

■ 2016 ANNUAL REPORT

Planning Institute of British Columbia

Presented to:
2017 PIBC Annual General Meeting
June 2nd, 2017

PRINCE
GEORGE



PIBC 2016 Annual Report

**WOOD INNOVATION
AND DESIGN CENTRE**
PHOTO (HERE AND
COVER): TOURISM
PRINCE GEORGE

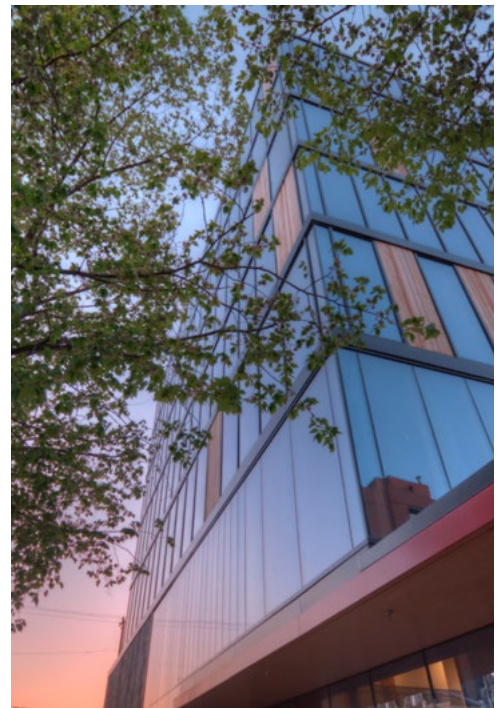


TABLE OF CONTENTS

Minutes of the 2016 Annual General Meeting	3
Minutes of the 2016 Special General Meeting	4
President's Report	5
Administration Report	7
Canadian Institute of Planners & National Affairs	9
Communications	10
Education & Student Affairs	12
Continuous Professional Learning	14
Membership	15
Awards	18
Professional Practice Review	19
Secretary-Treasurer	21
PIBC Council, Appointed Positions & Staff	23
PIBC Committees	24
Other PIBC Representatives	24
PIBC Volunteers – Thank You !	25
2016 Audited Financial Statements	Appendix

MINUTES

2016 ANNUAL GENERAL MEETING PLANNING INSTITUTE OF BRITISH COLUMBIA

8:00 am Friday May 13th, 2016
Okanagan Ballroom, Delta Grand Okanagan
Resort & Conference Centre
1310 Water St.
Kelowna, B.C.

ATTENDANCE

There were fifty-four (54) corporate members in good standing present and five (5) non-corporate members present. There were also two (2) members of the Institute's staff present.

1. CALL TO ORDER

The President called the meeting to order at 8:05 am.

2. INTRODUCTION OF COUNCIL MEMBERS AND INVITED GUESTS

The President introduced members of Council and guests present, including Canadian Institute of Planners President Hazel Christy MCIP RPP.

3. ADOPTION OF THE MINUTES OF THE 2015 ANNUAL GENERAL MEETING

MOTION: It was moved and seconded:

That the minutes of the June 18th, 2015 Annual General Meeting be adopted.

Carried

4. REPORT OF COUNCIL & COMMITTEES

The President noted the Annual Report of Council & Committees as distributed, and highlighted key points from the report.

MOTION: It was moved and seconded:

That the annual report of Council & Committees be received.

Carried

5. 2015 AUDITED FINANCIAL STATEMENTS

The President presented, on behalf of the Secretary-Treasurer, the 2015 Audited Financial Statements as distributed.

MOTION: It was moved and seconded:

That the 2015 Financial Statements be accepted.

Carried

6. APPOINTMENT OF AUDITORS (2016)

MOTION: It was moved and seconded:

That the Institute appoint Loewen Kruse, Chartered Accountants as the Institute's auditors for the 2016 fiscal year.

Carried

7. ADJOURNMENT

The President thanked all members for attending, and acknowledged and thanked the many members who volunteer with the Institute.

The meeting adjourned at 8:32 am.

MINUTES

2016 SPECIAL GENERAL MEETING PLANNING INSTITUTE OF BRITISH COLUMBIA

9:00 am Friday November 25th, 2016
Hastings Room, Main Floor
Oceanic Plaza
1035 West Pender St.
Vancouver, B.C.

ATTENDANCE

There were thirty (30) corporate members in good standing present and two (2) non-corporate members present. There were also three (3) members of the Institute's staff present.

1. CALL TO ORDER

The President called the meeting to order at 9:06 am.

2. WELCOME AND INTRODUCTIONS

The President welcomed members and noted members of Council present.

3. SPECIAL RESOLUTIONS

3.1 SPECIAL RESOLUTION 1 – ADDITION OF CLAUSE TO THE CONSTITUTION

There was discussion and consideration of the proposed Special Resolution to add a clause to the Institute's Constitution to declare the Institute a member-funded society in accordance with the new Societies Act.

MOTION: It was moved and seconded:

It is resolved that as a special resolution that the Constitution of the Society be amended by inserting the following as new paragraph 3, immediately after the provisions of paragraph 2:

This society is a member-funded society. It is funded primarily by its members to carry on activities for the benefit of its members. On its liquidation or dissolution, this society may distribute its money and other property to its members.

Carried.

It was noted that the resolution carried unanimously.

3.2 SPECIAL RESOLUTION 2 – AMENDMENTS TO THE BYLAWS

There was discussion and consideration of the proposed Special Resolution to make a number of amendments to the Institute's Bylaws to facilitate the Institute's transition under and compliance with the new Societies Act.

MOTION: It was moved and seconded:

It is resolved that as a special resolution that the Bylaws of the Society be amended as follows, to take effect upon the electronic filing of a Transition Application with the BC Registrar of Companies, on or after November 28 2016:

(Amendments to the Bylaws as distributed).

Carried.

It was noted that the resolution carried unanimously.

4. ADJOURNMENT

The President thanked members for attending, and acknowledged and thanked Council, staff, and the Institute's legal counsel for their work on these matters.

The meeting adjourned at 9:32 am.

PRESIDENT'S REPORT

PIBC President:
Dan Huang,
MCIP, RPP



It is with mixed emotions that I present this President's Report for the 2017 AGM of the Planning Institute of British Columbia, as this marks the end of my term on PIBC Council. It has truly been an honour to serve as your President this term, and over the last six years on Council. I am pleased to outline the year that was for the Institute, and highlight the opportunities and challenges facing our profession as we continue to look forward and shape our communities.

At the beginning of our term PIBC Council prepared its Strategic Plan for 2015-2017 which set out four Strategic Result Areas (SRA's) that our Council committed to concentrating its efforts on. These included the following (in no particular order):

- Lead Strategic Advancement of the Planning Profession
- Build and Enhance the Delivery of Professional Development Opportunities
- Manage and Enhance Organizational Resilience
- Promote Leadership and Research on Issues


With each of the SRA's, specific goals and tasks were established with identified timelines for each task. Throughout the term, we continued to make strides on these strategic initiatives, building upon the work of previous councils as well as setting the table for future councils on longer-term initiatives.

STRATEGIC ADVANCEMENT OF THE PLANNING PROFESSION

The objective of this strategic result area is to increase the profile of PIBC and the planning profession amongst government agencies, allied professionals, and in our communities. To this end, we met with key government agencies including various Provincial ministries (Community, Sport and Cultural Development; Transportation and Infrastructure; Housing; and Environment). We have identified key agencies to continue to connect with, including: Land Title and Survey Authority of BC, the Agricultural Land Commission, and the Islands Trust to name a few. We will also continue to connect with our allied professions including: architecture, landscape architecture, real estate, engineering, environmental sciences, and others. Finally, I was pleased to be able to acknowledge, in person, the 2016 PIBC Awards for Excellence in Planning for two of the three Gold Award winning organizations – the City of Vancouver and the BC Ministry of Community, Sport and Cultural Development.

BUILD AND ENHANCE PROFESSIONAL DEVELOPMENT OPPORTUNITIES

This strategic result area is paramount to our resilience and value as a professional organization, as it involves continuous professional learning, mentorship, and student engagement. Many thanks go out to our volunteers on the Institute's committees responsible for these areas, including the Membership Committee, Education and Student Affairs Committee, and the Continuous Professional Learning Committee. Through the dedication and hard work of these committees (as well as our local Chapter leaders



Thank you again for the opportunity to represent the professional planners in BC and the Yukon."

and volunteers), and through new tools such as our online webinar program, we are able to provide more opportunities for professional learning and development than ever before. We are also aligning ourselves with our planning organization colleagues across Canada to enhance access to a wider array of learning opportunities (such as webinars and other digital learning) from other jurisdictions.

ORGANIZATIONAL RESILIENCE

As an organization, PIBC continues to be healthy thanks to prudent fiscal management and a talented and professional complement of staff. We continue to improve our administrative procedures, policy documentation, and reporting procedures, and we successfully completed a number of necessary and prudent Constitution and Bylaw amendments to align and comply with the new Societies Act in British Columbia. In late 2016 we completed the "new and improved" look of Planning West, our flagship publication, which was launched with the Winter 2017 edition. We will also be undertaking a member survey this spring order to gain valuable feedback from our members for the new Council to review at their upcoming strategic planning retreat this summer. Many thanks to our staff team: Dave Crossley, Ryan Noakes, Cindy Cheung, Sophie King, and Nina Schmidt, for keeping our office and organization running smoothly.

