



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

Board	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.
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Governance Committees

Governance Committees	Executive • Chair, Past Chair, Vice Chair, Finance Chair and Chief Executive Officer (CEO)	• Provides strategic leadership to the College
	Finance • Finance Chair, minimum three (3) elected Board members, lay Board member	• Provides oversight of budget development, monitoring and financial audit

Statutory Committees

Statutorily Mandated Committees	Credentials • Up to nine (9) committee members including: ○ committee chair, and ○ a minimum of one (1) public representative	• Evaluate current standards and processes and make recommendations to the Board for changes • Oversee credentialing process • Work with credentialing assessors to improve processes
	Note: The PGA prohibits Board members from serving on these committees	Audit & Practice Review • Up to nine (9) committee members including: ○ committee chair, and ○ a minimum of one (1) public representative

	<p>Investigation</p> <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
	<p>Discipline (minimum)</p> <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
	<p>Nominations</p> <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

Working Groups	<p>Editorial Board</p> <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.
	<p>Conference Planning</p> <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	<p>Credentials Assessors</p>	<ul style="list-style-type: none"> • Evaluate and recommend applications for registration in the College • Recommend changes to processes and procedures as necessary
	<p>Audit Assessors</p>	<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

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

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
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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.

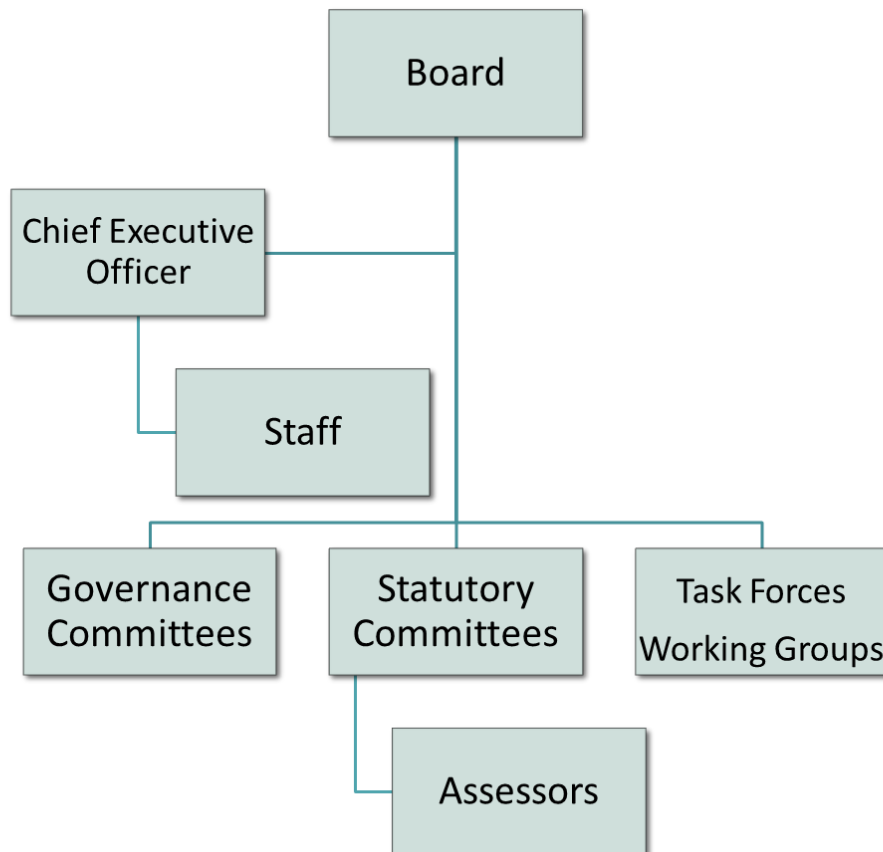
Reserved Title and Reserved Practice Compliance – Continued implementation of updated Compliance Plan.

