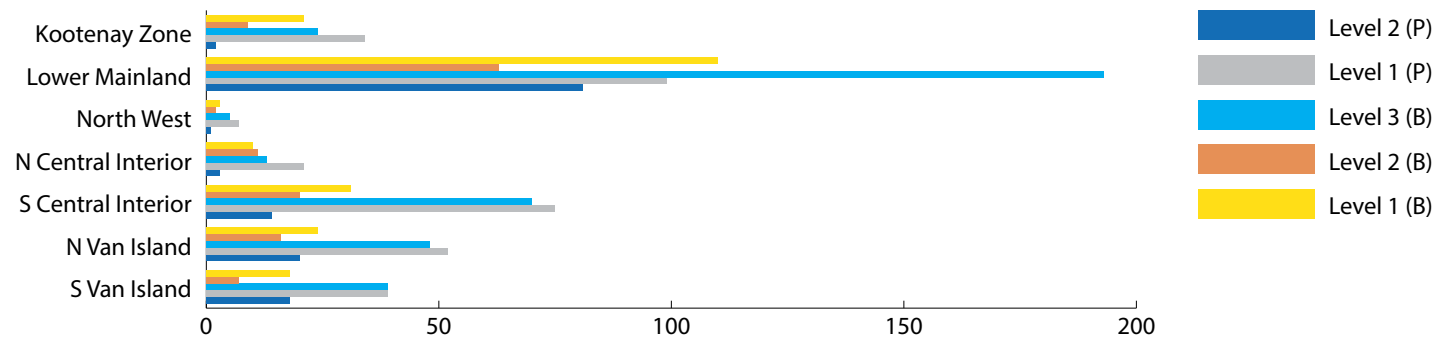
Level 3(B) and Level 1(P) have the highest number of qualifications per level. Most levels demonstrate either growth or stability, with minor fluctuations year over year..

Number of Members and Qualified Officials, 2022-25



Members show the strongest and most consistent growth over the years, while building officials remain relatively stable with only minor fluctuations, and the number of plumbing officials has continued to grow.

Number of Qualified Officials by Zone, 2024-25



Level 3 (B) has the highest concentration by zone, particularly in the Lower Mainland. The South Central Interior and Vancouver Island zones show balanced participation across plumbing and building qualifications, while the North West and Kootenay zones have the lowest participation overall.

Certified and Designated Officials

The Association maintains voluntary certification and designation programs for building and plumbing officials under the *Building Officials' Association Act*.

In 2024-25, 128 new building certifications and 34 new plumbing certifications were issued. The overall number of certified building and plumbing officials increased to 530 and 315, respectively.

Twenty-five new Registered Building Official (RBO) titles were granted, along with 19 additional Building Code Qualified (BCQ) titles—there are now 309 RBO's and 39 individuals who hold the BCQ designation.



Strategic Priorities ---

The following priorities are established in the 2022-27 Strategic Plan that the Executive established to guide Association planning, operations and resourcing:

GOVERNANCE

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

PROFESSIONALISM

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

EDUCATION

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

RELATIONSHIPS

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

Annual Report Structure ---

The report presented below outlines projects and operational activities that the Association undertook to address its strategic priorities in 2024-25.

The report has adopted a new structure to more clearly report on progress towards achieving targets established in its 2024-27 Business Plan.

Information is also provided about core operational functions to meet the reporting requirements established in the Association’s Administrative Agreement with the Province.

Additional data sources have been leveraged to provide a more fulsome assessment of Association operations.

Looking ahead, future annual reports will introduce new performance measures and indicators to help assess the quality, timeliness, and effectiveness of the Association's regulatory functions and programs.



Governance

There are certain practices the Association follows to ensure effective oversight and strategic direction. The governance framework supports our mission and values, fosters responsible decision-making, and ensures alignment with stakeholder interests and regulatory standards.

2024-25 Business Plan Targets

| Business Plan Target | Result | Comments |
|---|-------------|---|
| Present new bylaws to the membership for approval at a Special General Meeting. | In Progress | Draft bylaws were not presented to members for approval at a special general meeting as planned. Additional time was spent consulting members about proposed changes through webinars and zone meetings. |
| Update policies governing Association finances, including reserve accounts and financial reporting. | In Progress | The Finance Committee developed drafts of new reserve and signing authority policies, which will be presented to the Executive in May 2025. |
| Consolidate the delivery of online services and programs into the member portal. | In Progress | Development of an updated member portal was completed by March 2025, but rollout was deferred until Spring 2025 when members can be provided with information about new functionality during zone meetings. |
| Implement a new system to modernize email communication with members and stakeholders. | Achieved | An email marketing platform was selected and implemented that enables the Association to produce web-based newsletters, notices, and other information for members. |

Executive and Committee Activities

During 2024-25, the Executive Committee held eight meetings and 33 committee or working group meetings to conduct Association business. The following committees and working groups assisted the Executive in overseeing Association operations and advancing key initiatives:

Governance Committee

In 2024-25, the Governance and Nominating Committee held eight meetings, which focused on overseeing the development of new Association bylaws. Through these efforts, the Association continues to build on its strategic goal of being committed to good governance and ensuring the Association is well-managed and sustainable.