LEADERSHIP AND RESEARCH ON ISSUES

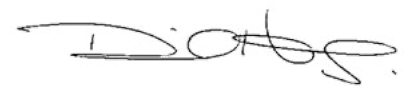
In the Fall of 2016, Council committed time and resources to establish the Climate Action Task Force, with the goal

of researching current policies and plans (including the Province of BC's Climate Leadership Plan); surveying our members to help identify opportunities and challenges with respect to making effective strides in mitigating the impacts of climate in our communities; and preparing a Call to Action for our members, which was released in early May 2017. Many thanks to co-chairs Suzanne Smith, MCIP, RPP and Iain Bourhill, MCIP, RPP and the members of the Task Force for their dedication to this initiative. It is a valuable tool for discussions with senior government, allied professionals, and the community.

THANKS

Finally, I would like to take this opportunity to acknowledge the work of all of our volunteers who contribute to the Institute through our various committees, local chapters, conferences and events, and other membership activities. Without all of you, we would not be as strong a profession as we are today.

Thank you again for the opportunity to represent the professional planners in BC and the Yukon. I look forward to continuing to serve the profession and the Institute as a volunteer ... and maybe even co-chair of the 2018 PIBC Annual Conference in beautiful Victoria, BC. Huy ch q'u! ■



DAN HUANG,
MCIP, RPP, President,
Planning Institute of
British Columbia

■ ADMINISTRATION REPORT

Executive Director:
Dave Crossley

**PIBC IS LOCATED
IN VANCOUVER'S
MARINE BUILDING**
PHOTO: 3DPETE/
FLICKR



Last year was again another busy and active one for the Institute's operations, with a number of significant projects and key activities, as well as ongoing programs and services.

Notable administrative accomplishments over the past year have included: working with the Council to revise and update the Institute's Strategic Vision statement; ongoing communications; undertaking a communications survey to further build the Institute's communications activities; a redesign of Planning West – the Institute's flagship quarterly magazine; continued growth and implementation of the Continuous Professional Learning (CPL) webinar program; adding new resources – in the form of our new Professional Learning & Events Coordinator – to further support and grow CPL and Chapter activities; successfully delivering the Institute's ninth-annual World Town Planning Day event; work on the very successful 2016 annual conference in Kelowna; preliminary work on the 2017 annual conference in Prince George and other future conferences; continued and ongoing work with PIBC's nine local Chapters; and continued liaison work with CIP and the other national professional bodies with which PIBC participates.

A significant activity this past year was governance, administrative, and legal work to facilitate the Institute's smooth transition as an incorporated non-profit organization under the Province's new Societies Act. This important work involved coordinating work with the Institute's legal counsel and developing applicable special resolutions and bylaw amendments that were subsequently approved unani-

mously by the membership at a Special General Meeting held in November. The Institute successfully filed its transition under the new Act on December 7, 2016.

As noted, we organized and hosted the ninth annual World Town Planning Day event celebrating the profession, in November 2016 – honouring and recognizing PIBC Members who have served as full Certified Members for 25 years or more, and celebrating those newly admitted Registered Professional Planners (RPPs) from the past year. We were also pleased to welcome noted architect and designer Norman Hotson to Honorary Membership in the Institute, and to grant Life Member recognition to Jag Dhillon FCIP (Retired).

The operation of other regular Institute administrative services and programs continued throughout 2016 including: our very successful job opportunity advertising service; Planning West magazine; and the regular email newsletter – the PIBC e-News. It was also very positive to see continued stability and strength in the Institute's financial operations – particularly in terms of our program and service revenues – resulting in another positive financial year. In further support of the Institute's financial stability and resiliency, staff and Council implemented new administrative policies (adopted last year) to define and regulate the Institute's financial reserves and investments.

As always, member services and membership activities continued during 2016, including: processing ongoing applications and certification for the remaining previous Candidate members (those who became Candidate mem-

bers prior to adoption of the new membership standards and processes in the fall of 2012); facilitating membership exams; delivering two offerings of the annual Membership Course; general membership enquiries; coordinating with the national Professional Standards Board (PSB), CIP and other provincial and regional Institutes across Canada regarding key membership issues at the national level. In addition there was continued administrative support work for the Professional Practice Review Committee on several ongoing case files, including one case that was resolved at a formal review hearing stage of the disciplinary process, as well as helping to support ongoing member learning and engagement on ethics and professionalism through articles and conference sessions. Our online membership system, implemented a few years ago now, continues to operate well, as we continue to make improvements and adjustments. The ability to process membership renewals and annual membership fee payments online and other features of the system – such as providing members access to their payment receipts and insurance documents – continue to make our administrative work more efficient, while providing more convenience for members.

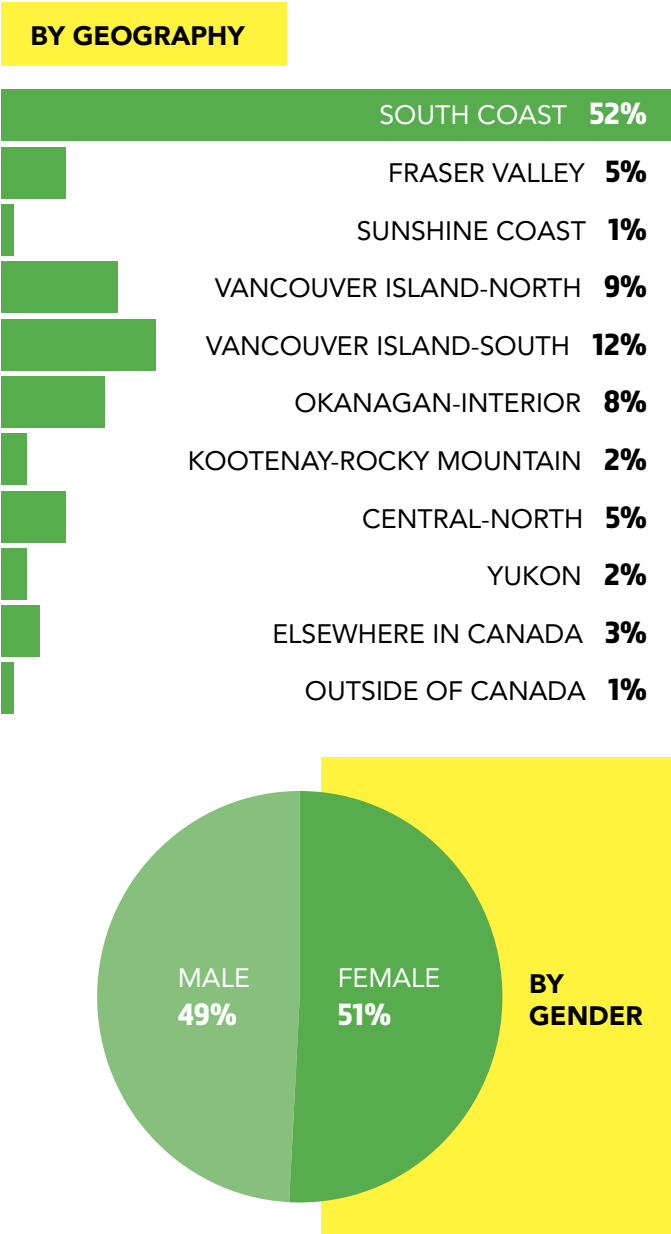
Looking forward into 2017 and beyond, anticipated key activities include: working with the new PIBC Council to update and enhance the Institute’s Strategic Plan for the 2017-2019 term; governance and policy work; further development and enhancement of our professional learning events and activities, including the online webinar series and local Chapter events, continued work on communications services and activities – including moving forward with an update and redesign of the PIBC website, and finally looking ahead for opportunities to mark and celebrate PIBC’s 60th anniversary in 2018.

Finally, I’d like to take the opportunity to extend continued thanks and sincere appreciation to the entire PIBC staff team: Manager of Member Programs & Services Ryan Noakes, Office Administrator Nina Schmidt, Communications & Marketing Specialist Cindy Cheung, and Professional Learning & Events Coordinator Sophie King, for all their work for the Institute. Thanks also to Council for their work and leadership, and to the many members and volunteers for their continued support and contributions to the work of the Institute. Thank you! ■



DAVE CROSSLEY,
Executive Director,
Planning Institute of
British Columbia

Membership Profile 2016 Snapshot



CANADIAN INSTITUTE OF PLANNERS & NATIONAL AFFAIRS

2016 CONTINUED TO BE A BUSY YEAR of renewal, reorganization, and re-engagement for the national association – the Canadian Institute of Planners (CIP) – following the previous period of challenges. Much work related to CIP's governance and membership structures, and related reorganization. PIBC continued to be actively engaged at the national level through our representative on the 2015-2016 CIP Board, PIBC Past President Andrew Young MCIP RPP, as well as through President Dan Huang MCIP RPP, working with the other institute Presidents across Canada.

CIP GOVERNANCE & RENEWAL

2016 saw CIP moving forward with the final development and implementation of its new governance model based, in part, on the extensive work and consultation undertaken through the national FutureFORWARD Task Force which was led by Jennifer Keesmaat MCIP, RPP and Kelley Moore MCIP, RPP. A new set of bylaws were adopted by the CIP membership in May 2016, providing for a new national Board of Directors structure with members elected directly by the membership at-large, from the different provinces and regions across Canada.

The first members of the new Board were elected and took office in conjunction with the CIP Annual General Meeting in Quebec City, in July 2016. We were pleased to see two PIBC members – Lindsay Chase MCIP, RPP and Pam Shaw MCIP, RPP – elected to the new CIP Board of Directors. The new Board began moving forward with developing an updated strategic plan, vision, and direction for CIP.

COMMUNICATIONS & MEMBER SERVICES

In 2016 CIP continued with its various national member services and publications, including the national professional liability insurance program for all professional members, re-engagement on national issues and policy, the monthly Plan-It email newsletter, and Plan Canada magazine.

GREAT PLACES IN CANADA

CIP's Great Places in Canada program continued into its seventh successful year, and continues to be an engaging, popular, and well-received national recognition program. There continued to be interest again from individuals and communities across the country that submitted examples of places and planning at its best in Canada. Members and communities are encouraged to watch for the invitation for next round nominations which will open in the late summer of 2017.

