



COLLEGE OF **APPLIED BIOLOGY**

2022 Business Plan



Table of Contents

I.	Executive Summary	2
	Vision	
	Mission	
	Values	
II.	Highlights	3
	2021 – The year that was	
	2022 – The year ahead	
III.	Governance and Operations	4
	College Council	
	Oversight Boards	
	Statutory Committees	
	Working Groups and Assessors	
	Task Forces	
	Special Projects	
	Management and Staff	
IV.	Budget and Priorities	10
	Budget	
	Categorized Budget	
	Priorities	

Executive Summary

The College of Applied Biology is the regulating association for the practice of professional applied biology in British Columbia. The College's primary mandates are to set standards for entry into the profession, to hold our registrants accountable for their conduct and practice, and to safeguard the public interest.

With the newly developed 2022 – 2024 Strategic Plan as a guide the 2022 Business Plan maps out the remaining steps necessary to launch what is truly an historic moment in the history of applied biology - reserved practice (practice rights) for applied biology professionals scheduled to come into force September 1, 2022. The College will continue to deliver on its statutory mandate to protect the public interest.

Vision

Responsible resource management supported by accountable and trusted professionals

Mission

To serve the public by regulating applied biology professionals

Values

- ♦ **Collaborative:** We build relationships with others to protect the public interest.
- ♦ **Accountable:** We are responsive and open in our relationships with the public, employers and College registrants.
- ♦ **Respectful:** We value Indigenous knowledge in the management and protection of natural resources.
- ♦ **Ethical:** We follow the principles of administrative justice and take a fair, transparent and judicious approach to the application of College processes.

Highlights

2021 – The year that was

- Completion of the Scope of Practice for Registered Biology Technologists and Applied Biology Technicians
- Development of a legal definition of reserved practice (practice rights) for applied biology
- Identifying a partner in delivering the Indigenous Training component of Mandatory Training
- Reviewed and modernized Accreditation Policy
- Reviewed and modernize Audit Policy
- Developed new Strategic Plan covering 2022-24
- Delivered online training and information programs for registrants
- Finalization and implementation of new Bylaws to come into compliance with the PGA
- Developed a collaboration agreement with the Association of BC Forest Professionals
- Delivered successful volunteer and staff recruitment processes
- Completion of modernizing the financial management policies
- Continuing and intensive engagement on implementing the Professional Governance Act
- Completion of Phase II of the multi-year database project including the Audit and Practice Review platform, CPD portal, and election platform

2022 – The year ahead

- Develop and implement a Succession Plan for Statutory Committee Chairs
- Develop reserved practice definition guidance document(s)
- Develop and implement Limited License pathways for RPBios and RBTechs
- Develop and implement cross regulatory body guidance documents
 - Erosion & Sediment Control
 - EPP directives
- Develop legal requirements training course
- Implement new Indigenous Awareness training course
- Conduct information sessions for employers, ENGOs, associations, governments, academic and training institutions, and registrants on;
 - Reserved practice
 - RBTech & ABT scope of practice
- Continue IT upgrade
- Implement PGA
- Recruit for vacant positions – volunteers and staff
- Continue with implementation of the *Professional Governance Act*

Governance and Operations

College Council

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

Oversight Boards

<p>Oversight Boards</p>	<p>Executive</p> <ul style="list-style-type: none"> • President, Past President, Vice President, 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 Council members, one (1) Lay Council member, Council President (optional) 	<ul style="list-style-type: none"> • Provides oversight of budget development, monitoring and financial audit



Statutory Committees

Statutorily Mandated Committees Note: The PGA prohibits Council members from serving on these committees	Credentials <ul style="list-style-type: none"> Committee Chair, four (4) registrants, one (1) Lay committee member 	<ul style="list-style-type: none"> Evaluate current standards and processes and make recommendations to Council for changes Oversee credentialing process Work with credentialing assessors to improve processes
	Audit & Practice Review <ul style="list-style-type: none"> Committee Chair, four (4) registrants, one (1) Lay committee member 	<ul style="list-style-type: none"> Evaluate current standards and processes and make recommendations to Council for changes Oversee audit and practice review processes Work with assessors to improve processes
	Investigations <ul style="list-style-type: none"> Committee Chair, (up to) six (6) registrants, (up to) three (3) Lay committee members 	<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) Lay committee member 	<ul style="list-style-type: none"> Will only be activated should a citation be issued by the Investigations Committee Determines appropriate remedies including, but not limited to, appointing a discipline panel to oversee a hearing
	Nominations <ul style="list-style-type: none"> Six (6) Council appointed registrants in good standing with the College that include: <ul style="list-style-type: none"> One (1) Lay committee member One (1) Registered Biology Technician Two (2) registrants from a region outside the South Coast 	<ul style="list-style-type: none"> Administer the nomination process Solicit, evaluate and qualify candidates for the positions of Vice President, President (if necessary) and Councillor. Solicit, evaluate and recommend to Council Chairs of statutory committees (excepting the Nominations Committee)

