



COLLEGE OF **APPLIED BIOLOGISTS**

2026 Business Plan



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Executive Summary

The College of Applied Biologists is the regulatory body for the practice of professional applied biology working in and with the natural resource sector in British Columbia.

The College's mandate of protecting the public interest includes:

- setting standards for registration in the profession,
- providing practice guidance for registrants, and
- holding registrants accountable for their ethical and professional conduct and practice.

With reserved practice (practice rights) now in effect, the College's mandate has the expanded responsibility of ensuring that practitioners of applied biology — as defined in the Applied Biologists Regulation — are registered with the College and are accountable as professionals.

Vision

A respected leader in professional accountability

Mission

To serve the public by regulating applied biology professionals

Values

- ♦ **Collaboration:** We build relationships to protect the public interest.
- ♦ **Accountability:** We are open and transparent in our actions.
- ♦ **Reconciliation:** We promote, support and incorporate reconciliation with Indigenous peoples, who have lived and cared for the lands and waters for time immemorial.
- ♦ **Respect:** We respect the public, College registrants, and the profession of applied biology.
- ♦ **Ethics:** We follow the principles of administrative justice and take a fair, transparent, and judicious approach to the application of College processes.
- ♦ **Resilience:** We are adaptable to changing circumstances.

Highlights

2025 – The year that was

- Began implementation of 2025 – 2029 Strategic Plan
- Revised Credentialing Standard
- Expanded reserved title and reserved practice compliance program
- Implemented organizational risk assessment tool
- Revitalized Environmental Professionals Panel
- Successfully migrated Annual General Meeting to on-line platform
- With an Indigenous partner established a College of Applied Biologists Indigenous Learning Scholarship
- Engaged with provincial government on legislative proposals
- Maintained outreach activities for employers, ENGOs, associations, governments, academic and training institutions, and registrants on regulated and reserved practice
- Continued merit-based recruitment for staff and volunteers
- Strengthened cross regulatory body collaboration(s)
- Finalized by-law amendments
- Updated Practice Review Policy
- Initiated work to assess the viability on regulation of firms
- Maintained and improved delivery of statutory programs

2026 – The year ahead

- Implement new Credentialing Standard
- Continue to engage with provincial government regarding proposed changes notably:
 - *Riparian Area Protection Act* and regulation
 - *Water Sustainability Act* and regulations
- Initiate work on a pilot program with Engineers and Geoscientists BC for regulation of firms
- Review and revise where necessary the Continuing Professional Development Enumeration system
- Review and update (if necessary) the Code of Ethics and Professional Conduct course and have it narrated to allow for increased accessibility
-
- Policy development
 - College Competency Standards Review
 - Conflict of Interest Policy
- Continue IT enhancements
- Continue merit-based recruitment for staff and volunteers

- Strengthen cross regulatory body collaboration(s)



Governance and Operations

College Board

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| Board | <p>The Board is the governing body of the College, responsible for sound financial management, strategic planning and implementation, and ensuring that the College meets its legal requirements to protect the public interest. To successfully deliver on its mandate, the Board has delegated specific responsibilities to volunteer-led Governance Committees, Statutory Committees, Working Groups and Task Forces to evaluate and assess College approved and resourced initiatives and make recommendations to the Board for decision.</p> |
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Governance Committees

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| Governance Committees | <p>Executive</p> <ul style="list-style-type: none"> • Chair, Past Chair, Vice Chair, Finance Chair and Chief Executive Officer (CEO) | <ul style="list-style-type: none"> • Provides strategic leadership to the College |
| | <p>Finance</p> <ul style="list-style-type: none"> • Finance Chair, minimum three (3) elected Board members, lay Board member | <ul style="list-style-type: none"> • Provides oversight of budget development, monitoring and financial audit |