CIP ANNUAL CONFERENCES

The 2016 CIP National Conference: Accent on Planning

was held in partnership with the Ordre des Urbanistes du Québec (OUQ) in July, in historic Quebec City. This year's upcoming national conference – Building Resilience – moves to Calgary, hosted in partnership with the Alberta Professional Planners Institute. As always, the CIP conference is a great opportunity for Canadian planners to connect, learn and network at a national level.

PROFESSIONAL STANDARDS COMMITTEE

The Professional Standards Committee (PSC) is the joint national policy body responsible for overseeing the new membership certification and university program accreditation standards for the planning profession in Canada, and has been up and running for nearly five years. Up until the end of 2016 PIBC President-Elect Andrew Ramlö MCIP, RPP was PIBC's representative on the PSC. PIBC Membership Committee Chair Kerry Pateman MCIP, RPP is his successor in this role.

Major areas of work at the PSC over the past year have included work on revising the definition of 'planning' as it applies to membership certification and accreditation standards, as well as work to clarify and document the 'scope of practice' for planning. This work will be concluded in 2017. Another major area of work beginning under the direction of the PSC is a five-year comprehensive review of the membership certification and accreditation standards that were last revised and adopted in 2012. The agreement on shared professional standards across Canada, to which PIBC is a signatory, mandates that such a review take place every five years, to ensure the standards and processes applied for certifying professional members and accrediting university planning programs are effective, relevant and up-to-date.

PROFESSIONAL STANDARDS BOARD

The Professional Standards Board (PSB) has also been operating as the administrative body that processes the assessment of: applications for Candidate membership, membership certification (to become a Registered Profes-

sional Planner), and the accreditation of university planning programs. It undertakes these assessment functions on behalf of PIBC (and the other participating provincial and regional institutes) based on the shared national standards overseen by the Professional Standards Committee (PSC). PIBC's representative on the Board of Directors of the PSB is currently Finlay Sinclair MCIP, RPP. Finlay was re-appointed in 2016 to a final term on the Board.

In the past year the PSB has, with the assistance of the new administrative support provider brought on board in 2016, continued to work to improve and support the membership certification and accreditation processes – particularly continued enhancement of member service levels, effective communications and response times, and improving the effectiveness of the national Professional Examination. Specifically, 2016 saw the implementation of a new version of the Professional Examination that is based more on multiple-choice and closed-option ques-

tions (rather than a long-form essay-style exam). The new version is less subjective, more efficient to deliver, and evaluation, and has seen an improved success rate for Candidates.

VOLUNTEER THANKS

The Institute again extends its sincere and heartfelt thanks to the volunteer member representatives that are engaged at the national level on behalf of PIBC and planners across Canada. In addition, we extended thanks to those many PIBC members who support the membership certification process for new Candidate members seeking to become Registered Professional Planners (RPPs) by serving as mentors and sponsors. Thank you! ■

COMMUNICATIONS

THE INSTITUTE'S COMMUNICATIONS COMMITTEE, working with Institute staff (including Communications & Marketing Specialist Cindy Cheung) oversees PIBC's communications activities and services. In 2016 the Committee was co-chaired by Suzanne Smith MCIP, RPP and Allyson Friesen MCIP, RPP. The Committee continued over the past year to support, build and improve the Institute's communications and outreach both externally and internally with the membership.

SOCIAL MEDIA

The Institute continued to grow and develop its now established presence on social media platforms to communicate and engage with members and others. PIBC's social media activities and outreach are present on several platforms including: Twitter, Facebook and LinkedIn. In 2016 PIBC's following on LinkedIn grew to over 3,800 followers, and followers on Twitter grew to over 650. The Institute's Facebook page, which largely reinforces the messaging and outreach communicated on the other social media platforms, currently has connections with 351 users. PIBC's social media presence has also expanded with the addition of social media accounts for some of the Institute's local Chapters.

PLANNING WEST MAGAZINE

Under the continued leadership of Editor Siobhan Murphy MCIP, RPP, the Institute's principal quarterly publication continues to engage readers – both members and non-member alike – through informative articles on topical

planning issues and information about Institute activities. During 2016 the Institute completed a substantial refresh and redesign of Planning West, updating the look and design, as well as the approach to content. We were very pleased to launch the new look Planning West in conjunction with the Winter 2017 edition of the magazine. Special thanks are extended to everyone who contributed to this important project. Our sincere appreciation is also extended to the many PIBC members and other authors who continue to write and submit informative articles and regular contributions to Planning West – thank you! Members are, as always, encouraged to submit articles and content.

PIBC WEBSITE

The PIBC website continues to serve as an online focal point of information and communications for the Institute – providing a diversity of information about the Institute, membership, events, local Chapters, job postings, and more. Following the redesign of Planning West magazine,

Communications Activities

PLANNING WEST MAGAZINE (2016)

112 pages of magazine content, spread over 4 quarterly issues, with a total of 6,670 copies produced and distributed.

PIBC E-NEWS (2016)

23 regular editions, 43 special editions & notices, and 29 chapter editions.

Average open rate of 46% - 48%

SOCIAL MEDIA: TWITTER (2016)

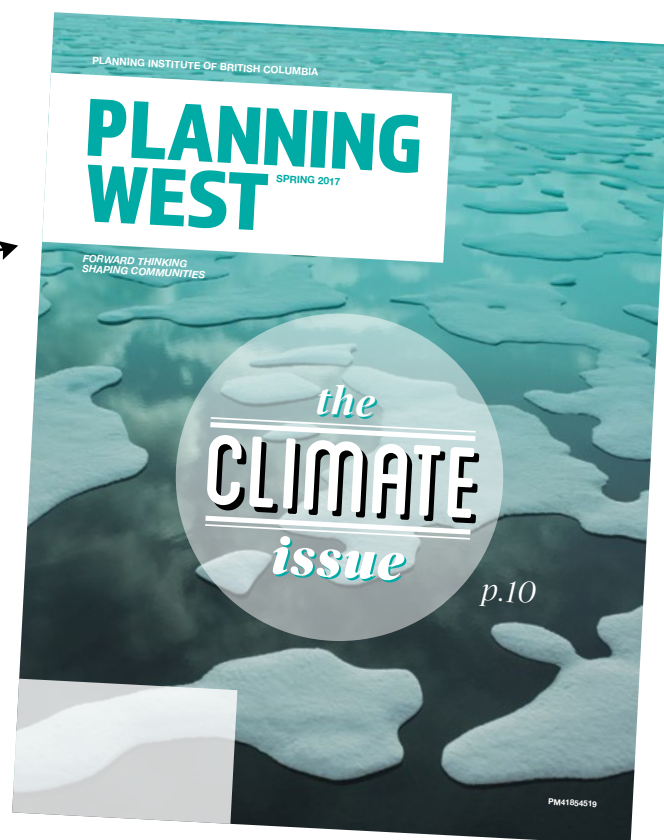
653 Total Twitter Followers, 412 tweets, and 245 re-tweets and mentions.

SOCIAL MEDIA: LINKEDIN (2016)

3,863 Total LinkedIn Followers, 216 posts, and approx. 1,200 impressions/reach

SOCIAL MEDIA: FACEBOOK (2016)

351 Total Facebook followers, over one Institute page and three Chapter pages.



the Communications Committee is now looking ahead to undertake a redesign of the PIBC website in the coming year. Of particular interest are: refreshing the visual look and feel of the website, making it more compatible and 'friendly' for access on mobile devices (phones and tablets), better integration with social media and use of other forms of communication (e.g. video), and improved online benefits and services for members (such as online member consultants listings, access to publications, interactive member elements, and other potential member services). Part of this redesign will also include further integration with the Institute's online membership system. The Committee will also be guided, in part, by the member input provided through the 2016 Communications Survey.

PIBC E-NEWS

The Institute's regular email newsletter – the PIBC e-News – continued to be a strong, relevant, and engaging outlet for ongoing outreach and communications exclusively with PIBC members. Circulated every two weeks, the e-News provides a wealth of important, topical and timely information directly to members on everything from events and Institute news to job postings and other planning news. In 2016 there were 23 regular editions of the PIBC e-News, as well as 43 e-News special editions, and 29 local Chapter-specific bulletins.

With the ongoing work of our Communications & Marketing Specialist, we are pleased to be able to continue to provide enhanced communications support for members and the Institute's Chapters throughout BC and the Yukon.

OUTREACH

PIBC's outreach efforts continue to help raise the profile of planners, their work, and the profession as a whole. In particular the Institute continued to highlight and celebrate the award winning work of members by producing a short video documenting the members, communities and organizations that received a PIBC award for excellence or award for individual achievement in 2016. In addition PIBC President Dan Huang MCIP, RPP continued personal outreach to the 2016 award winning communities and organizations. We look forward to this continued tradition of outreach.

COMMITTEE THANKS

A special thank you to all the members of the Communications Committee who contributed throughout 2016. And thanks to the Institute's staff, in particular Communications & Marketing Specialist Cindy Cheung, for their ongoing work in support of the Institute's communications work. ■

EDUCATION & STUDENT AFFAIRS

THE EDUCATION AND STUDENT AFFAIRS COMMITTEE has a mandate and responsibility for the oversight and direction of projects, initiatives, and policies that support education and student member affairs. This includes the oversight of programs and services for student members of the Institute (those enrolled at the accredited university planning programs in BC and the Yukon), as well as student member engagement, and liaison with the various accredited academic planning programs. In 2016 the Committee was chaired by Carole Jolly MCIP, RPP. In support of the Committee's mandate PIBC Council identified the development of a student member engagement strategy as one of the goals in the 2015-2017 Strategic Plan. The work summarized in this report represents substantial completion of the education and student affairs related goals and objectives in the Strategic Plan.