Working Groups and Assessors

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 College Matters newsletters and timely publication. Providing reports and recommendations to Council and other committees, as required.
	Linda Michaluk Scholarship Fund	<ul style="list-style-type: none"> Solicit and award LMSF annual scholarship

	<ul style="list-style-type: none"> Chair of Finance Board, three (3) members of Finance Board 	
Assessors	Credentials Assessors/Examiners	<ul style="list-style-type: none"> Evaluate and adjudicate applications for registration in the College Recommend changes to process and procedures as necessary
	Audit Assessors	<ul style="list-style-type: none"> Conduct annual practice audits Recommend changes to process and procedures as necessary

Task Forces

Mandatory Training TF	<ul style="list-style-type: none"> Implement Indigenous Awareness course Develop Legal Requirements course Develop training materials for other mandatory training 	<ul style="list-style-type: none"> Recommendations on revised course material, new course material & recommendations for additional mandatory training 	3 rd year of a three year mandate
Statutory Committee Succession Planning TF	<ul style="list-style-type: none"> Develop succession plan to recruit new Chairs for all statutory committees except Nominations 	<ul style="list-style-type: none"> Recommends process and specific merit criteria. 	3 months

Special Projects

Professional Governance Act Implementation – Work with government and partners to successfully implement the *Professional Governance Act*.

Practice Guidance for registrants – Working with partners develop practice guidance

Reserved Practice Implementation – Design and communicate illustrative documents on reserved practice for applied biology. Engage with registrants, partners, employers, academic and training institutions, governments (Federal, Provincial, First Nations, and Municipal) on implementation plan.

Database Implementation – Design and Implementation database upgrade project.

Management and Staff

Chief Executive Officer (Deputy Registrar):

- Provides strategic leadership to staff and committees, task forces and working groups to meet the College's statutory requirements, to provide sound financial management, and to deliver on the strategic priorities and objectives set by the Executive Board and Council.

Registrar & Director of Compliance:

- Provides leadership for the effective and efficient management of applications registration, and accreditation activities, and complaint investigations. Part of the senior management team responsible for providing leadership in accordance with the College's strategic direction.

Director of Practice (Deputy Registrar):

- Provides leadership for the effective and efficient management of the audit and practice review processes, and the development and implementation of practice standards and guidelines. Part of the senior management team responsible for providing leadership in accordance with the College's strategic direction.

Manager of Registrations & Compliance (Deputy Registrar limited authorities)

- Working with the Registrar and Director of Practice, supports the statutory committees and processes of the College including the administration of applications and credentials, audits and practices reviews and compliance functions. Works with applicable Taskforces on strategic initiatives.

Executive Operations-Communications Officer:

- Coordinates the communications and engagement activities for College registrants, partners and the general public. Supports and participates with senior management and committees on strategic projects. Responsible for management of College communications, policies and governance documents. The key point of contact with the Office of the Superintendent of Professional Governance.

Regulatory Officer:

- Supports the work of the senior management team and statutory committees of the College by managing information, processes and documentation. The key point of contact for application and applicant inquiries. Contributes to policy development and implementation to fulfill the association's regulatory mandate.

Finance Officer:

- Responsible for performing efficient administrative, financial management and bookkeeping functions of the College. Develops and maintains financial policies and procedures. Supports senior management on budgeting and budget tracking.

Information Officer

- Primary contact between the College of Applied Biology and technology providers (database, office and remote IT systems). Manages in-house files and records to support the efficient delivery of the regulatory mandate. Assists with internal and external communications.

Administrative Officer:

- The first point of contact with members and the public. Directs inquiries to staff members as required. Assists with various communications projects, provides support for projects, initiatives and programs as required, and maintains the efficient functioning of the office.