Statutory Committees

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| Statutorily Mandated Committees | <p>Credentials</p> <ul style="list-style-type: none"> • Up to nine (9) committee members including: <ul style="list-style-type: none"> ◦ committee chair, and ◦ a minimum of one (1) public representative | <ul style="list-style-type: none"> • Evaluate current standards and processes and make recommendations to the Board for changes • Oversee credentialing process • Work with credentialing assessors to improve processes |
| <p>Note:</p> <p>The PGA prohibits Board members from serving on these committees</p> | <p>Audit & Practice Review</p> <ul style="list-style-type: none"> • Up to nine (9) committee members including: <ul style="list-style-type: none"> ◦ committee chair, and ◦ a minimum of one (1) public representative | <ul style="list-style-type: none"> • Evaluate current standards and processes and make recommendations to the Board for changes • Oversee audit and practice review processes • Work with assessors to improve processes |

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| | Investigation <ul style="list-style-type: none"> • Committee chair, (up to) six (6) registrants, (up to) three (3) public representatives | <ul style="list-style-type: none"> • Oversee in collaboration with the Registrar/Deputy Registrar the Complaints and Investigations process • Take extraordinary actions to protect the public as needed • Review investigations and make a determination on investigation files(s) • Appoint inspectors |
| | Discipline (minimum) <ul style="list-style-type: none"> • Two (2) registrants • One (1) public representative | <ul style="list-style-type: none"> • Oversees the discipline process once a citation be issued by the Investigation Committee • Determines appropriate remedies including, but not limited to, appointing a discipline panel to oversee a hearing |
| | Nominations <ul style="list-style-type: none"> • Committee chair • One (1) public representative • Four (4) registrants | <ul style="list-style-type: none"> • Administer the nomination process • Solicit, evaluate and qualify candidates for the positions of Vice Chair, Chair (if necessary) and Board Member(s). |

Working Groups and Assessors

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| Working Groups | Editorial Board <ul style="list-style-type: none"> • Chair and a vice chair (optional) • Up to five (5) members | <ul style="list-style-type: none"> • High quality content for <i>College Matters</i> newsletters and timely publication. • Providing reports and recommendations to the Board and other committees, as required. |
| | Conference Planning <ul style="list-style-type: none"> • Chair (Board member) • Up to five (5) members | <ul style="list-style-type: none"> • Provides direction and assistance with the planning and organizing of the annual conference • Solicit potential panelists/speakers for the event • Assist with execution of the event |
| Assessors | Credentials Assessors | <ul style="list-style-type: none"> • Evaluate and recommend applications for registration in the College • Recommend changes to processes and procedures as necessary |
| | Audit Assessors | <ul style="list-style-type: none"> • Conduct annual practice audits and practice reviews as required • Recommend changes to processes and procedures as necessary |

Task Forces

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| Continuing Professional Development Enumeration TF | <ul style="list-style-type: none"> Review and refine the College of Applied Biologists Continuing Professional Development (CPD) points enumeration specifications. | <ul style="list-style-type: none"> Review and make recommendations to the Board for improvements to the Credentialing Standard | One year |
| Code of Ethics and Professional Conduct Course update | <ul style="list-style-type: none"> Review current course for any possible improvements. | <ul style="list-style-type: none"> Recommend revisions (if required) to align with other mandatory courses having narration | One year |

Cross Regulatory Collaboration

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|---|---|---|---------|
| Environmental Practice Panel (EPP) | <ul style="list-style-type: none"> Continue collaboration with Forest Professionals BC | <ul style="list-style-type: none"> Identify areas of alignment, intersection and possible overlap between the practice of applied biology and forestry and recommend areas of joint guidance, continuing education and professional development and prioritization of joint collaborative communications | Ongoing |
|---|---|---|---------|

Ongoing Priorities

Professional Governance Act/ Office of the Superintendent of Professional Governance Compliance – Work with government and partners to maintain compliance with the *Professional Governance Act*, regulations and the Standards of Good Regulation, and the *International Credentials Recognition Act* and Regulations.

Practice Guidance for registrants – Working with partners to develop practice guidance.