STUDENT MEMBER NEEDS & ENGAGEMENT

To help deliver on Council's strategic goals, the Education and Student Affairs Committee Chair has been working closely with the student representatives to PIBC Council with the objective to better understand current student member needs and explore opportunities for PIBC to enhance learning support and professional development for students. Initial outcomes of this work have included revisions to the Institute's Student Awards and Scholarships policy (approved by PIBC Council in November 2016) which enable more flexibility around funding criteria to better support a wider range of student professional development opportunities.

ORGANIZATIONAL & STUDENT MEMBER POLICY MATTERS

The next phase of the Committee's work is currently underway, with changes being explored in operations, policy, and governance approaches to how PIBC engages with students and supports student learning and development. Key organizational issues being explored include:

- Aligning the application dates and deadlines for the annual Student Fellowship Award more appropriately with the normal academic calendar (targeting a deadline of approximately mid-December each year).
- Exploring options for the implementation of application processes and deadlines for "other professional development" funding that will enable students to submit applications flexibly, and in some cases retroactively, in addition to applications in advance of applicable professional development activities.
- Updating and expanding annual outreach presentation(s) to accredited planning programs and inviting student representatives and the Committee Chair to co-present along with PIBC staff. The goal is to make in-person presentations at all accredited planning schools, including UNBC, each year.

- Ensuring all future annual conference communications and promotions regularly, and specifically, highlight the Institute's funding opportunities for student members.

- Working with local Chapters to explore reducing barriers to student member participation in local events and activities (i.e. lower fees and costs).

GOVERNANCE & STUDENT MEMBER PARTICIPATION

The Committee is also working on enhancements to student member participation and representation on PIBC committees and other internal bodies, with the goal of ensuring broad student participation on all relevant committees, task forces, etc. This work is occurring in tandem with revisions and updates to the Institute's committees being undertaken by PIBC Council. This will also likely include further revisions to the Education & Student Affairs Committee's structure and terms of reference.

STUDENT AWARDS & FUNDING

The Institute was pleased to provide the following student member funding opportunities and awards in 2016 in support of student members at all three accredited university planning programs in BC and the Yukon:

- Annual Student Conference Funding
- Student Fellowship Award
- Annual Student Scholarships

As previously noted PIBC has adjusted other funding opportunities to provide more flexible general support to diverse individual professional development opportunities for student members. The Institute was also pleased to provide funding support for annual social and networking events for student members in 2016.

UNIVERSITY PROGRAM LIAISON & ACCREDITATION

Under the Committee's current terms of reference liaison with accredited university planning programs is part of the

Committee's role. There continued to be three accredited university planning programs in BC and the Yukon as of 2016:

- University of British Columbia (School of Community & Regional Planning)
- University of Northern British Columbia (School of Environmental Planning)
- Simon Fraser University (School of Resource & Environmental Management – Planning)

In addition, during 2016 the new Master of Community Planning program at Vancouver Island University was undergoing accreditation through the Professional Standards Board (PSB) – the national assessment body that undertakes university planning program accreditation assessments on behalf of PIBC (and the other institutes across Canada). This new program received preliminary accreditation in 2015, and recently received final approval and accreditation as of April 2017.

During 2016 the intensive five-year accreditation review for Simon Fraser University's Master of Resource & Environmental Management (Planning) program took place. The review process was completed and the program was re-accredited as of December 2016. Additional reviews for the programs at the University of British Columbia and the University of Northern British Columbia have either commenced or will be taking place in the very near future.

COMMITTEE THANKS

Thank you to the volunteer members who participated on the Education & Student Affairs Committee over the past year, for their time and effort on behalf of the Institute. Any member interested in joining the committee, or who wishes to provide the Committee with input or feedback, is encouraged to contact PIBC. And thanks to PIBC staff for their ongoing support and assistance. ■



PHOTO: TOURISM PRINCE GEORGE

CONTINUOUS PROFESSIONAL LEARNING

PIBC'S CONTINUOUS PROFESSIONAL LEARNING (CPL) COMMITTEE is responsible for the oversight and administration of the Institute's member continuous professional learning programs, activities, and requirements. The Committee is chaired by Lisa Krebs MCIP, RPP, and includes a number of volunteer members who assist with the work of the Committee.

The work of the Committee over the past year has continued to be guided by the strategic objectives set out by Council in the 2015-2017 Strategic Plan. These goals relate particularly to enhanced delivery of professional learning opportunities for members. This work has continued to include a focus on enhanced remote or online access to professional learning activities for members, as well as looking ahead to the potential development of additional professional learning content and activities (e.g. courses or workshops on key topics).

WEBINAR SERIES

Building upon the highly successful pilot series of online webinars developed and delivered in 2015, the Committee built upon this success – developing and delivering a full roster of online webinars throughout 2016. A total of seven CPL webinars were successfully delivered in 2016, covering a wide variety of topic areas ranging from climate change to the Agricultural Land Reserve, and from financial tools for sustainable development to the new BC Building Act.

The CPL Committee, with the support of staff, will continue to maintain, develop, and deliver the CPL webinar series into the future as a core program of learning opportunities for members and the wider planning community. This will include expanding access (by recording and archiving webinars for future access), exploring partnership opportunities with local PIBC Chapters and other organizations, and continuing to seek member input on future topics and ideas for the webinar program.

WORK WITH PIBC LOCAL CHAPTERS

Support for local PIBC Chapters continues to be a strategic objective of PIBC Council, including supporting the delivery of professional learning at the Chapter level. The Institute has seen steady growth in the range and number of professional learning events being organized and delivered at the local Chapter level. In addition, more staff and administrative capacity – assisting with issues such as online registration and logistics – are helping to support and grow local Chapter activities for members in regions across BC and the Yukon.

PROFESSIONAL LEARNING ACTIVITIES

As part of the Institute's ongoing commitment to the delivery of professional learning opportunities for members, PIBC continues to track and measure professional learning events and programming. We are pleased to report that through the Institute's annual conference (held in Kelowna), seven online webinars, and 29 local Chapter events, approximately 171.25 units (or hours) of professional learning activities were organized and delivered throughout 2016.

ADDITIONAL CAPACITY

PIBC was pleased, following strategic direction and budget support from Council, to welcome Sophie King to the staff team in 2016 as the Institute's new part-time Professional Learning & Events Coordinator. This new role was established to work closely with and support the CPL Committee, as well as local PIBC Chapters. We are pleased to see the additional capacity now in place to support and grow these valuable member programs and activities.

CPL REPORTING REQUIREMENTS FOR MEMBERS

Institute staff are continuing to follow up and work with members to ensure compliance with the Institute's annual professional learning and reporting requirements. This includes assisting members in utilizing PIBC's online membership system to input and report their annual

CPL Events & Activities

Total of **37** CPL events & activities delivering **171.25** CPL Learning Units (LUs)

1 PIBC Annual Conference - **84.25 LUs**

7 PIBC CPL Webinars - **10.50 LUs**

29 PIBC Chapter Events - **76.50 LUs**

learning activities. The Institute is committed to working with members to ensure the CPL requirements mandated by the bylaws are met and maintained in each year.

MOVING FORWARD

Looking ahead the Institute and its CPL committee will continue to sustain and enhance the professional learning webinar program – exploring new topics and content that is relevant and accessible for members. In addition, the Committee is also now beginning to explore the potential development of new more in-depth professional learning courses and/or workshops on key planning topics for members.

Additionally, the Institute will continue working and following-up with members regarding the annual CPL reporting requirements, with a goal of ensuring a high degree of compliance.

COMMITTEE THANKS

Thank you to the volunteer members of the CPL Committee for their incredible hard work and dedication, and in particular for helping to continue delivery of the successful PIBC webinar program. Any member interested in joining the committee or volunteering in any capacity is encouraged to contact PIBC. And thanks to PIBC staff for their ongoing support and assistance. ■

MEMBERSHIP

THE INSTITUTE'S MEMBERSHIP COMMITTEE oversees the administration of the Institute's membership activities and affairs, including membership standards and processes. This includes managing the membership certification process for those remaining Candidate members who were admitted prior to September 2012 – when the transition of membership application and certification assessments shifted to the national Professional Standards Board (PSB) – as well as overseeing membership applications for non-corporate membership categories (which are not handled by the PSB). Kerry Pateman MCIP, RPP served as Chair of the Membership Committee in 2016.

MEMBERSHIP APPLICATIONS & ADMISSIONS

Throughout 2016, the Institute handled approximately 343 membership applications, transfers, membership status changes, or other related membership actions. This included 120 admissions into Corporate membership and 95 admissions into Non-Corporate membership categories.

Overall membership in the Institute remained largely stable. There was a 4.7% increase in the net number of professional (Corporate) members, with a 4.5% increase in the net number of Certified Members (Registered Professional Planners) as several Candidates successfully completed the certification process. PIBC admitted 79 new or reinstated Registered Professional Planners (RPPs) in 2016.