DRAFT

Budget and Priorities

Budget

REGISTRANTS DUES REVENUE	
RPBio Annual Dues (Active)	1,010,000
RPBio Annual Dues (Retired)	4,300
RPBio Annual Dues (Temp Withdrawal)	7,600
RBTech Annual Dues (Active)	36,200
RBTech Annual Dues (Retired)	50
RBTech Annual Dues (Temp Withdrawal)	300
BIT Annual Dues (Active)	58,500
BIT Annual Dues (Temp Withdrawal)	1,000
ABT Annual Dues	3,000
Trainee ABT Annual Dues	150
Trainee RBTech Annual Dues	4,150
Trainee RBTech Annual Dues (Temp Withdrawal)	100
Student Annual Dues	800
Limited License Category dues	1,320
TOTAL REGISTRANTS DUES REVENUE	1,127,470

REGISTRANTS FEES REVENUE	
Reinstatement Fee	7,000
Application Fees	102,000
Late Fee	8,000
Professional Seal Fees	9,000
Certificates Replacement Fees	100
Ethics Course Fees	48,000
Indigenous Awareness Course	66,000
TOTAL REGISTRANTS FEES REVENUE	240,100

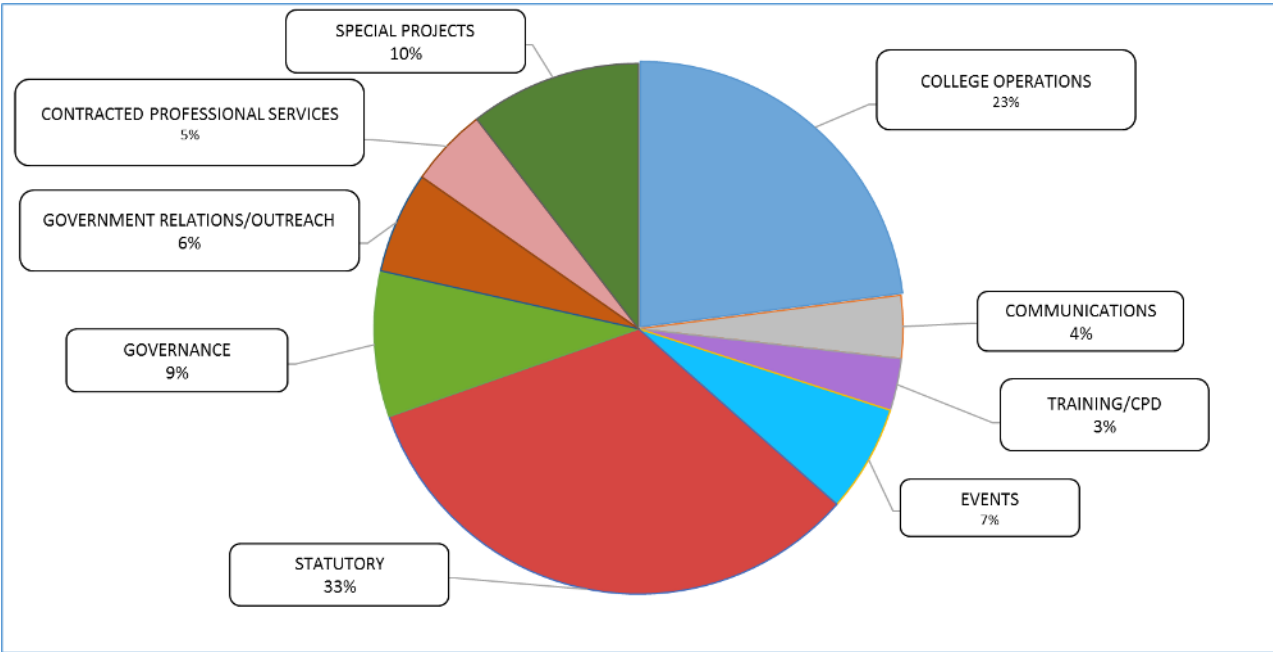
OTHER REVENUE	
Conference Registration	45,700
CPD Revenue	3,500
CPD Outreach Revenue	1,500
Grants/Sponsorships-Conference	17,500
Grants/Government Support - Mandatory Courses	15,000
Grant/Government Support - Legal Requirement Course*	50,000
Job Postings Fees	15,000
Legal Fund Interest	4,000
Operating Fund Interest	3,800
TOTAL OTHER REVENUE	156,000

Categorized Budget

EXPENSES	
College Operations	347,752
Communications	57,919
Training/CPD	47,920
Events	98,945
Statutory	501,540
Governance	134,325
Government Relations/Outreach	93,732
Contracted Professional Services	72,712
Special Projects	158,800
TOTAL EXPENSE	1,513,645