Policy Development and Review – Develop and publish policies to support the College’s statutory mandate and requirements of the Standards of Good Regulation and review existing policies to assess continued relevancy and revise as necessary.

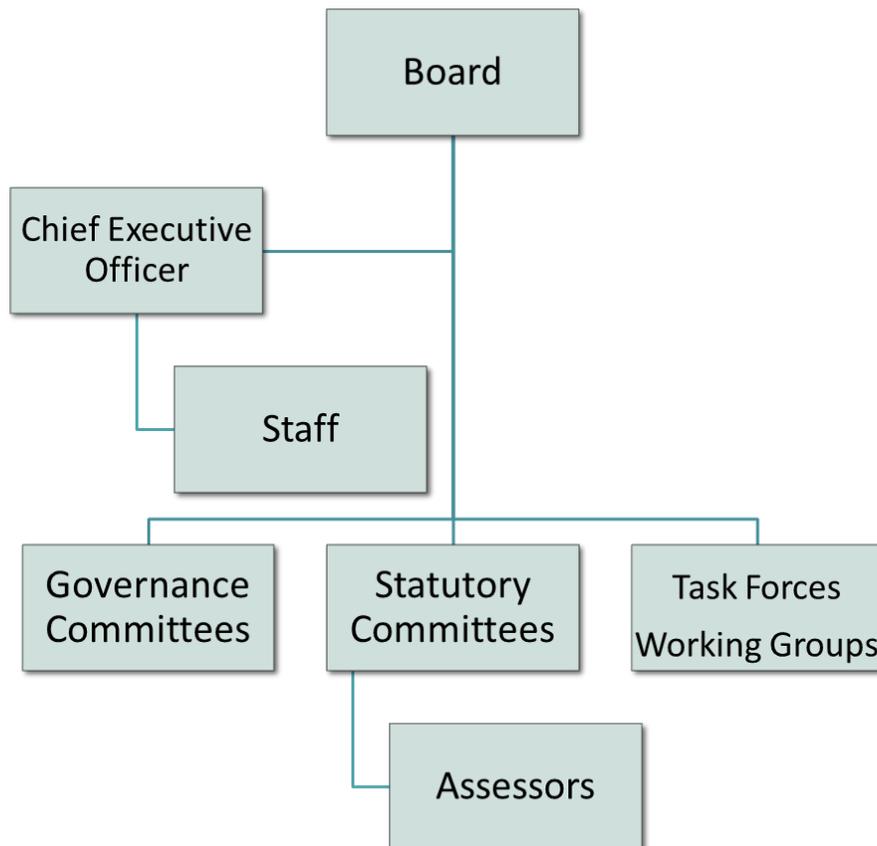
Reserved Title and Reserved Practice Compliance – Continued implementation of updated Compliance Plan.

IT Improvement – Continuous improvement to ensure compliance with the *Professional Governance Act*, the *International Credentials Recognition Act* and increase usability for registrants.

Reconciliation

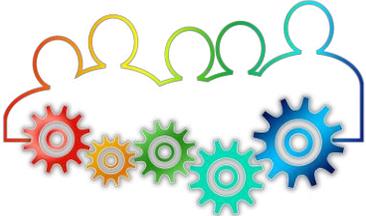
Scholarship review – Implement College of Applied Biologists Indigenous Learning Scholarship

College Organizational Structure and Statutory responsibilities



As per Division 2-5 of the bylaws and pursuant to section 31 (1) of the Professional Governance Act the Board may appoint one or more Deputy Registrars who has or have: (a) the same powers and authorities as the Registrar; or (b) specific powers and authorities assigned by the Board.