Finance Committee

In 2024-25, the Finance Committee held five meetings to provide ongoing oversight of the Association's financials for the Executive. The committee provided direction regarding the new policies to govern Association finances and made recommendations to the Executive regarding the Association's financial statements, investments, and updates to its terms of reference. This work ensures the Association manages its resources effectively and has the capacity to fulfill its mandate over the long term.

Complaints Committee

In 2024-25, the Complaints Committee held eleven meetings, which were focused on addressing new and open complaint files and providing direction and feedback on process improvements and draft bylaws. In May 2024, Complaints Committee members attended three days of training on administrative fairness and decision writing that was delivered by the B.C. Council of Administrative Tribunals.

Discipline Committee

In 2024-25, the Discipline Committee held one meeting to start the process of developing disciplinary hearing processes for the Association. In May 2024, Discipline Committee members attended three days of training on administrative fairness and decision writing that was delivered by the B.C. Council of Administrative Tribunals.

Awards & Recognition Committee

The Awards Committee meets annually to consider and make decisions regarding Student Awards and make recommendations to the Executive regarding the Association Service Awards. The Casey van den Broek Award is presented to a member of the association for considerable leadership and service in the field of building safety and code education. The Jim Robison Award is presented to a member of the association or individual from the building industry for significant contributions to the code development activities and goals of the Association.

Certification Working Group

In 2024-25, the Certification Working Group held seven meetings to provide ongoing leadership in the redevelopment of policies and requirements that govern the voluntary code official certifications and designations issued by the Association. The Working Group consulted members about changes to the certification and designation programs in winter 2024-25, and reported on feedback received during a webinar and presentations at zone meetings.



At a Glance

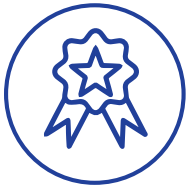
31

meetings held by the Executive and its committees.

The Association ended the year with an

\$81,000

positive budget variance.



Professionalism

The Association is committed to maintaining robust credentialing and other programs that strengthen public and stakeholder confidence in the important contributions that code officials make for public safety across B.C. This strategic priority also speaks to the Association functions that support the consistent interpretation and application of building regulations by code officials and stakeholders.

2024-25 Business Plan Targets

| Business Plan Target | Result | Comments |
|---|-------------|--|
| Consult members about proposed changes to the certification and designation programs. | Achieved | The Association completed an online consultation with members about the proposed changes as part of its 2024 Annual Member Survey and presented this feedback to members during zone meetings in January and February 2025. |
| Support peer learning opportunities for members, such as zone meetings and peer networks. | Achieved | Association zones held 20 meetings, and the building official step code peer network held three meetings in 2024-25. |
| Update the BC Energy Step Code and Zero Carbon Step Code Handbook for Building Officials. | Achieved | The Handbook was updated to reflect current code requirements and provide additional practical guidance and examples for building officials. |
| Develop ethics training for Association members. | In Progress | The training is currently under development, but draft bylaws must be approved by members before it can be launched. The training will help ensure that members are aware of ethical responsibilities as members of a regulated occupation and reinforce public trust in code officials. |

Certification and Designation Review

The Executive reviewed and provided feedback on the proposed changes to the certification and designation programs in May 2024 and approved further consultation with members. The working group then conducted a comprehensive online consultation with members about the proposed changes in December 2024 to January 2025 as part of its Annual Member Survey. Robyn MacLeod, Chair of the Certification Working Group, made presentations during Winter 2025 zone meetings to report on input received during the online consultation and gain additional feedback from members.

Zone Meetings and Building Official Peer Network

The Association has seven zones, and each zone elects one of its members to serve on the Executive. This structure provides members with opportunities to collaborate and discuss topics of mutual interest and concern on a regional basis. In 2024-25, the Association held 20 meetings across all seven zones. In addition to reviewing recent decisions by the Building Code Appeal Board and interpretations issued by the Building

Code Interpretation Committee, zone meetings included several presentations from stakeholders that addressed a range of topics such as asbestos, radon mitigation, engineering of tall wood framed buildings, legionella, fire separations, ICF foundations, and firestop designs.