The net number of Candidate members increased slightly as new professional members joined under the new standards and processes introduced in 2012, while

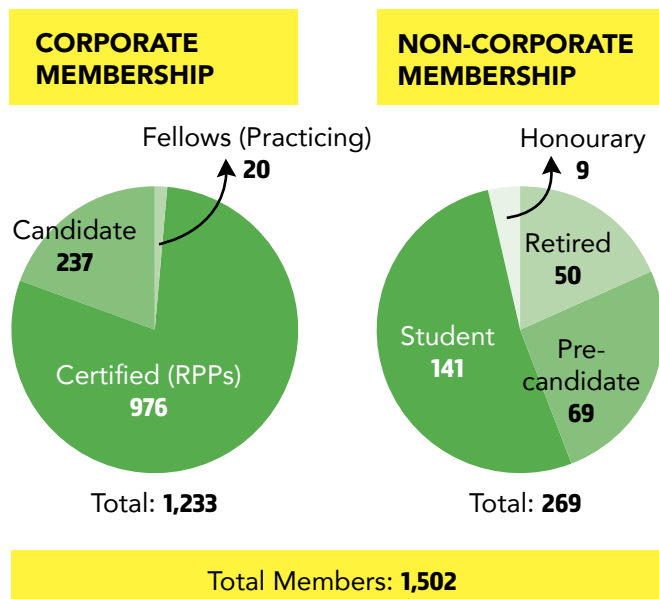
others completed their certification, and still some other Candidate members ceased to be members in 2016 due to the expiry of their prescribed time limits to complete certification – something the Institute continues to monitor and enforce. There were 41 new Candidate members admitted in 2016.

Also, in terms of Non-Corporate membership – as a result of membership category changes that resulted from bylaw amendments adopted in late 2016, Public Subscribers (who were previously counted as Non-Corporate members) are no longer formally considered members, and are therefore no longer included in the total numbers. Nevertheless, there were (as of the end of 2016) still 63 Public Subscribers signed up to receive the various applicable service benefits from the Institute.

MEMBERSHIP STANDARDS & CERTIFICATION

As reported in previous years, the administrative and

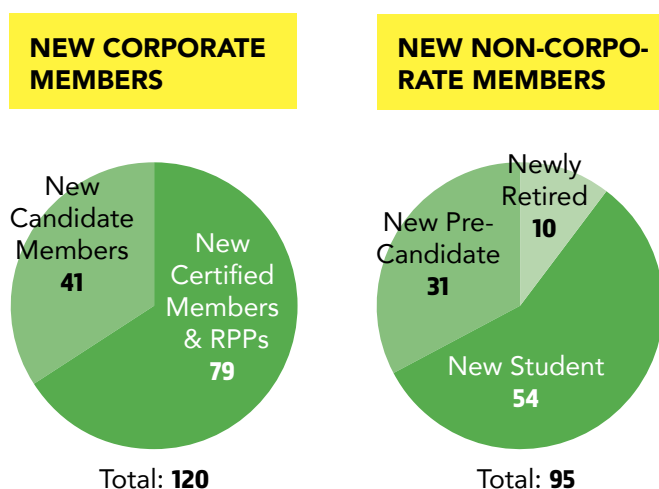
Membership Numbers by Member Type & Category: (at Dec. 31, 2016):



assessment functions for membership certification – both in terms of assessing new Candidate membership applicants, and in terms of the various steps towards full certification of members as Registered Professional Planners – continue to be managed and delivered by the arms-length national Professional Standards Board for the Planning Profession in Canada (PSB) rather than by PIBC’s local Membership Committee. Throughout 2016 there has continued to be steady growth in the number of new Candidates coming through the PSB assessment process, and new RPPs becoming certified.

Membership Activity

Processed **343** membership admissions and other actions, including the following **215** membership admissions...



As well as processing **128** membership status changes.

A notable milestone under the PSB was the successful introduction, in September 2016, of a new multiple choice/closed-option version of the final professional examination for Candidates seeking RPP certification. This new approach is helping to ensure greater consistency and efficiency in the exam evaluation and the reporting of results to Candidates.

PIBC and the Membership Committee continue to administer the membership certification process for those remaining Candidate members who were admitted prior to September 2012. This includes: log book reviews, written examinations (Exam B) where applicable, and oral examination (Exam A) interviews. As of the end of 2016, there were approximately 121 such Candidate members remaining in the previous system.

GENERAL MEMBERSHIP ISSUES

As the number of Candidate members undertaking the previous membership certification process continues to be reduced, the Membership Committee continues to shift attention to other areas such as support and information for prospective members and improving membership activities beyond the certification process, including looking at membership recruitment and retention.

The Committee, supported by Institute staff, continues to be diligent in enforcing required time limits for various members to move forward to the next appropriate

membership category. While the Institute recognizes that individual members' ability to move forward with their membership status will vary, it is important to ensure the same standards and timelines are applied equally.

The Membership Committee will continue to explore ways to improve member recruitment and retention, including looking at ways to work with the PSB to provide more support for Candidate members going through the certification processes, including working on additional ways to assist with or support the mentorship requirement.


MEMBERSHIP EXAM COURSE FOR PROFESSIONAL PRACTITIONERS

The Institute again held two offerings of the weekend Membership Exam Course for Professional Practitioners in 2016 (for those Candidate members required to complete the previous Written Exam (Exam B) under the old membership standards). They were offered in Kelowna in May and in Vancouver in November, with 16 Candidate member participants undertaking the course. Both course offerings were taught by returning instructors Lindsay Chase MCIP, RPP and Dr. Pamela Shaw MCIP, RPP.

With the number of Candidate members completing membership certification under the previous membership standards now declining, and with the limited number of members required to write the Written Exam (Exam B) we anticipate delivering only one offering of the Membership Exam Course in 2017.

COMMITTEE THANKS

The Committee's work could not be accomplished without the significant support of so many members who volunteer and undertake the many membership-related tasks. Special thanks to the many members who review log books, act as examiners, as well as those who serve as mentors and sponsors for Candidate members. In addition to the long list of volunteers, the work of the Committee could not be accomplished without the effort and support of PIBC staff. Thank you. ■



Overall membership in the Institute remained largely stable. There was a 4.7% increase in the net number of professional (Corporate) members, with a 4.5% increase in the net number of Certified Members (Registered Professional Planners) as several Candidates successfully completed the certification process. PIBC admitted 79 new or reinstated Registered Professional Planners (RPPs) in 2016."

AWARDS

THE INSTITUTE'S AWARDS COMMITTEE is responsible for overseeing and administering PIBC's awards and recognition programs, including the Awards for Excellence in Planning and Awards for Individual Achievement. In 2016 the chair of the Awards Committee was James Moore MCIP, RPP.

Each year the Committee issues a call for submissions in a number of categories. The Committee then reviews and evaluates all the submissions received, acting as the jury for the awards program, to collectively determine the winners.

2016 WINNERS OF THE AWARDS FOR EXCELLENCE IN PLANNING

EXCELLENCE IN PLANNING PRACTICE (CITY & URBAN AREAS)

- **Gold Winner:** Lougheed Town Centre Core Area Master Plan - City of Burnaby & Shape Properties Corporation
- **Silver Winner:** Fraser Valley Express Implementation Plan - Fraser Valley Regional District & BC Transit
- **Silver Winner:** Active Design Guidelines – City of North Vancouver

EXCELLENCE IN PLANNING PRACTICE (SMALL TOWN & RURAL AREAS)

- **Silver Winner:** First Nation Construction Industry Education – David Nairne + Associates Ltd.

EXCELLENCE IN POLICY PLANNING (CITY & URBAN AREAS)

- **Silver Winner:** Ecological Network Management Strategy – City of Richmond
- **Silver Winner:** Family-Friendly Housing Policy - City of New Westminster

- **Silver Winner:** University of Victoria Campus Plan - DIALOG, Hapa Collaborative & University of Victoria

CAMPUS PLANNING AND SUSTAINABILITY EXCELLENCE IN POLICY PLANNING (SMALL TOWN & RURAL AREAS)

- **Silver Winner:** University Village Local Area Plan - Municipality of North Cowichan, City of Duncan & Stantec Consulting Ltd.

EXCELLENCE IN RESEARCH & NEW DIRECTIONS IN PLANNING

- **Gold Winner:** Community Lifecycle Infrastructure Costing Tool - Ministry of Community, Sport and Cultural Development, Stantec Consulting Ltd & City of Prince George
- **Gold Winner:** The City of Vancouver's Cycling Safety Study & Action Plan – City of Vancouver & Urban Systems Ltd.
- **Silver Winner:** Health Impact Assessment of Transportation and Land Use Planning Activities (Guidebook and Toolkit) - Metro Vancouver & EcoPlan International

2016 WINNERS OF THE AWARDS FOR INDIVIDUAL ACHIEVEMENT

DISTINGUISHED PROFESSIONAL CONTRIBUTION

- Gwendolyn Sewell MCIP, RPP (District of Kitimat)

LEADERSHIP IN ADVOCACY & INNOVATION

- Celine Mauboules MCIP, RPP (City of Vancouver)

Congratulations!

Congratulations to all the winners, and thank you to everyone who participated in the 2016 Awards program. Special thanks are extended to all the volunteer members of the Awards Committee for their time and contributions.

PROFESSIONAL PRACTICE REVIEW

UPHOLDING STANDARDS OF ETHICS AND PROFESSIONALISM is a key function of PIBC as a professional organization. The Institute, as prescribed by the bylaws, works to fulfill this obligation by upholding the Institute's Code of Ethics & Professional Conduct – to which all corporate members must adhere. The bylaws establish the Professional Practice Review Committee (PPRC) to coordinate this role. Throughout 2016 Council member Lui Carvello MCIP, RPP served as the Chair of the Committee, and the Committee enjoyed a full compliment of volunteer members who help carry out its work.

BYLAWS & COMMITTEE ROLE

Significant sections of the Institute's bylaws outline the structure and processes for professional practice review (in particular Part 13). These sections frame the complaint, investigation, and review hearing process. The process may appear complex, cumbersome and somewhat lengthy, but it is designed to be thorough and fair, while aiming to uphold the principles of natural justice and to respect the rights of members who are the subject of complaints or allegations of misconduct.

The Professional Practice Review Committee's responsibilities include:

- Overseeing and administering the Institute's response to complaints or allegations of misconduct against Corporate members;
- Assisting the Institute in upholding the Code and seeking compliance by members; and
- Providing education or training to members regarding best practices of ethical and professional conduct.