| Position Title | Delegated Authority | Primary Responsibilities | Supervisor |
|-----------------------------|---|--|-------------------------|
| Chief Executive Officer | All statutory authorities under the <i>Professional Governance Act</i> , College bylaws as ascribed to the "Registrar". | Act compliance AGM (Resolutions) Nominations Process | College Board Executive |
| Registrar | All statutory authorities under the <i>Professional Governance Act</i> , College bylaws as ascribed to the "Registrar". | Registrations Complaints and Discipline Elections | Chief Executive Officer |
| Director of Practice | All statutory authorities under the <i>Professional Governance Act</i> , College bylaws as ascribed to the "Registrar". | Audit and Practice Review Title and Practice Compliance Practice Guidance Program | Chief Executive Officer |
| Sr. Manager of Registration | Authorities 5-4 to 5-11 inclusive as per the College's bylaws. | Registrations Process | Registrar |
| Sr. Manager of Practice | 8-4 to 8-7 inclusive as per the College's bylaws | Audit & Practice Review Processes | Director of Practice |
| Sr. Manager of Compliance | 9-4 to 9-6 inclusive and 9-12 as per the College's bylaws | Complaints & Discipline Process | Registrar |



Budget

Budget

| REGISTRANTS DUES REVENUE | |
|--|------------------|
| RPBio Annual Dues (Active) | 1,740,000 |
| RPBio Annual Dues (Retired) | 5,000 |
| RPBio Annual Dues (Temp Withdrawal) | 7,150 |
| RBTech Annual Dues (Active) | 96,500 |
| RBTech Annual Dues (Retired) | 50 |
| RBTech Annual Dues (Temp Withdrawal) | 550 |
| BIT Annual Dues (Active) | 116,000 |
| BIT Annual Dues (Temp Withdrawal) | 1,100 |
| ABT Annual Dues | 7,000 |
| ABT Annual Dues (Temp Withdrawal) | 50 |
| ABT Annual Dues (Retired) | 50 |
| Trainee ABT Annual Dues | 850 |
| Trainee ABT Annual Dues Dues (Temp Withdrawal) | 50 |
| Trainee RBTech Annual Dues | 10,000 |
| Trainee RBTech Annual Dues (Temp Withdrawal) | 100 |
| Limited license Dues | 1,000 |
| TOTAL REGISTRANTS DUES REVENUE | 1,985,450 |

| REGISTRANTS FEES REVENUE | |
|---------------------------------------|----------------|
| Reinstatement Fee | 5,000 |
| Application Fees | 190,000 |
| Late Fee | 15,000 |
| Professional Seal Fees | 12,000 |
| Mandatory Training Fees | 230,000 |
| On-Demand Training Fees | 8,000 |
| TOTAL REGISTRANTS FEES REVENUE | 460,000 |