The Association collaborates with the Community Energy Association (CEA) to deliver the Building Official Step Code Peer Network, which allows code officials to share knowledge, solutions, and best practices related to the BC Energy and Zero Carbon Step Codes. In 2024-25, there were three peer network meetings that allowed 155 attendees to discuss topics such as the F280 standard, overheating protection requirements, solar and battery permitting, and preparing for the EL-1 mandate of the Zero Carbon Step Code.

Step Code Handbook

The final draft of the updated BC Energy Step Code and Zero Carbon Step Code Handbook for Building Officials was delivered by RDH Consultants in March 2025. It reflects the latest code amendments and offers more guidance on following the Step Codes in various jurisdictions. It benefits building officials by providing important information about compliance processes, conducting plan reviews, and site inspections. This project is co-funded by the Association, BC Hydro, and the Province of B.C. Fifteen individuals contributed time and expertise to updating the handbook as members of the Steering Committee. These individuals represented the perspective of code officials, builders, energy advisors, utilities, the Province, and others sectors of the building regulatory system.

Annual Compliance of Code Officials

To maintain their qualifications and ability to practice, qualified code officials must complete ongoing professional development and submit annual reports by December 31 each year under the *Building Act*. Code officials receive bi-monthly statements of their CPD points throughout the year and staff undertake additional follow-up in advance of the annual December 31 deadline.

Qualified code officials continue to maintain a high level of compliance with these legislated requirements. In 2024-25, only 13 code officials were non-compliant with professional development and annual reporting requirements. In 2024-25, code officials were also required to complete mandatory update training on the 2024 B.C. Building Code (BCBC), as well as regulatory amendments introduced by the Province in spring 2023, related to the Energy and Zero Carbon Step Codes. As of early March 2025, 677 code officials had completed this training, with the remainder needing to meet their training requirements by April 15, 2025.

Complaints and Discipline

The Association is responsible for addressing complaints related to the professional competence or conduct of members or former members under the *Building Officials' Association Act*, and the adherence of individuals and local authorities to regulated scopes of practice for qualified code officials *Building Act*, respectively.

In 2024-25, the Association received:

- 6 formal complaints about the professional conduct or competence of members or former members; and
- 3 formal complaints about the adherence of individuals and local authorities to regulated scopes of practice.

During the year, the Complaints Committee closed two complaints about members under the *Building Officials' Association Act*. The Executive also established two Complaints Subcommittees to assist in reviewing complaints under the Act.

At the end of the 2024-25 fiscal year, the Association had the following number of open complaint files:

- 12 formal complaints about the professional conduct or competence of members or former members; and
- 3 formal complaints about the adherence of individuals and local authorities to regulated scopes of practice.

The Association is increasing its capacity to address and report on complaints received under the *Building Officials’ Association Act* and the *Building Act*. Over the upcoming fiscal year, the Association will enhance its reporting capacity to include performance measures and indicators related to complaints and discipline processes administered by the Association. Aggregate observations and learnings will also be presented to increase visibility to this important function of the Association.



At a Glance

1,037

registrants attended zone meetings

98%

of qualified code officials were compliant with legislated CPD and annual reporting requirements

247

responses were received to the consultation on changes to the certification and designation programs

100+

presentations were delivered by stakeholders or Association staff across 20 zone meetings



Education

Education of code officials and members is a core objective of the Association under its legislated mandate. This strategic priority encompasses developing and maintaining courses on the BCBC, administering exams that must be completed to become a qualified code official and delivering professional development offerings for code officials and other members or stakeholders.

2024-25 Business Plan Targets

| Business Plan Target | Result | Comments |
|---|-------------|---|
| Update online code courses to reflect the 2024 BCBC. | In Progress | Final testing and reviews are being completed with rollout of updated courses scheduled for early 2025-26. |
| Deliver two complimentary webinars for members per month. | Achieved | The Association continues to support code officials in meeting the standards of the profession by offering complimentary online lunch and learn sessions. In 2024-25, 25 webinars were hosted with a total of 150 registrants on average per webinar. |
| Update exams to reflect the 2024 BCBC. | Achieved | Updates to all code exams were completed by August 2024. |
| Review the process for developing and delivering qualification exams. | In Progress | This work will be completed in future years based on available capacity. |
| Plan and deliver the annual Association conference in May 2024. | Achieved | The Association hosted more than 320 delegates and partners at its Annual Conference in May 2024. |
| Collaborate with the Canadian Home Builders' Association of British Columbia (CHBA-BC) to plan and deliver the annual Education Summit in October 2024. | Achieved | The Association and CHBA-BC hosted 120 delegates at the second annual Education Summit in October 2024. |
| Increase engagement and collaboration with post-secondary institutions. | In Progress | The Association engaged post-secondary institutions to deliver code education and professional development opportunities, but additional work can be done to raise the profile of the building official career path. |