	Budget 2022	Budget 2021
TOTAL REVENUE	1,523,570	1,129,950
TOTAL EXPENSES	(1,496,245)	(1,116,650)
<i>*Fixed Costs</i>	<i>1,230,895</i>	<i>981,150</i>
<i>*Discretionary/Variable costs</i>	<i>265,350</i>	<i>135,500</i>
Operating Fund Deficit/Surplus	27,325	13,300
Capital Fund	(17,400)	





Category

Type of Expense

Operations	<ul style="list-style-type: none"> Accounting software, banking fees Staff training/PD Professional seals Computer systems (email host, cloud subscriptions, Stripe) Office (rent, insurance, phone, internet, furniture, photocopying, stationary)
------------	--

Committees Statutory	<ul style="list-style-type: none"> Council Credentials Audit & Practice Review Discipline Staff time for processing applications, dues Nominations
-------------------------	--

Governance	<ul style="list-style-type: none"> Executive Professional Accountability Governance Finance
------------	---

Training/ CPD	<ul style="list-style-type: none"> Practice guidance, mandatory training Production and distribution educational and explanatory materials
---------------	--

Government Relations/Outreach

- Interagency & government relations
- Building partnerships
- Regional outreach – meetings, events, tradeshow, presentations
- Credentials Outreach

Communications

- Internal (staff time for College Matters, College Connections, College Notice)
- External promotion (brochures, banners, advertisements, news releases)
- Website, social media
- Media tracking

Contracted Professional Services

- Financial auditor
- Legal fees
- Investigations
- IT support

Special Projects

- Special Projects



Priorities

Category	Description	Priorities	Strategic Goals	Responsible Staff/Committee
<i>Operations (fixed costs)</i>	<ul style="list-style-type: none"> Accounting software, banking fees Staff training/PD Professional seals Computer systems (email host, cloud subscriptions, Bambora, Stripe) Office (rent, insurance, phone, internet, furniture, photocopying, stationary) Human Resource management and support 	<ul style="list-style-type: none"> Maintain core College functions to fulfill statutory mandate Identify and implement efficiencies for registrants Recruit for vacant position(s) and on-board new staff 	<p>Goal 3: Enhance Trust, Accountability and Awareness</p> <p>Goal 5: Foster a Healthy and Respectful Organization</p>	<ul style="list-style-type: none"> CEO Registrar & Director of Compliance Director of Practice EO-Comm Reg Officer Finance Officer Admin Officer
				<ul style="list-style-type: none"> Executive Board Council
<i>Committees/Boards</i>				
<i>1) Statutory</i>	<ul style="list-style-type: none"> Responsible for ensuring that the College is delivering on its statutory mandate including: 	<ul style="list-style-type: none"> Maintain ongoing statutory functions Develop and implement a Succession Plan for Statutory 	<p>Goal 1: Implement Reserved Practice</p> <p>Goal 2: Promote Professional Excellence</p>	<ul style="list-style-type: none"> CEO Registrar & Director of Compliance Director of Practice Reg Officer

	<ul style="list-style-type: none"> audits, practice reviews and the College's Continuing Professional Development Program (CPD) setting entrance standards for membership and reviewing applications for registration assessing, reviewing, and refreshing accreditation agreements determining whether members have contravened the Act, regulation or the bylaws 	<p>Committee Chairs</p> <ul style="list-style-type: none"> Develop reserved practice definition guidance document(s) Develop and implement Limited License pathways for RPBios and RBTechs Continue to monitor EGBC's progress on firm regulation 	<p>Goal 3: Enhance Trust, Accountability and Awareness</p>	<ul style="list-style-type: none"> Manager of Registration & Compliance Council Statutory Committee Succession Task Force Nominations Committee Credentials Committee Audit & Practice Review Committee Discipline/ Investigations Committee
<p>2) Governance</p>	<ul style="list-style-type: none"> Lead strategic functions of the College to enhance the organization's long-term success while maintaining 	<ul style="list-style-type: none"> Ensure the College continues to move forward in meeting its governance mandate 	<p>Goal 1: Implement Reserved Practice</p> <p>Goal 2: Promote Professional Excellence</p>	<ul style="list-style-type: none"> CEO Registrar & Director of Compliance Director of Practice EO-Comm Finance Officer