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

Reconciliation

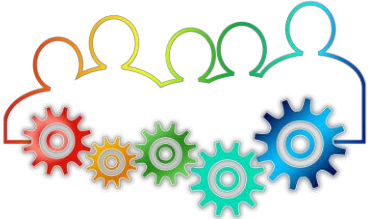
Scholarship review – Implement College of Applied Biologists Indigenous Learning Scholarship

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

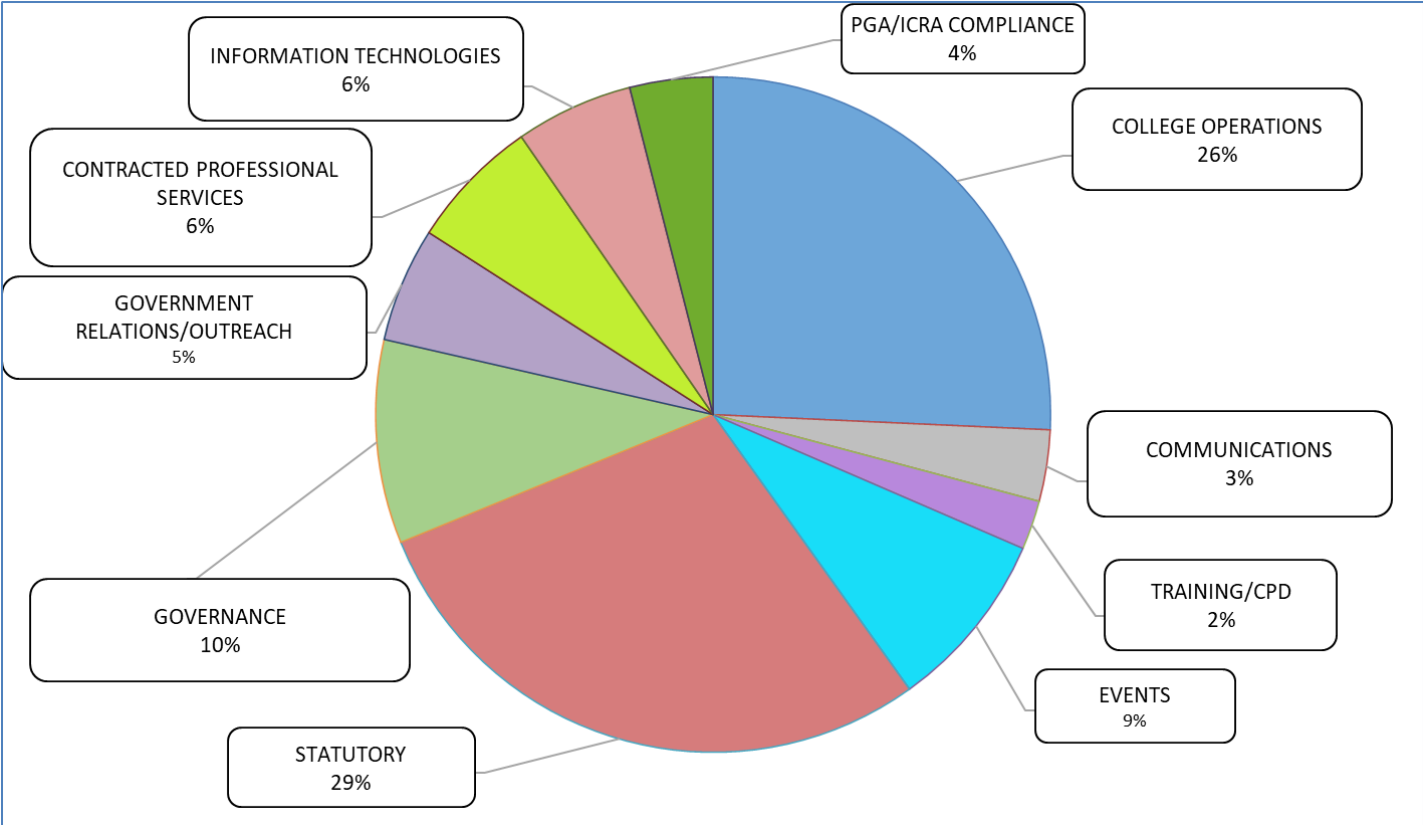
OTHER REVENUE	
Conference Registration	82,750
CPD Outreach Revenue	500
Grants/Sponsorships-Conference	28,000
Job Postings Fees	22,000
Professional Development Advertising Fees	15,000
Legal Fund Interest	20,000
Operating Fund Interest	17,600
TOTAL OTHER REVENUE	185,850



Categorized Budget

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

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
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 2026	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

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

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 	<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
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 	<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
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 	<ul style="list-style-type: none"> • RFP Financial Auditors 	<ol style="list-style-type: none"> 1. Promote professional excellence and accountability

<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>