Online Courses

The Association currently delivers five online courses through different delivery methods. Building code courses that align with the legislated scopes of practice for level 1, 2, and 3 building officials are delivered as self-paced online courses. The Introduction to the Building Regulatory System in B.C. is also offered as a self-paced online course that focuses on legislation, permitting, and other non-code related requirements and practices related to code officials, and helps prepare students to write the building official in-training and extra-provincial building official exams. While students are not required to complete these courses before attempting qualification exams, the Association had nearly 160 registrations for its building code courses in 2024-25 and just over 70 registrations for its course on the provincial building regulatory system. Enrollment continues to be highest for the level one building code course with nearly 120 registrations in 2024-25.

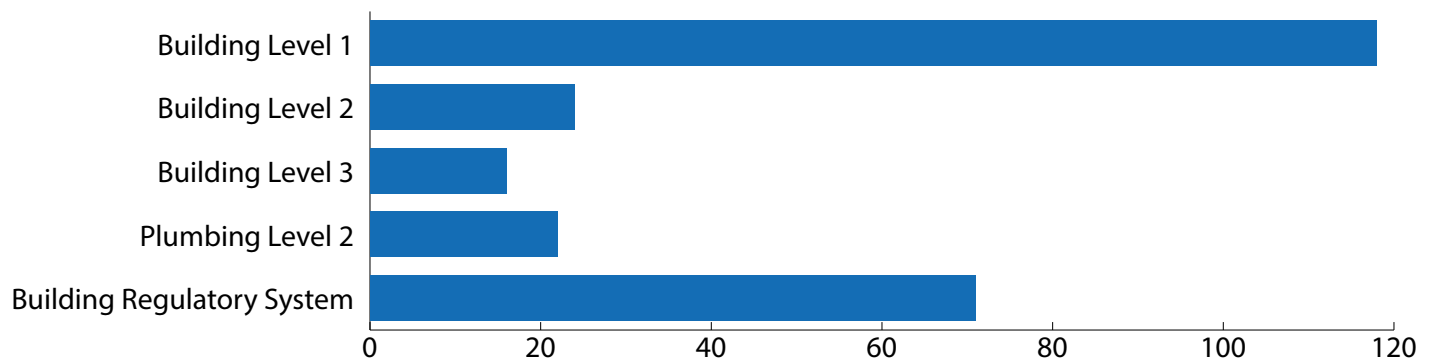
In addition, the Association supports the delivery of an online self-paced course through Camosun College for students preparing to write the exam for level 1 plumbing official

qualification, which was completed by 61 students in 2024-25. The level 2 course, delivered annually by the Association through a series of facilitated webinars, had 22 registrants.

The Association also released three online courses to address new requirements and standards included in the 2024 BCBC, which include changes related to plumbing systems and energy efficiency. During 2024-25, 496 code officials completed these courses.

The Association also started development of additional courses in 2024-25 to support the delivery of professional and consistent permitting services throughout B.C. Development of ethics and energy efficiency courses was initiated in 2024-25. The ethics course will be mandatory for all regular members of the Association and will require participants to complete self-paced online training and a facilitated webinar that enables discussion with other code officials. An online course focused on energy efficiency is also being developed to support the adoption and application of the B.C. Energy and Zero Carbon Step Codes.

2024-25 Course Registrations



Continued Professional Development Offerings

In 2024-25, the Association remained focused on delivering professional development offerings to help qualified code officials meet their legislated CPD requirements under the *Building Act*.

Qualified code officials reported over 16,500 points of professional development in 2024-25. Webinars and zone meetings continue to be the primary source of professional development for code officials, representing over 10,500 points of reported CPD activity during 2024-25. Conferences and code update training accounted for 2350 and 2000 points, respectively.

Webinars

Professional development webinars are an accessible way for code officials and other members to obtain current and relevant information about various topics related to technical codes and standards or the broader building regulatory system. Online delivery also provides accessible opportunities for qualified code officials to meet their annual CPD requirements under the *Building Act*.

During 2024-25, a minimum of two complimentary hour-long webinars were delivered each month for members to receive information and participate in discussions about a variety of topics. For example, webinars were delivered on energy efficiency, single egress stair buildings, standards for manufactured and modular homes, lateral bracing for Part 9 buildings, digital codes, accessible and adaptable dwellings, and HVAC systems.

Outside of these sessions, the Association contracted with the International Code Council (ICC) to deliver a full-day webinar on communication skills for code officials and the Canadian Automatic Sprinkler Association (CASA) to provide good practices related to plan reviews for sprinkler systems and information about NFPA standards for different kinds of fire protection systems.