Part 14 of the Institute's bylaws contains the Code of Ethics and Professional Conduct. The Code is worthy of review; particularly if you are a new planner, mentoring a Candidate, or facing an ethical challenge or question in your own daily practice.

For the complete current bylaws visit:
<http://www.pibc.bc.ca/content/official-documents>

ADDRESSING COMPLAINTS

Complaints to the Institute related to the misuse of the protected RPP designation, or similar misrepresentation of membership or professional qualifications, can often be handled without a formal professional practice review process. For formal complaints or allegations of misconduct, the Committee Chair will assign a member of the Committee as the Case Officer, to complete an initial

investigation, and deliver a report and recommendation to the Evaluation Sub-Committee.

The Evaluation Sub-Committee, comprised of three members of the PPRC, reviews the Case Officer's report and any written responses from the complainant(s) and/or subject member(s) involved. It either confirms the Case Officer's recommendations, or can refer the complaint forward to a formal Review Hearing for final adjudication, even if the Case Officer did not recommend so. Over the past year there were case files active at all three stages of the process: the initial investigation stage; the Evaluation Sub-Committee stage; and the Review Hearing stage.

Over the course of 2016 and into 2017 the Committee has, working with staff, the Institute's legal counsel, and with the support of PIBC Council, been exploring further refinements and improvements to the professional practice review and discipline process to ensure it is functioning effectively and appropriately. This will likely include some future proposed amendments to the bylaws that frame the process.

SUPPORT & POLICY WORK

To provide internal mentorship and training during the professional practice review process, the Chair will occasionally assign a more experienced PPRC member to assist when a newer Case Officer is assigned to a case. The Committee also works to provide all Committee members with training and education (with the assistance of PIBC's staff and legal counsel) as part of the Committee's annual in-person meeting.

Additionally, the Committee, staff and legal counsel continue the work on developing, refining, and implementing more robust internal policies and procedures (beyond what is framed in the bylaws) to guide the professional practice review and discipline process. Experience in dealing with particular cases and input from experienced PPRC members is a valuable resource for this work. The goal is to provide assistance and guidance to volunteer members responsible for the process, as well as to strengthen the process – making it more effective and

successful. This work includes exploring ways to make the professional practice review and discipline process more timely and efficient, while still sufficiently thorough and fair.

EDUCATION FOR MEMBERS

Another important part of the PPRC's role is to assist with the ongoing training and education of members with respect to ethics and professionalism. The Committee – through its volunteer members – organizes and delivers an ethics session at each PIBC annual conference. This has been established as a regular activity and a standing program element at every PIBC conference. Such sessions provide an excellent opportunity for members to re-familiarize themselves with the Code and its requirements, as well as members' professional responsibilities. These sessions are also an opportunity for members to hear about best practices, seek advice, and ask questions about professional ethical dilemmas and challenging situations. The Committee continues to look for further opportunities to build upon this member education role – including looking at offering online webinar versions of such sessions in the future.

Another activity that assists with the ongoing training and education of members regarding ethics and professionalism

is the publication of articles that summarize recent cases (sometimes this is required as part of the outcome of the disciplinary process), or articles that dive deeper into the ethical and professional issues and questions raised by certain cases or ethical situations. These case summaries and practice advice articles contribute to furthering members' knowledge and understanding of ethics and professionalism, as well as the Institute's professional practice review processes.

COMMITTEE VOLUNTEERS & THANKS

As noted previously, the Committee enjoyed a full compliment of volunteer members throughout 2016. Members of the Committee (guided by the Chair, and assisted by Institute staff and legal counsel as appropriate) have acted as Case Officers (investigating complaints of professional misconduct); served on Sub-Committees or Review Panels; assisting with articles; or have presented and delivered education or training sessions throughout 2016. The Institute greatly appreciates the time and commitment of all the volunteer members. Complex cases can often require sustained effort and work through many stages, over many months or more. Thank you! ■

PIBC PROFESSIONAL PRACTICE REVIEW 2016 CASE SUMMARY

Although the Institute fields several general professional practice inquiries each year, only a few typically result in formal complaints. In 2016 no new formal complaints were received, and no investigations were initiated in response to any information about potential member misconduct in the public domain.

The following provides a general summary update on cases addressed or under review at various stages in the professional practice review process during 2016:

- One ongoing case continued at the initial investigation stage;
- One past case continued in abeyance following the commencement of an initial investigation and the conclusion of a criminal court proceeding (there is no further PIBC action at this time as the subject member ceased to be a member, however the case could be re-opened in the future if required);
- One ongoing case that had been investigated and was under consideration at the Evaluation Sub-Committee stage was addressed and closed with no disciplinary action required;
- One ongoing case that had been investigated and considered at the Evaluation Sub-Committee stage, and had proceeded to a formal Review Hearing, was resolved at that stage by means of Consent Discipline.

Some of the ethical and professional issues that have arisen through some of the recent and ongoing cases have included:

- Providing accurate professional information and advice;
- Receiving or soliciting financial inducements;
- Compliance and cooperation with the Institute's professional practice review process;
- Providing opportunities for meaningful participation in the planning process;
- Exercising professional judgment independently and without bias;
- Accepting personal benefit(s) and possible conflict(s) of interest – or the appearance of possible conflict(s) of interest; and
- Ensuring that advertising or promotional activities fairly and accurately communicate the expertise and skills offered, including professional qualifications and affiliations, education, and experience.

■ SECRETARY-TREASURER

PIBC President-Elect and Secretary-Treasurer: Andrew Ramlö MCIP, RPP

The audit of PIBC's 2016 fiscal year was conducted in early Spring 2017 by Loewen Kruse, Chartered Professional Accountants, and was reviewed and approved by PIBC Council in March. As in previous years, the auditors determined that PIBC has been conducting its financial affairs in accordance with the Canadian generally accepted accounting principles and Canadian accounting standards for not-for-profit organizations. (See Appendix: 2016 Audited Financial Statements)

The Institute reported another financially positive and stable year in 2016. Overall, a net surplus of \$93,924 was generated, contributing to an increase of the Institute's net financial reserves. General operations included total revenues of \$757,779 and total costs and expenses of \$663,855. As of December 31, 2016, the Institute's total gross assets were \$1,101,054 with net fund balances of \$789,969.

On the revenue side, with modest growth in total membership, membership revenues continued to be healthy and stable, reaching \$353,362 in 2016 (compared to \$332,978 in 2015). Conference and event revenues were up to \$212,276 due to a successful annual conference held in Kelowna in 2016 (well above our previous conference due to the smaller scale conference held in Seattle in 2015). Event revenues from the Institute's Continuous Professional Learning (CPL) webinars also contributed positively to the Institute's revenues. Additionally advertising revenues were up considerably, reaching \$122,976, compared to \$84,665 in 2015. The substantial growth in these areas of revenue contributed significantly to the positive net financial outcome for 2016. On the expenditures side, staff salary and benefit expenditures were up slightly. In addition, the Institute's new part time professional learning and events contract position (added mid-way through 2016) is reflected in expenditures on administration fees and services. Costs related to hosting conferences and events were up

compared to 2015, again primarily due to hosting its full annual conference in Kelowna, along with the continuation of the CPL webinar series, and the annual World Town Planning Day event. Total expenses related to conferences and events were \$158,119 in 2016 versus \$112,711 in the previous fiscal year.

Council expenses, at \$79,379, were lower than the previous year due to 2016 not being a Council election year and the Institute not incurring the associated additional orientation meeting and other expenses typical in such years. Professional fees were also up over the previous year due primarily to legal fees and services incurred for work on the Institute's constitution and bylaws required under the new Societies Act, as well as legal support for the Institute's professional practice review processes.

As previously reported in November 2015, Council adopted a new administrative policy to manage and allocate the Institute's retained surplus funds, and to guide the prudent and appropriate management of the Institute's financial investments. The implementation of this new policy took place over the course of 2016. The Institute's surplus funds are now earmarked or set aside for particular purposes (e.g. operating, legal, capital, strategic initiatives, and chapters). This approach helps better guide and manage the Institute's financial resources while also keeping the Institute in line with best management practices for not-for-profit organizations. Information about the various internally allocated funds can be found in the notes to the 2016 Audited Financial Statements.

Council is pleased to see the Institute's financial affairs continuing in a healthy position over the past year, and anticipate that the Institute will continue to enjoy long-term financial stability and remain in a position to make strategic expenditures and investments for the growth and success of the Institute. ■

FINANCIAL OPERATIONS (2016)

Total Operations (Revenues & Expenditures) in 2016, By Area (In \$ and % of Total):

REVENUES	FINAL	PERCENT
Membership Fees	\$353,362	47%
Conferences & Events	\$212,276	28%
Advertising	\$122,976	16%
Other Membership Activities	\$33,685	4%
Chapters	\$24,536	3%
Interest & Other	\$10,944	1%

TOTAL	\$757,779	100%
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EXPENSES	FINAL	PERCENT
Salaries & Benefits	\$194,584	29%
Conferences & Events	\$158,119	24%
Council & Committees	\$79,379	12%
Administration Fees & Services	\$54,272	8%
Office	\$49,154	7%
Chapters	\$30,123	5%
Production Costs	\$29,849	4%
Professional Fees	\$28,244	4%
Student Activities	\$12,748	2%
Special Projects	\$6,741	1%
Bank Charges & Other	\$20,642	3%

TOTAL	\$663,855	100%
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EXCESS OF REVENUE OVER EXPENSES	\$93,924	12%
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PIBC COUNCIL, APPOINTED POSITIONS & STAFF