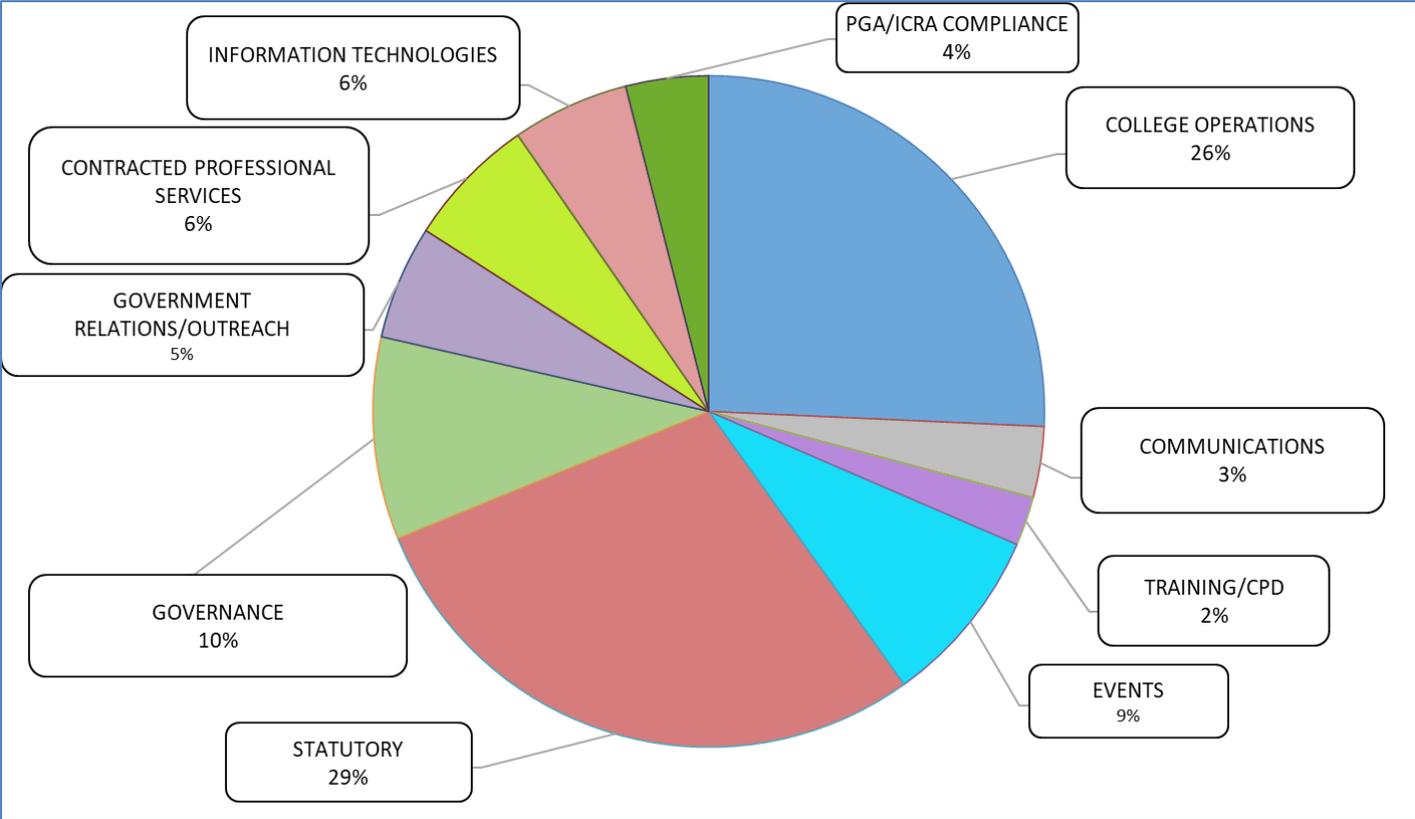
| OTHER REVENUE | |
|---|----------------|
| Conference Registration | 82,750 |
| CPD Outreach Revenue | 500 |
| Grants/Sponsorships-Conference | 28,000 |
| Job Postings Fees | 22,000 |
| Professional Development Advertising Fees | 15,000 |
| Legal Fund Interest | 20,000 |
| Operating Fund Interest | 17,600 |
| TOTAL OTHER REVENUE | 185,850 |



Categorized Budget

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|----------------------------------|------------------|
| EXPENSES | |
| Statutory | 754,780 |
| College Operations | 676,003 |
| Governance | 256,351 |
| Events | 226,901 |
| Contracted Professional Services | 166,209 |
| Information Technologies | 148,284 |
| Government Relations/Outreach | 144,268 |
| PGA/ICRA Compliance | 104,595 |
| Communications | 89,971 |
| Training/CPD | 61,688 |
| TOTAL EXPENSE | 2,629,050 |

| | Budget 2026 | Budget 2025 |
|--------------------------------------|--------------------|--------------------|
| TOTAL REVENUE | 2,631,300 | 2,330,700 |
| TOTAL EXPENSES | 2,629,050 | 2,370,180 |
| <i>*Fixed Costs</i> | <i>2,293,500</i> | <i>2,094,180</i> |
| <i>*Discretionary/Variable costs</i> | <i>335,550</i> | <i>276,000</i> |
| (Deficit)/Surplus | 2,250 | (39,480) |



