

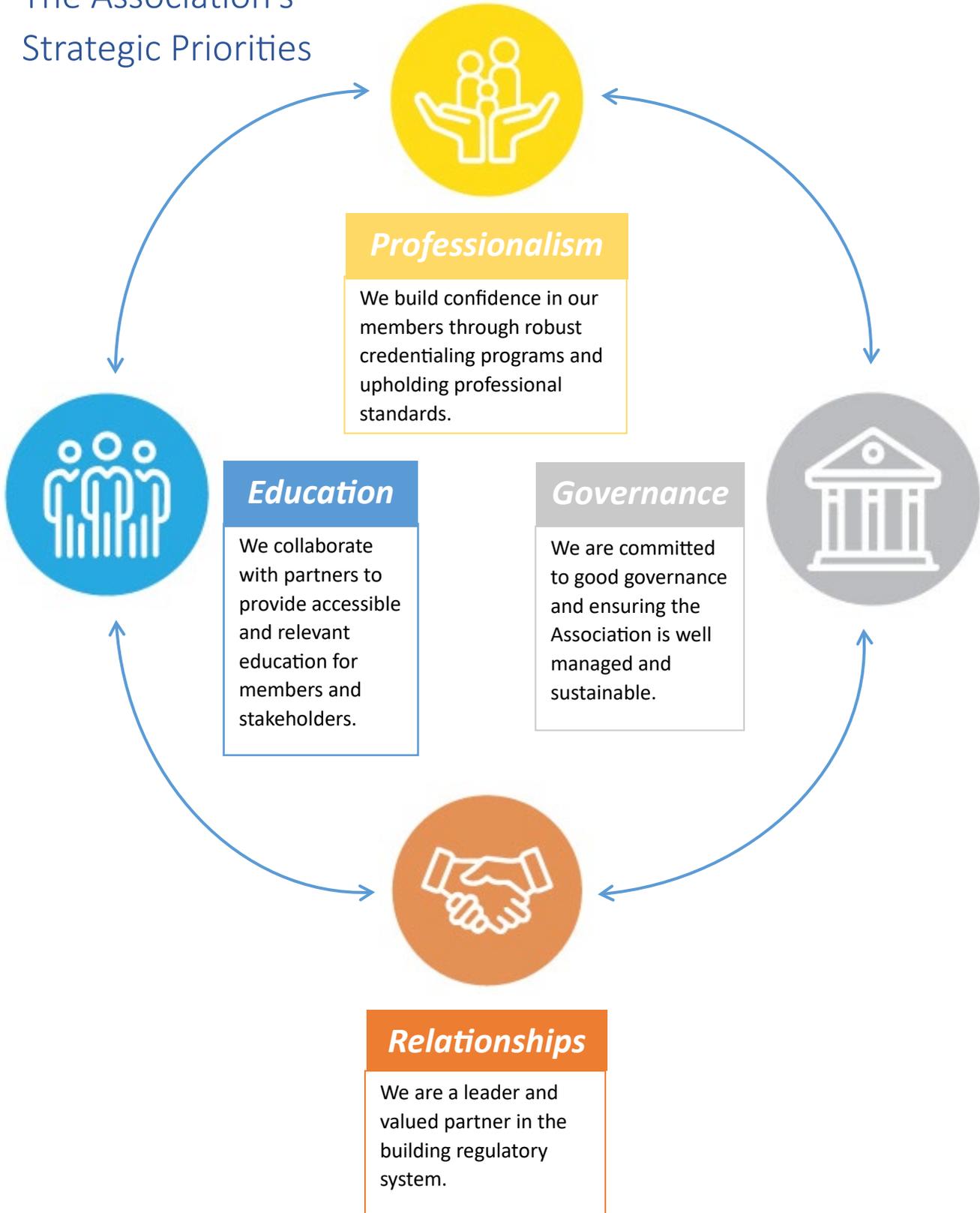
Business Plan

2026-2029

BUILDING OFFICIALS' ASSOCIATION OF B.C. | Suite 224 186 – 8120 No. 2 Road,
Richmond, B.C. V7C 5J8



The Association's Strategic Priorities



Introduction

This 2026-29 Business plan guides the Association's efforts over the next three years. The initiatives set out in this plan will move the Association forward in the achievement of our mandate from the Ministry of Housing and Municipal Affairs. Grounding these initiatives are the four strategic priorities outlined in the 2022-27 Strategic Plan, key stakeholder themes, and the Association's vision of promoting building safety and professionalism.

Some of these projects are multi-year endeavors and will be achieved over the span of a few years.