2024 Conferences

In addition to webinars and other online CPD, the Association continues to deliver in-person educational offerings for code officials and other members. With more than 30 speaking events covering a wide range of topics, delegates were able to attend sessions, panel discussions, and evening gatherings during the Annual Association Conference held in Richmond, B.C. Highlights included keynote presentations by Waneek Horn-Miller, Aboriginal advocate and Olympic athlete, and Michelle Cederberg, health and productivity expert.

Collaboration with CHBA-BC on educational offerings provides important opportunities for residential builders and code officials to receive information and share perspectives or common challenges related to the interpretation and application of building regulations. In 2024-25, the Association and CHBA-BC partnered to deliver the second annual Education Summit, which is a two-day in-person professional development event for code officials, builders and other professionals involved in B.C.'s residential construction sector. The event was attended by 120 delegates who participated in sessions focused on wildfire resilient housing, BCBC changes related to adaptable dwelling units, mechanical systems, and overheating protection. The Association also partnered with CHBA-BC to offer in person training at locations around B.C. on code changes related to lateral bracing for Part 9 buildings. These sessions started in February 2024 and were scheduled to continue into 2025-26.



At a Glance

4,902

registrations for
Lunch and Learns in
2024-25

48

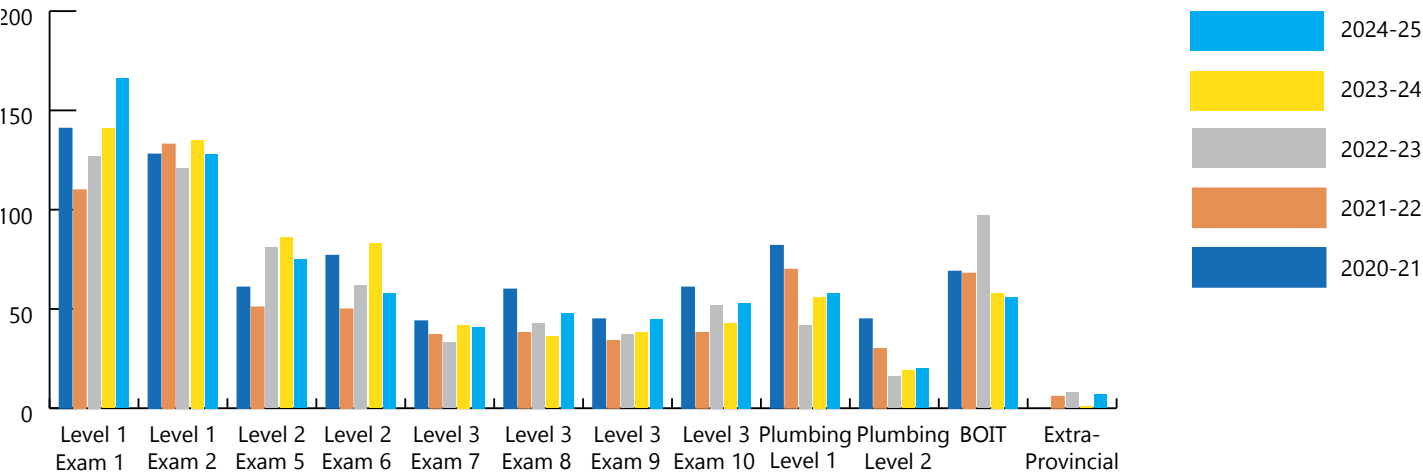
presenters from
across B.C. and
Canada at the 2024
Building Officials'
Association of B.C.
Annual Conference

Examinations

Exams are based on technical requirements established in the BCBC and job tasks performed by qualified code officials. These exams assess knowledge of building codes, safety standards, plan review processes, zoning laws, and inspection procedures. The ICC provides exam development and delivery services under contract to the Association.