	<p>long-term financial stability</p>	<ul style="list-style-type: none"> • Maintain and improve budget/ business planning • Revise bylaws as necessary • Deliver reserved practice engagement plan • Develop and implement X regulatory body guidance documents • Erosion & Sediment Control • EPP directives • Develop rationale and implementation plan for possible 2022 fee increases 	<p>Goal 3: Enhance Trust, Accountability and Awareness</p> <p>Goal 5: Foster a Healthy and Respectful Organization</p>	<ul style="list-style-type: none"> • Executive • Practice Rights Task Force • RBTech/ABT Scope Task Force • Finance • Nominations
<p>3) Training/CPD</p>	<ul style="list-style-type: none"> • Develop policies and programs regarding the College’s Code of Ethics and competencies 	<ul style="list-style-type: none"> • Produce and distribute College publications to support initiatives • Implement new Indigenous 	<p>Goal 3: Enhance Trust, Accountability and Awareness</p> <p>Goal 2: Promote Professional Excellence</p>	<ul style="list-style-type: none"> • CEO • Registrar & Director of Compliance • Director of Practice • EO-Comm • Admin Officer

	<ul style="list-style-type: none"> Develop policies and programs regarding Indigenous training Provide strategic direction for internal and external communications activities 	<p>Awareness course</p> <ul style="list-style-type: none"> Develop legal requirements training course and exam 	<p>Goal 5: Foster a Healthy and Respectful Organization</p>	<ul style="list-style-type: none"> Mandatory Training Task Force Editorial Board Working Group
<i>Events</i>	<ul style="list-style-type: none"> Provide direction and support annual conference and AGM, outreach and consultation events 	<ul style="list-style-type: none"> Organize and deliver Conference & Annual General Meeting Organize and deliver webinars and, where possible, in-person information sessions for registrants 	<p>Goal 2: Promote Professional Excellence</p> <p>Goal 4: Strengthen Relationships</p>	<ul style="list-style-type: none"> CEO Registrar & Director of Compliance Director of Practice EO-Comm Reg Officer Finance Officer Admin Officer
<i>Outreach</i>	<ul style="list-style-type: none"> Interagency & government relations Building partnerships Regional outreach – meetings, events, tradeshows, presentations 	<ul style="list-style-type: none"> Establish and maintain constructive relationships with community organizations, industry and federal departments 	<p>Goal 1: Implement Reserved Practice</p> <p>Goal 4: Strengthen Relationships</p>	<ul style="list-style-type: none"> CEO Registrar & Director of Compliance Director of Practice EO-Comm Reg Officer Admin Officer

		<ul style="list-style-type: none"> • Continue to work in partnership with BC-based regulatory resource professional associations • Participate in forums, conferences and events to promote the College • Further develop partnerships with academic partners • Work with partners on cross over issues regarding implementation of the <i>PGA</i> 		<ul style="list-style-type: none"> • Executive Board • Council
<p><i>Communications</i></p>	<ul style="list-style-type: none"> • Internal to members • External promotion • Website, social media • Media tracking 	<ul style="list-style-type: none"> • College Matters, College Connections, College Notice • Produce and revise brochures, banners, advertisements, news releases as required • Monitor and report out on activities 	<p>Goal 2: Promote Professional Excellence</p> <p>Goal 3: Enhance Trust, Accountability and Awareness</p>	<ul style="list-style-type: none"> • CEO • Registrar & Director of Compliance • Director of Practice • EO-Comm • Reg Officer • Admin Officer <hr/> <ul style="list-style-type: none"> • Editorial Working Group • Executive Board

<p>Contracted Professional Services</p>	<ul style="list-style-type: none"> • Financial auditor • Legal fees • Investigations • IT support 	<ul style="list-style-type: none"> • Contract with professionals as required to ensure all statutory obligations are fulfilled • Contract with support professionals to maintain daily operations of College 	<p>Goal 5: Foster a Healthy and Respectful Organization</p>	<ul style="list-style-type: none"> • CEO • Registrar & Director of Compliance • Director of Practice • Finance Officer • Reg Officer <hr/> <ul style="list-style-type: none"> • Finance Board • Discipline Committee • Executive Board
<p>Special Projects</p>	<ul style="list-style-type: none"> • New database & new website design • PGA Implementation* <p>*See governance</p>	<ul style="list-style-type: none"> • Continue IT upgrade • Implement PGA 	<p>Goal 1: Implement Reserved Practice</p> <p>Goal 3: Enhance Trust, Accountability and Awareness</p> <p>Goal 4: Strengthen Relationships</p>	<ul style="list-style-type: none"> • CEO • Registrar & Director of Compliance • Director of Practice • EO-Comm • Reg Officer • Finance Officer • Admin Officer <hr/> <ul style="list-style-type: none"> • Executive Board • Council