Areas of Focus for Strategic Priorities

1. Professionalism

Over 2026-29, the Association will focus on enhancing the status and credibility of building and plumbing officials as a regulated occupation with defined scopes of practice. It will do this by establishing rigorous processes, supported by new bylaws, to manage complaints and disciplinary matters, introducing an audit program to increase oversight of professional development offerings, and delivering new educational offerings that are focused on communications, ethics, and the legal responsibilities of qualified code officials.

2. Governance

Over 2026-29, the Association will focus on evolving and improving its governance model to ensure that the organization has structures, processes, and systems in place to make effective decisions and manage resources responsibly. These efforts will be supported by implementing new bylaws that reflect current Association responsibilities and operations, developing and updating policies, documenting work processes, and establishing performance measures. Updating systems and leveraging new technology will increase organizational efficiency and streamline service delivery for members and stakeholders.

3. Relationships

Over 2026-29, the Association will focus on building relationships and working with partners and stakeholders to enhance the building regulatory system and protect the public interest. This commitment will be demonstrated through increasing capacity to engage in consultations, participate in code development and support stakeholder initiatives. The Association will continue working with the Province to address public policy priorities and advance the legislative framework for code official qualifications, and it will collaborate with partners to deliver educational opportunities for qualified code officials and other professionals across the building construction industry.

4. Education

Over 2026-29, the Association will focus on expanding its educational offerings to address the breadth of essential and evolving technical and professional competencies for code officials. This focus will be addressed through the development of courses on alternative solutions, mechanical systems, legal, plan reviews, and site inspections. Courses and legislated qualification exams will be updated to reflect new and updated code requirements. Professional development for members will continue to be a priority for the Association, with data being used to identify and prioritize offerings for code officials and other members. Processes and systems for development and delivering exams will also be assessed and updated.



Strategic Priority 1: *Professionalism*

2026-27 Area of Focus	Deliverable
<p>Certification and designation program updates that will increase the competency and professionalism of code officials and recognition of their credentials.</p>	<p>A consultation will be held in 2026 to gain member feedback on the proposed updates.</p>
<p>Implement complaint, investigation, and discipline processes that align with the new bylaws.</p>	<p>Establish performance measures to increase oversight of complaints and discipline processes.</p> <p>Develop new policy, procedures, committee terms of reference, and communications materials to align with new bylaws.</p>
<p>Ethics, communications, and legal courses will be developed and made available to members.</p>	<p>These courses will be available by Fall 2026, Winter 2026, and Spring 2027, respectively.</p>
<p>CPD offerings continue to be varied and accessible to qualified code officials, assisting them in meeting their obligations under the <i>Building Act</i>.</p>	<p>Maintain a 90% compliance rate with legislated CPD and annual reporting requirements.</p> <p>The Association will offer an average of two complimentary webinars per month.</p>
<p>2027-29 Areas of Focus</p>	

Review the BOIT course and program to ensure that it is current and provides required content.

Introduce a compliance program to audit professional development submissions from qualified code officials.



Strategic Priority 2: *Governance*

2026-27 Areas of Focus	Deliverable
To leverage technology to enhance service for members and streamline internal operations.	Consolidate online services in the member portal and streamline online payment processes. Review member portal and Association website to update information and improve functionality.
2026-27 Areas of Focus	Deliverable
Establish a new policy framework and start reviewing existing policies to ensure that they align with legislation and new bylaws.	Present new financial oversight, budgeting, and staff compensation policies to the Executive for approval.
2026-27 Areas of Focus	Deliverable
Update Association bylaws to modernize Association governance, clarify processes and accountabilities for Executive elections, complaints and disciplinary functions, update credential requirements, and adopt other best practices.	Present updated bylaws to Association members for approval at the 2026 annual general meeting.
2027-29 Areas of Focus	
Outline the Association’s vision, mission, values, and long-term goals in a newly created Strategic Plan. Create a Board Charter to outline the responsibilities, functions, and expectations of the Executive to provide clarity, accountability, and that aligns the board with the Association’s mission and values.	