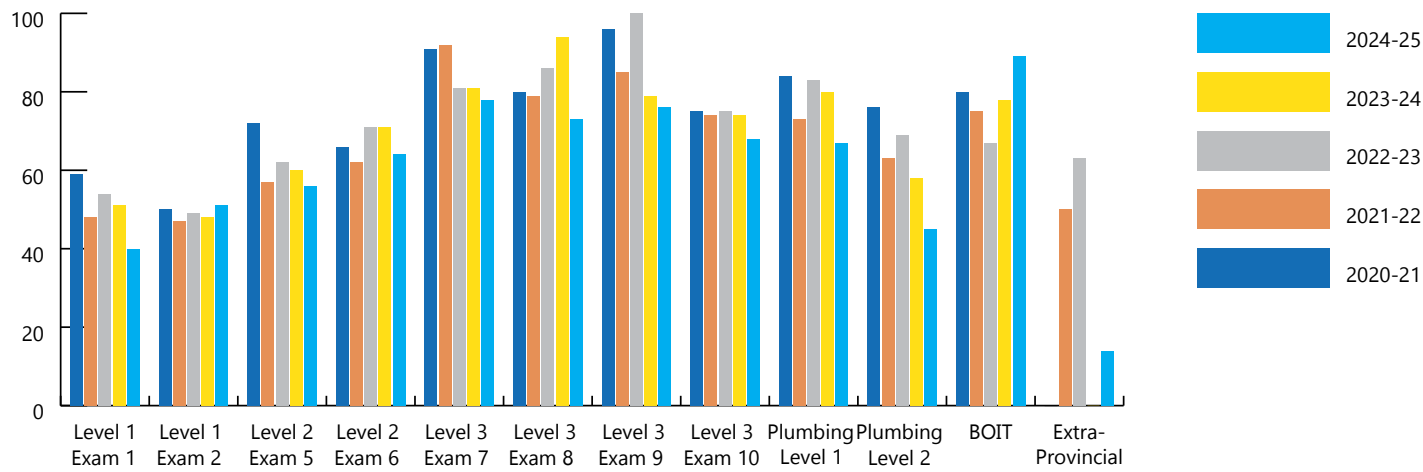
There were 787 exams written in 2024-25.

Number of Exams Per Fiscal Year, 2020-25



There is a generally strong upward trend over the five years for level one building exams, indicating that there is a consistent demand for new code officials in local governments.

Exam Pass Rates Per Fiscal Year, 2020-25



Pass rates are generally lower than in 2020-21 when experienced code officials needed to write exams to maintain their scopes of practice before implementation of mandatory qualifications under the *Building Act*.



Relationships

The Association relies on collaboration with partners and stakeholders across the building regulatory system to deliver legislated programs under the *Building Officials' Association Act* and *Building Act*. This collaboration is essential to delivering results associated with all strategic priorities established in the 2022-27 Strategic Plan.

2024-25 Business Plan Targets

| Business Plan Target | Result | Comments |
|--|-------------|--|
| Increase participation in the development of safety codes and other building regulations. | In Progress | The Association has increased collaboration with CHBA-BC to provide additional clarity on building regulations for code officials and builders, and an additional representative was added to the Code Interpretation Committee, which is comprised of volunteer code experts who publish interpretations on code questions submitted by code users. |
| Increase awareness of programs to support student members. | Deferred | Student awards were issued in February 2024. Additional outreach and promotion will take place once capacity is available to support these efforts. The Association is collaborating with the Naut'sa mawt Tribal Council and Municipality of North Cowichan to pilot an Indigenous Building Inspection Internship Program. |
| Engage in Provincial efforts to make B.C. a North American leader in digital permitting. | Achieved | The Association attended stakeholder events, engaged with software providers, and provided members with information about inspection software and technologies through zone meetings, the 2024 Association conference, and other professional development offerings. |
| Sign an updated Administrative Agreement with the Province under the <i>Building Act</i> . | Achieved | In July 2025, an updated Administrative Agreement was signed by the Minister of Housing and Municipal Affairs and the President of the Association. The updated agreement provides a framework for ongoing delivery and administration of the Association's responsibilities under the Act. |

Member Outreach

Outreach through email, the website, and social media (i.e. LinkedIn) are the most common methods of communicating with code officials, other members, and stakeholders.

The Association website is the primary platform through which members access programs and services. The website facilitates member access to the member portal, credential applications, learning management system, member forum, and other services or information. In future, the Association is planning to consolidate web-based functionality into the member portal, including the forum, exam registration, and access to online courses, to streamline access for members and students.

The member forum provides a secure platform for members to share information, seek advice from others, and discuss code interpretation and application. Access to the forum will be provided through the member portal in early 2025-26.

Student Awards

The student awards program was introduced to help applicants with an interest in pursuing a career as a code official obtain qualifications under the *Building Act*. Award recipients receive complimentary access to a level 1 building or plumbing official course and initial attempts at writing the exams required to achieve qualification.

In 2024-25, the Association received several outstanding applications from individuals interested in becoming code officials. These applications were carefully reviewed by the Awards and Recognition Committee, which issued nine awards to deserving recipients.

Since the award program was introduced in 2021-22, nearly

a quarter of the 31 award recipients have obtained code official qualifications under the Act and are now working for local authorities as building or plumbing officials. In future years, additional effort will be made to promote and expand on the success of this program.