| Category | Description |
|-------------------------------|--|
| College Operation | <p>Maintain core functions:</p> <ul style="list-style-type: none"> • Accounting • Staff training/PD • Computer systems (email host, cloud subscriptions, Stripe) • Office (rent, insurance, phone, internet, furniture, photocopying, stationery) • Human Resource management and support |
| Statutory | <p>Ensure delivery of the statutory mandate by:</p> <ul style="list-style-type: none"> • managing the audit & practice review processes • providing a Professional Guidance Program • setting entrance standards and reviewing applications for registration • assessing, reviewing, and refreshing accreditation agreements • managing a fair and transparent complaints and discipline process • enforcing title and practice compliance • delivering merit-based nominations and fair elections process • conducting an annual general meeting |
| Governance | <p>Lead strategic functions of the College to enhance the organization’s long-term success while maintaining long-term financial stability by:</p> <ul style="list-style-type: none"> • adhering to the principles of good governance • maintain and improving budget and business planning • implementing the vision, mission, values and goals of the strategic plan |
| Communications | <p>Provide clear and effective communication materials on a variety of platforms through:</p> <ul style="list-style-type: none"> • College Matters • College Connections • College Notices • Web and social media platforms • brochures and other promotional materials |
| Events | <p>Deliver an annual conference and ancillary events as appropriate through:</p> <ul style="list-style-type: none"> • the annual conference • webinars and in-person information sessions |
| Training/CPD | <p>Provide clear information to registrants on:</p> <ul style="list-style-type: none"> • the Continuing Professional Development Program • opportunities for registrants to participate in training activities |
| Government Relations/Outreach | <p>Develop and maintain constructive relationships with:</p> <ul style="list-style-type: none"> • government • regulatory partners • academic and training institutions • employers • First Nations and Indigenous organizations • Public stakeholders |

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| Contracted Professional Services | <p>Contract with appropriate professionals for appropriate expert advice as it pertains to:</p> <ul style="list-style-type: none"> • legal • financial • applied biology subject matter experts • IT Support |
| PGA/ ICRA/OSPG compliance | <p>Continue to invest and improve upon processes and systems to maintain and improve compliance with relevant statutes including:</p> <ul style="list-style-type: none"> • compliance with the Standards of Good Regulations (SGR) • maintaining reporting requirements • delivering on directives and initiatives originating from the Office of the Superintendent of Professional Governance |
| Information Technologies | <p>Fund specific initiatives that advance IT systems to:</p> <ul style="list-style-type: none"> • support registrants • assist applicants • streamline processing practices for greater efficiency • support staff with appropriate tools |

Workplan & Strategic Priorities

| Category | Ongoing | Strategic Initiatives 2025 | Strategic Goal(s) |
|------------|---|--|--|
| operations | Maintain core functions: <ul style="list-style-type: none"> • Accounting • Staff training/PD • Computer systems (email host, cloud subscriptions, Stripe) • Office (rent, insurance, phone, internet, furniture, photocopying, stationery) • Human Resource management and support | <ul style="list-style-type: none"> • Complete the migration of the accounting software • Complete recruitment and hiring process for Policy Officer • Complete recruitment and hiring process for CEO | 1. Promote professional excellence and accountability 4. Be known as a resilient and respected organization |

statutory

ensure delivery of the statutory mandate by:

- managing the audit & practice review processes
- providing a Professional Guidance Program
- setting entrance standards and reviewing applications for registration
- assessing, reviewing, and refreshing accreditation agreements
- managing a fair and transparent complaints and discipline process
- enforcing title and practice compliance
- delivering merit-based nominations and fair elections process
- conducting an annual general meeting

- Implement Practice Review Policy
- Review and revise where necessary the Continuing Professional Development Enumeration system
- Continue work with Environmental Professionals Panel
- Implement the new credentialing standard
- Continue and expand title and practice enforcement programme
- Review and revise (if necessary) professional practice competency standard