PIBC COUNCIL

President	Dan Huang MCIP, RPP	Victoria
President-Elect & Secretary-Treasurer	Andrew Ramlö MCIP, RPP	Vancouver
Past President	Andrew Young MCIP, RPP	Vancouver
Member	Iain Bourhill MCIP, RPP	Victoria
Member	Lesley Cabott MCIP, RPP	Whitehorse
Member	Lui Carvello MCIP, RPP	Victoria
Member	Allyson Friesen MCIP, RPP	Coquitlam
Member	Carole Jolly MCIP, RPP	Vancouver
Member	Lisa Krebs MCIP, RPP	Prince George
Member	Kerry Pateman MCIP, RPP	Prince George
Member	Suzanne Smith MCIP, RPP	North Vancouver
Candidate Member Rep.	Linda Gillan	Vancouver
UBC Student Rep.	Dustin Lupick	Vancouver
UNBC Student Rep.	Rebecca Delorey	Prince George
SFU Student Rep.	Michelle Vandermoor	Burnaby

OTHER APPOINTED POSITIONS & STAFF

Executive Director	Dave Crossley	Vancouver
Member Programs & Services	Ryan Noakes	Vancouver
Communications & Marketing	Cindy Cheung	Vancouver
Professional Learning & Events	Sophie King	Vancouver
Office Administrator	Nina Schmidt	Vancouver
Editor (Planning West)	Siobhan Murphy MCIP, RPP	Vancouver

PIBC COMMITTEES

EXECUTIVE

Dan Huang MCIP, RPP (Chair)
Andrew Ramlö MCIP, RPP
Andrew Young MCIP, RPP
Carole Jolly MCIP, RPP
Dave Crossley (Staff)

MEMBERSHIP

Kerry Pateman MCIP, RPP (Chair)
Emilie Adin MCIP, RPP
Rob Buchan FCIP, RPP
Neil Connelly MCIP, RPP
Rhonda Eager MCIP, RPP
Lind Gillan (Candidate member)
Ed Grifone MCIP, RPP
Rod Martin MCIP, RPP
Greg Mitchell MCIP, RPP
Zoe Morrison MCIP, RPP
Claire Negrin MCIP, RPP
Kasel Yamashita MCIP, RPP
Ryan Noakes (Staff)

EDUCATION & STUDENT AFFAIRS

Carole Jolly MCIP, RPP
Rebecca Delorey (Student member)
Dr. Tom Gunton MCIP, RPP
Dustin Lupick (Student member)
Sara Muir-Owen MCIP, RPP
Dr. Pamela Shaw MCIP, RPP
Dr. Andrew Seidel MCIP, RPP
Dr. Mark Stevens MCIP, RPP
Michelle Vandermoor (Student member)
Ryan Noakes (Staff)

CONTINUOUS PROFESSIONAL LEARNING

Lesley Cabott MCIP, RPP (Co-Chair)
Lisa Krebs MCIP, RPP (Co-Chair)
Brent Elliott MCIP, RPP
Elicia Elliott MCIP, RPP
Deborah Jensen MCIP, RPP
Sara Muir-Owen MCIP, RPP
Dr. Pamela Shaw MCIP, RPP
Jan Thingsted MCIP, RPP
Gloria Venczel MCIP, RPP
Sophie King (Staff)
Ryan Noakes (Staff)

COMMUNICATIONS

Suzanne Smith MCIP, RPP (Co-Chair)
Allyson Friesen MCIP, RPP (Co-Chair)
Tim Barton MCIP, RPP
Craig Broderick MCIP, RPP
Jennifer Hill MCIP, RPP
Christopher Hutton MCIP, RPP
Alison McNeil MCIP, RPP
Greg Mitchell MCIP, RPP
Siobhan Murphy MCIP, RPP (Editor)
Gary Noble MCIP, RPP
Cindy Cheung (Staff)

AWARDS

James Moore MCIP, RPP (Chair)
Catherine Berris MCIP, RPP
Lesley Cabott MCIP, RPP
William Corson MCIP, RPP
Rebecca Chaster (Candidate member)
Lilian Chau MCIP, RPP
Jag Dhillon FCIP (Retired)
Lisa King MCIP, RPP
Neal LaMontagne MCIP, RPP
Margaret-Ann Thornton MCIP, RPP
Lynn Wilson MCIP, RPP
Mary Wong MCIP, RPP
Raymond Young MCIP, RPP
Ryan Noakes (Staff)

PROFESSIONAL PRACTICE REVIEW:

Lui Carvello MCIP, RPP (Chair)
Linda Adams MCIP, RPP
William Buholzer FCIP, RPP
Ken Cameron FCIP, RPP
Lindsay Chase MCIP, RPP
Brent Elliott MCIP, RPP
Nancy Knight MCIP, RPP
Ron Mattiussi MCIP, RPP
Kent Munro MCIP, RPP
Kathryn Nairne MCIP, RPP
Gwendolyn Sewell MCIP, RPP
Lisa Spitale MCIP, RPP
John Steil FCIP, RPP
Eric Vance FCIP, RPP
Richard White FCIP, RPP
Dave Crossley (Staff)

OTHER PIBC REPRESENTATIVES

CANADIAN INSTITUTE OF PLANNERS (CIP) BOARD

Andrew Young MCIP, RPP

BC LAND SUMMIT SOCIETY

Dave Crossley

VANCOUVER CHINATOWN HISTORIC AREA PLANNING COMMITTEE

Helen Lee MCIP, RPP

CLIMATE CHANGE - PROFESSIONAL ASSOCIATION ADAPTATION WORKING GROUP

Christine Callihoo MCIP, RPP

LOCAL GOVERNMENT ASSET MANAGEMENT WORKING GROUP

André Boel MCIP, RPP

PROVINCE OF BC, STRETCH CODE IMPLEMENTATION WORKING GROUP

Emilie Adin MCIP, RPP

PROFESSIONAL STANDARDS COMMITTEE (PSC)

Andrew Ramlö MCIP, RPP

PROFESSIONAL STANDARDS BOARD (PSB)

Finlay Sinclair MCIP, RPP

PIBC VOLUNTEERS – THANK YOU!

THROUGHOUT THE YEAR, the Planning Institute of British Columbia relies on the volunteer contributions of our members in moving forward the impactful projects and events that advance and improve the planning profession and the Institute. It is with our heartfelt thanks that we recognize our volunteers in 2016 for their contributions – thank you!

Kristin Aasen MCIP, RPP
Linda Adams MCIP, RPP
Felicity Adams MCIP, RPP
Emilie Adin MCIP, RPP
Andrew Allen MCIP, RPP
Timothy Barton MCIP, RPP
Erica Beasley
Kris Belanger MCIP, RPP
Laura Bentley MCIP, RPP
Catherine Berris MCIP, RPP
David Block MCIP, RPP
André Boel MCIP, RPP
Iain Bourhill MCIP, RPP
Chloe Boyle
Geraldine Boyle
Lisa Brinkman MCIP, RPP
Craig Broderick MCIP, RPP
Richard Buchan
Robert Buchan FCIP, RPP
Bill Buholzer FCIP, RPP
Lesley Cabott MCIP, RPP
Christine Callihoo MCIP, RPP
Ken Cameron MCIP, RPP
Ben Campbell MCIP, RPP
Allan Campeau MCIP, RPP
Lui Carvello MCIP, RPP
Chee Chan MCIP, RPP
Ada Chan Russell MCIP, RPP
Samantha Charlton
Lindsay Chase MCIP, RPP
Lilian Chau MCIP, RPP
Joan Chess-Woollacott MCIP, RPP
Jeffrey Chow MCIP, RPP
Hazel Christy MCIP, RPP
Jason Chu MCIP, RPP
Marc Cittone
Kerri Clark
Neil Connelly MCIP, RPP
Bill Corsan MCIP, RPP
Ken Cossey MCIP, RPP
Michael Coulson
Terry Crowe MCIP, RPP
Birte Decloux MCIP, RPP
Rebecca Delorey
Jag Dhillon FCIP, RPP
Michael Dickinson MCIP, RPP
Nancy Dubé MCIP, RPP
Julian Dunster MCIP, RPP
Paul Dupuis MCIP, RPP
Rhonda Eager MCIP, RPP
Carla Eaton MCIP, RPP
Ashley Elliott MCIP, RPP
Brent Elliott MCIP, RPP
Katherine Fabris
Marta Farevaag MCIP, RPP

Daniella Fergusson MCIP, RPP
Allyson Friesen MCIP, RPP
Corine Gain MCIP, RPP
Mike Gau MCIP, RPP
Hardev Gill MCIP, RPP
Linda Gillan
Charlene Grant MCIP, RPP
Ed Grifone MCIP, RPP
Amanda Grochowich
Tom Gunton MCIP, RPP
Tomoko Hagio MCIP, RPP
Susan Hallatt MCIP, RPP
Gordon Harris FCIP, RPP
Shaun Heffernan MCIP, RPP
Ryan Hennessey MCIP, RPP
Jennifer Hill MCIP, RPP
Sharon Horsburgh MCIP, RPP
Daniel Huang MCIP, RPP
Kari Huhtala MCIP, RPP
Christopher Hutton MCIP, RPP
Leah Irvine MCIP, RPP
Barbara Jackson MCIP, RPP
Deborah Jensen MCIP, RPP
Carole Jolly MCIP, RPP
Kenna Jonkman MCIP, RPP
Chani Joseph-Ritchie MCIP, RPP
Teresa Kaszonyi
Lisa King MCIP, RPP
Robert Knall MCIP, RPP
Nancy Knight MCIP, RPP
Mark Koch MCIP, RPP
Jane Koepke
Jane Koh
Lisa Krebs MCIP, RPP
Karen Kreis MCIP, RPP
Karin Kronstal MCIP, RPP
Simon Lapointe MCIP, RPP
Blake Laven MCIP, RPP
Helen Lee MCIP, RPP
Gregory Leighton MCIP, RPP
Spencer Lindsay
Dustin Lupick
David Marlor MCIP, RPP
Patrick Marples MCIP, RPP
Rod Martin MCIP, RPP
Ronald Mattiussi MCIP, RPP
Hannah McDonald
Alison McNeil MCIP, RPP
Chelsea Medd
Gregory Mitchell MCIP, RPP
James Moore MCIP, RPP
Hillary Morgan MCIP, RPP
Zoë Morrison MCIP, RPP
Jhon Mozo
Sara Muir-Owen MCIP, RPP