Strategic Priority 3: *Relationships*

2026-27 Areas of Focus	Deliverable
Host the annual Association Conference and collaborate with CHBA-BC to deliver the Education Summit.	Plan and deliver the Annual Conference for May 2026, and the Education Summit for November 2026, respectively.
2026-27 Areas of Focus	Deliverable
The Association will provide leadership and informed decision-making regarding the Energy Step Code.	Establish a new terms of reference for the Building Official Peer Network in collaboration with the Community Energy Association.
2026-27 Areas of Focus	Deliverable
Increase organizational capacity to engage in stakeholder consultations and code development.	Establish a technical committee comprised of qualified code officials to support Association participation in consultations and code development.
2027-29 Areas of Focus	
Collaborate with the Province to update the legislated professional development requirements for qualified code officials.	
Explore introducing a legal exam for qualified officials.	
Establish a committee to support code officials and building departments serving small or rural local authorities throughout B.C.	



Strategic Priority 4: *Education*

2026-27 Areas of Focus	Deliverable
Start offering an alternative solutions course.	An alternative solutions course will be available by Winter 2026.
Ensure the Association's model for developing and delivering exams is effective and sustainable.	Conduct a review of current exam development and delivery processes, and present recommendations to the Executive Committee.
Support qualified code officials with understanding, interpreting and applying the next edition of the B.C. Building Code.	Establish a committee of subject matter experts and begin development of code update training for building and plumbing officials.
Leverage exam and other data to identify and prioritize professional development offerings for qualified code officials and other members.	Deliver five CPD sessions to specifically address most challenging competency areas for students in building and plumbing exams.
2027-29 Areas of Focus	

Develop specific offerings for student members.

Start offering plan review and site inspection courses by Fall 2027.

Start offering a mechanical systems course by Fall 2027.

Budget Forecast

REVENUE	FY2026/2027 Budget	FY2027/2028 Forecast	FY2028/2029 Forecast
Membership Dues and Fees	\$ 602,000.00	\$ 628,385.00	\$ 635,885.00
Annual Registration Fee	\$ 58,575.00	\$ 60,075.00	\$ 61,575.00
Continuing Professional Development	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Examination Fees	\$ 20,100.00	\$ 151,500.00	\$ 151,500.00
Online Training and Course Advisors	\$ 344,800.00	\$ 501,270.00	\$ 437,765.00
Job Posting	\$ 31,000.00	\$ 40,000.00	\$ 40,000.00
Contracts & Grants	\$ 190,000.00	\$ 3,115.00	\$ -
Cash Received Not Recognized as Revenue (Deferred)	\$ 208,801.00	\$ 205,843.00	\$ 54,999.00
Bank & Investments	\$ 16,800.00	\$ 7,800.00	\$ 7,800.00
Annual Conference and AGM	\$ 322,850.00	\$ 243,500.00	\$ 350,000.00
Code Update Training	\$ 5,850.00	\$ 106,000.00	\$ 86,000.00
*Cash Note 1	\$ 40,000.00	\$ -	\$ -
**Cash Note 2	\$ 45,000.00	\$ -	\$ -
TOTAL REVENUE	\$ 1,905,776.00	\$ 1,967,488.00	\$ 1,845,524.00

EXPENSES	FY2026/2027 Budget	FY2027/2028 Forecast	FY2028/2029 Forecast
Salaries & Benefits	\$ 823,676.00	\$ 841,350.00	\$ 857,010.00
Office Administration	\$ 317,099.00	\$ 356,572.00	\$ 326,976.00
Bank and Service Charges	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Information Technology and Website	\$ 111,021.00	\$ 67,000.00	\$ 67,000.00
Course Development	\$ 162,750.00	\$ 141,500.00	\$ 96,002.00
Continuing Professional Development	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Course Delivery and Course Advisors	\$ 26,250.00	\$ 33,000.00	\$ 27,600.00
Community Energy Association	\$ 43,750.00	\$ 50,000.00	\$ -
Annual Conference and AGM	\$ 320,529.00	\$ 257,725.00	\$ 320,500.00
Student Awards Program	\$ 9,200.00	\$ 9,200.00	\$ 9,200.00
Exam Bank Development	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00
Course Exam Fee	\$ 43,360.00	\$ 24,000.00	\$ 24,000.00
Vendor Exam Fee	\$ -	\$ 30,000.00	\$ 30,000.00
Online Proctoring	\$ -	\$ 30,000.00	\$ 30,000.00
TOTAL EXPENSES	\$ 1,902,635.00	\$ 1,895,347.00	\$ 1,843,288.00

Excess of revenue over expenses	\$ 3,141.00	\$ 72,141.00	\$ 2,236.00
--	--------------------	---------------------	--------------------

*Cash Note 1 refers to a \$40,000 withdrawal from the Association's unallocated cash account to pay for development of code update training.

**Cash Note 2 refers to a \$45,000 withdrawal from the Association's strategic reserve to replace its primary server, database upgrade, and update the website.