1. Promote professional excellence and accountability
2. Increase awareness of the reserve practice of applied biology

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|------------------|---|---|---|
| governance | <p>Lead strategic functions of the College to enhance the organization's long-term success while maintaining long-term financial stability by:</p> <ul style="list-style-type: none"> • adhering to the principles of good governance • maintain and improving budget and business planning • implementing the vision, mission, values and goals of the strategic plan | <ul style="list-style-type: none"> • continue implementation of strategic plan • address recommendations arising from performance review • Update risk analysis as necessary | <ol style="list-style-type: none"> 2. Increase awareness of the reserve practice of applied biology 3. Take tangible actions to advance reconciliation 4. Be known as a resilient and respected organization |
| training/ cpd | <p>Provide clear information to registrants on:</p> <ul style="list-style-type: none"> • the Continuing Professional Development Program • opportunities for registrants to participate in training activities | <ul style="list-style-type: none"> • update Code of Ethics and Professional Conduct course and have it narrated as per other mandatory training courses | <ol style="list-style-type: none"> 1. Promote professional excellence and accountability |
| events | <p>Deliver an annual conference and ancillary events as appropriate through:</p> <ul style="list-style-type: none"> • the annual conference • webinars and in-person information sessions | <ul style="list-style-type: none"> • Deliver annual conference that is promotes diversity and is inclusive of Indigenous People | <ol style="list-style-type: none"> 1. Promote professional excellence and accountability 2. Increase awareness of the reserve practice of applied biology 3. Take tangible actions to advance reconciliation |

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| <p>outreach</p> | <p>Develop and maintain constructive relationships with:</p> <ul style="list-style-type: none"> • government • regulatory partners • academic and training institutions • employers • First Nations and Indigenous organizations • Public stakeholders | <ul style="list-style-type: none"> • Develop principles for meaningful engagement with Indigenous People | <ol style="list-style-type: none"> 2. Increase awareness of the reserve practice of applied biology 3. Take tangible actions to advance reconciliation 4. Be known as a resilient and respected organization |
| <p>communications</p> | <p>Provide clear and effective communication materials on a variety of platforms through:</p> <ul style="list-style-type: none"> • College Matters • College Connections • College Notices • Web and social media platforms • brochures and other promotional materials | <ul style="list-style-type: none"> • review and revise promotional/information materials | <ol style="list-style-type: none"> 1. Promote professional excellence and accountability 2. Increase awareness of the reserve practice of applied biology |
| <p>contracted professional services</p> | <p>Contract with appropriate professionals for appropriate expert advice as it pertains to:</p> <ul style="list-style-type: none"> • legal • financial • applied biology subject matter experts | <ul style="list-style-type: none"> • RFP Financial Auditors | <ol style="list-style-type: none"> 1. Promote professional excellence and accountability |

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| <p>PGA/ICRA compliance</p> | <p>Continue to invest and improve upon processes and systems to maintain and improve compliance with relevant statutes including:</p> <ul style="list-style-type: none"> • compliance with the Standards of Good Regulations (SGR) • maintaining reporting requirements • delivering on directives and initiatives originating from the Office of the Superintendent of Professional Governance | <ul style="list-style-type: none"> • conduct self audit against SGRs • Initiate next round by-law revisions • With EGBC explore next steps to partnering on regulation of firms • Engage with government regarding proposed changes on their initiatives notably: <ul style="list-style-type: none"> ○ RAPR ○ Wetlands ○ Infrastructure Act | <p>1. Promote professional excellence and accountability</p> <p>4. Be known as a resilient and respected organization</p> |
| <p>Information Technologies</p> | <p>Fund specific initiatives that advance IT systems to:</p> <ul style="list-style-type: none"> • support registrants • assist applicants • streamline processing practices for greater efficiency • support staff with appropriate tools | <ul style="list-style-type: none"> • continue priority investments in database capabilities to provide greater efficiencies focused on registrations | <p>4. Be known as a resilient and respected organization</p> |