Stakeholder Engagement

The Association is increasingly being asked to participate in and provide feedback on Provincial and stakeholder initiatives. Association staff meet regularly with representatives from the Provincial Government, CHBA-BC, BC Hydro, and other partners or stakeholders to discuss building regulations and related topics. In 2024-25, the Association participated in consultations and other engagements related to topics such as single egress stairs, standardized plans for Part 9 housing, energy efficiency, electrical vehicle charging, small housing, digital permitting, mass timber construction, post-disaster recovery, Part 9 seismic bracing, updates to the letters of assurance in the 2024 BCBC, solar power best practices, credentials for structural engineers, and inter-provincial labour mobility for building officials.

The Association participates in the Energy Step Code Council and the subcommittees under that body, including the Part 9, Part 3, and Capacity Building Subcommittees, as well as the Local Government Peer Network.

The Association also continues to support and actively participate in the Alliance of Canadian Building Officials Associations (ACBOA). Participation in ACBOA allows members of the Executive and staff to collaborate and engage in discussion about building regulations and code official training with counterparts from across Canada.



At a Glance

823

LinkedIn followers
(↑22%)

71,249

website visits (↑6%)

48

new posts on the
member forum
(↑38%)

245

responses on the
member forum
(↑41%)



2024-25 Financial Statements

Management's Comments on the 2024-25 Financial Statements

The organization reported total revenue of \$1.58 million. Revenues for education, the annual conference, and grant funding exceeded forecast.

Total expenses were \$1.50 million. Like past years, staffing was the single largest expense for the Association, while expenses for course development, publications and the annual conference were higher than the previous fiscal year.

The year closed with a net surplus of \$81,000, which will be allocated towards the development of new educational offerings and other program offerings for members and stakeholders.

Financial Statements of

**BUILDING OFFICIALS' ASSOCIATION
OF BRITISH COLUMBIA**

And Independent Practitioner's Review Engagement Report
thereon

Year ended March 31, 2025



KPMG LLP
PO Box 10426 777 Dunsmuir Street
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Canada
Telephone 604 691 3000
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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 statement of financial position as at March 31, 2025, the statement of operations, statement of changes in net assets 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 not-for-profit organizations, 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.



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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, 2025, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

[Original Signed]

Chartered Professional Accountants

Vancouver, Canada

August 11, 2025

BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA

Statement of Financial Position

March 31, 2025, with comparative information for 2024

| | 2025 | 2024 |
|----------------------------------|--------------|--------------|
| Assets | | |
| Current assets: | | |
| Cash | \$ 977,917 | \$ 902,903 |
| Accounts receivable | 22,355 | 54,949 |
| Prepaid expenses | 97,055 | 43,015 |
| | 1,097,327 | 1,000,867 |
| Investments (note 2) | 250,000 | 250,000 |
| Tangible capital assets (note 3) | 7,892 | 6,286 |
| | \$ 1,355,219 | \$ 1,257,153 |

Liabilities and Net Assets

| | | |
|---|--------------|--------------|
| Current liabilities: | | |
| Accounts payable and accrued liabilities (note 4) | \$ 54,885 | \$ 82,176 |
| Deferred revenue and contributions (note 5) | 305,606 | 261,569 |
| | 360,491 | 343,745 |
| Net assets: | | |
| Unrestricted | 907,874 | 904,622 |
| Internally restricted (note 5) | 78,962 | 2,500 |
| Investment in tangible capital assets | 7,892 | 6,286 |
| | 994,728 | 913,408 |
| Commitments (note 8) | | |
| | \$ 1,355,219 | \$ 1,257,153 |

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 Operations

Year ended March 31, 2025, with comparative information for 2024

| | 2025 | 2024 |
|---|------------------|-------------------|
| Revenue: | | |
| Membership dues and fees | \$ 559,196 | \$ 554,846 |
| Online training | 384,243 | 379,545 |
| Conference and Annual General Meeting | 311,618 | 256,083 |
| Grants, sponsorships and partnerships | 173,538 | 189,000 |
| Job posting | 56,673 | 55,248 |
| Annual registrations | 42,642 | 40,598 |
| Continuing professional development | 25,000 | 23,252 |
| Examination fees | 15,601 | 19,756 |
| Interest and miscellaneous | 13,329 | 10,386 |
| | <u>1,581,840</u> | <u>1,528,714</u> |
| General and administrative expenses: | | |
| Amortization | 3,221 | 4,905 |
| Bad debts recovered | (642) | (519) |
| Bank and service charges | 6,165 | 3,764 |
| Conference and Annual General Meeting | 244,807 | 259,568 |
| Education and training delivery | 32,265 | 50,801 |
| Education and training development | 382,546 | 186,488 |
| IT services and maintenance | 62,739 | 70,640 |
| Office administration and operations (note 6) | 136,929 | 155,672 |
| Salaries and benefits | 632,490 | 557,429 |
| | <u>1,500,520</u> | <u>1,288,748</u> |
| Excess of revenue over expenses before the undernoted item | 81,320 | 239,966 |
| Other income: | | |
| Management fees (note 6) | - | 9,625 |
| Excess of revenue over expenses | <u>\$ 81,320</u> | <u>\$ 249,591</u> |

See accompanying notes to financial statements.

BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA

Statement of Changes in Net Assets

Year ended March 31, 2025, with comparative information for 2024

| | | Investment in | | | | |
|--|----|---------------|------------------|--------------|------------|------------|
| | | Internally | tangible capital | Unrestricted | Total | Total |
| | | restricted | assets | | 2025 | 2024 |
| Balance, beginning of year | \$ | 2,500 | \$ 6,286 | \$ 904,622 | \$ 913,408 | \$ 663,817 |
| Excess (deficiency) of revenue over expenses | | - | (3,221) | 84,541 | 81,320 | 249,591 |
| Increase in tangible capital assets | | - | 4,827 | (4,827) | - | - |
| Transfer to internally restricted | | 76,462 | - | (76,462) | - | - |
| Balance, end of year | \$ | 78,962 | \$ 7,892 | \$ 907,874 | \$ 994,728 | \$ 913,408 |

See accompanying notes to financial statements.

BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA

Statement of Cash Flows

Year ended March 31, 2025, with comparative information for 2024

| | 2025 | 2024 |
|---|------------|------------|
| Cash provided by (used in): | | |
| Operations: | | |
| Excess of revenue over expenses | \$ 81,320 | \$ 249,591 |
| Item not involving cash: | | |
| Amortization of tangible capital assets | 3,221 | 4,905 |
| | 84,541 | 254,496 |
| Changes in non-cash operating working capital | (4,700) | 50,881 |
| | 79,841 | 305,377 |
| Investing: | | |
| Purchase of tangible capital assets | (4,827) | (3,700) |
| Purchase of investments | - | (200,000) |
| | (4,827) | (203,700) |
| Increase in cash | 75,014 | 101,677 |
| Cash, beginning of year | 902,903 | 801,226 |
| Cash, end of year | \$ 977,917 | \$ 902,903 |

See accompanying notes to financial statements.

BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended March 31, 2025

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 and plumbing regulations and cooperation between building officials and industry; the plumbing officials and 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) Tangible capital assets:

Tangible capital assets 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:

The Association follows the deferral method of accounting for contributions.

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, 2025

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.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs. These costs are amortized using the straight-line method.

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, 2025

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, 2025, 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. Tangible capital assets:

| | | | | 2025 | 2024 |
|------------------------|-----------|--------------------------|----|----------------|----------------|
| | Cost | Accumulated amortization | | Net book value | Net book value |
| Computer | \$ 39,472 | \$ 31,794 | \$ | 7,678 | \$ 5,839 |
| Furniture and fixtures | 5,442 | 5,228 | | 214 | 447 |
| Computer software | 5,533 | 5,533 | | - | - |
| | \$ 50,447 | \$ 42,555 | \$ | 7,892 | \$ 6,286 |

4. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities are government remittances payable of \$nil (2024 - \$2,944) relating to goods and services taxes.

BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements (continued)

Year ended March 31, 2025

5. Deferred revenue and contributions:

| | 2025 | 2024 |
|---|------------|------------|
| Balance, beginning of year | \$ 261,569 | \$ 174,162 |
| Amount received during the year | 305,606 | 261,569 |
| Amount amortized to revenue during the year | (261,569) | (174,162) |
| Balance, end of year | \$ 305,606 | \$ 261,569 |

Included in \$305,606 (2024 - \$261,569) is \$78,962 (2024 - \$2,500) of deferred contributions from grants, sponsorships, and partnerships. These amounts are internally restricted for specific projects the Association has been engaged to complete.

6. Related party transactions:

During the year, the Association charged management fees of \$nil (2024 - \$9,625) to Alliance of Canadian Buildings Officials' Association ("ACBOA"). The Association is a member of ACBOA.

The Association incurred \$nil (2024 - \$3,565) of annual membership 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.

BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements (continued)

Year ended March 31, 2025

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 2024.

(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 2024.

(c) Interest rate risk:

Interest rate risk is the risk borne by fluctuating cash flows as a result of fluctuations in interest rates. The Association is exposed to interest risk with respect to investments in guaranteed investment certificates ("GICs") bearing interest at fixed rates. There has been no changes in interest rate risk from 2024.

8. Commitments:

During the year ended March 31, 2025, the Association entered into an agreement for a premise commitment for its annual conference. The commitment totaled \$184,342, of which \$50,000 is included within prepaid expenses.

9. Comparative information:

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.



ABOUT THE ASSOCIATION

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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