Kent Munro MCIP, RPP
Siobhan Murphy MCIP, RPP
Travis Nagy
Kathryn Nairne MCIP, RPP
Claire Negrin MCIP, RPP
Russell Nelson MCIP, RPP
Polly Ng
Gary Noble MCIP, RPP
Kerry Pateman MCIP, RPP
Madelaine Peters MCIP, RPP
Odete Pinho MCIP, RPP
Andrew Ramlö MCIP, RPP
Evelyn Riechert MCIP, RPP
Carly Rimell
Teresa Rittemann
Ryan Roycroft MCIP, RPP
Karen Russell FCIP, RPP
Francesca Sanna MCIP, RPP
Katrin Saxty MCIP, RPP
Jamai Schile
Andrew Seidel
Gwendolyn Sewell MCIP, RPP
Pamela Shaw MCIP, RPP
Chris Sholberg MCIP, RPP
Kelly Sims
Finlay Sinclair MCIP, RPP
Carlie Smith MCIP, RPP
Suzanne Smith MCIP, RPP
Ross Soward MCIP, RPP
Lisa Spitalé MCIP, RPP
Mandy Stanker MCIP, RPP
John Steil FCIP, RPP
Mark Stevens MCIP, RPP
Alison Stewart MCIP, RPP
Jillian Tamblyn MCIP, RPP
Shannon Tartaglia MCIP, RPP
Alex Taylor MCIP, RPP
Amanda Taylor
Paul Thompson MCIP, RPP
Margaret-Ann Thornton MCIP, RPP
Tanya Turner MCIP, RPP
Eric Vance FCIP, RPP
Michelle Vandermoor
Robert Veg MCIP, RPP
Gloria Venczel MCIP, RPP
Barry Waitt MCIP, RPP
Dan Wallace MCIP, RPP
Robert White
Richard White FCIP, RPP
Kasel Yamashita MCIP, RPP
Andrew Young MCIP, RPP
Raymond Young MCIP, RPP
Jeff Zukiwsky MCIP, RPP

APPENDIX

PLANNING INSTITUTE OF BRITISH COLUMBIA
Financial Statements
December 31, 2016

PLANNING INSTITUTE OF BRITISH COLUMBIA
Index to Financial Statements
Year Ended December 31, 2016

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Operations - General Fund	4
Statement of Changes in Fund Balances	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 10
Schedule of Chapter Activity (<i>Schedule</i>)	11

INDEPENDENT AUDITOR'S REPORT

To the Members of Planning Institute of British Columbia

We have audited the accompanying financial statements of Planning Institute of British Columbia, which comprise the statement of financial position as at December 31, 2016 and the statements of operations - general fund, changes in fund balances and cash flows for the year then ended, and 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

(continues)

Independent Auditor's Report to the Members of Planning Institute of British Columbia *(continued)*

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Planning Institute of British Columbia as at December 31, 2016 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the Societies Act of British Columbia, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Burnaby, British Columbia
March 10, 2017



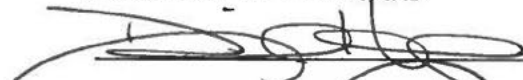

Chartered Professional Accountants

PLANNING INSTITUTE OF BRITISH COLUMBIA
Statement of Financial Position
December 31, 2016

	General Fund	Internally Restricted Funds	2016	2015
ASSETS				
CURRENT				
Cash	\$ 486,075	\$ 38,125	\$ 524,200	\$ 474,034
Accounts receivable	14,478	-	14,478	13,145
Investments	57,486	440,000	497,486	236,066
Recoverable (payable to) from government authorities - GST	1,942	(27)	1,915	92
Prepaid expenses	56,199	-	56,199	17,554
Interfund receivable (payable)	(4,720)	4,720	-	-
	611,460	482,818	1,094,278	740,891
INVESTMENTS	-	-	-	254,542
CAPITAL ASSETS (Note 3)	6,776	-	6,776	8,152
	<u>\$ 618,236</u>	<u>\$ 482,818</u>	<u>\$ 1,101,054</u>	<u>\$ 1,003,585</u>
LIABILITIES AND FUND BALANCES				
CURRENT				
Accounts payable and accrued liabilities	\$ 163,009	\$ 66	\$ 163,075	\$ 140,927
Payable to government authorities - source deductions	3,854	-	3,854	10,458
Unearned revenue (Note 4)	142,975	-	142,975	153,792
Deferred lease inducement	1,181	-	1,181	2,363
	311,019	66	311,085	307,540
FUND BALANCES - PAGE 5				
Unrestricted	307,217	-	307,217	696,045
Internally restricted (Note 6)	-	482,752	482,752	-
	307,217	482,752	789,969	696,045
	<u>\$ 618,236</u>	<u>\$ 482,818</u>	<u>\$ 1,101,054</u>	<u>\$ 1,003,585</u>

COMMITMENTS (Note 7)

ON BEHALF OF THE BOARD

 Director
 Director

See notes to financial statements

PLANNING INSTITUTE OF BRITISH COLUMBIA
Statement of Operations - General Fund
Year Ended December 31, 2016

	2016	2015
REVENUE		
Membership fees	\$ 353,362	\$ 332,978
Conference and event sales	212,276	112,502
Advertising sales	122,976	84,665
Other membership revenue	33,685	42,067
Chapter revenue (<i>Schedule</i>)	24,536	35,407
Interest and other	7,062	6,660
Other sales	3,882	3,217
	<u>757,779</u>	<u>617,496</u>
EXPENSES		
Salaries and benefits	194,584	186,774
Conference costs	158,119	112,711
Council	79,379	86,400
Administration fees	54,272	29,723
Office	49,154	45,265
Chapters (<i>Schedule</i>)	30,123	37,943
Productions costs	29,849	26,897
Professional fees	28,244	16,331
Student activities	12,748	13,873
Bank charges and interest	10,281	8,224
Special projects	6,741	6,002
Bad debts and other	6,041	7,309
Amortization of capital assets	4,320	5,919
Donations and sponsorships	-	2,000
	<u>663,855</u>	<u>585,371</u>
EXCESS OF REVENUE OVER EXPENSES - PAGES 5 & 6	<u>\$ 93,924</u>	<u>\$ 32,125</u>

See notes to financial statements

PLANNING INSTITUTE OF BRITISH COLUMBIA
Statement of Changes in Fund Balances
Year Ended December 31, 2016

	General Fund	Internally Restricted Funds	2016	2015
FUND BALANCES -				
BEGINNING OF YEAR	\$ 696,045	\$ -	\$ 696,045	\$ 663,920
Excess of revenue over expenses				
- page 4	93,924	-	93,924	32,125
Interfund transfers (Note 5)	(482,752)	482,752	-	-
FUND BALANCES - END OF				
YEAR - PAGE 3	\$ 307,217	\$ 482,752	\$ 789,969	\$ 696,045

See notes to financial statements

PLANNING INSTITUTE OF BRITISH COLUMBIA
Statement of Cash Flows
Year Ended December 31, 2016

	General Fund	Internally Restricted Funds	2016	2015
OPERATING ACTIVITIES				
Excess of revenue over expenses - page 4	\$ 93,924	\$ -	\$ 93,924	\$ 32,125
Items not affecting cash:				
Amortization of capital assets	4,320	-	4,320	5,919
Amortization of deferred lease inducement	(1,181)	-	(1,181)	(1,181)
	97,063	-	97,063	36,863
Changes in non-cash working capital:				
Accounts receivable	(1,333)	-	(1,333)	(7,238)
Recoverable from government authorities - GST	(1,850)	27	(1,823)	5,784
Prepaid expenses	(38,645)	-	(38,645)	4,024
Interfund receivable (payable)	4,720	(4,720)	-	-
Accounts payable and accrued liabilities	22,081	66	22,147	68,188
Payable to government authorities - source deductions	(6,604)	-	(6,604)	5,486
Unearned revenue	(10,816)	-	(10,816)	77,060
	(32,447)	(4,627)	(37,074)	153,304
Cash flow from (used by) operating activities	64,616	(4,627)	59,989	190,167
INVESTING ACTIVITIES				
Purchase of capital assets	(2,944)	-	(2,944)	(5,981)
Decrease (increase) in investments	433,121	(440,000)	(6,879)	(56,338)
Cash flow from (used by) investing activities	430,177	(440,000)	(9,823)	(62,319)
OTHER CASH FLOW ITEMS				
Interfund transfers (Note 5)	(482,752)	482,752	-	-
INCREASE IN CASH FLOW	12,041	38,125	50,166	127,848
Cash - beginning of year	474,034	-	474,034	346,186
CASH - END OF YEAR	\$ 486,075	\$ 38,125	\$ 524,200	\$ 474,034

See notes to financial statements

PLANNING INSTITUTE OF BRITISH COLUMBIA

Notes to Financial Statements

Year Ended December 31, 2016

1. NATURE OF OPERATIONS

Planning Institute of British Columbia (the "Society") is incorporated under the Societies Act of British Columbia and is also a non-profit organization under the Income Tax Act and as such is exempt from income taxes.

Purpose and Objectives

The Society is an association of professional planners in British Columbia and the Yukon.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Fund Accounting

The Society follows the restricted fund method of accounting for contributions.

The General Fund accounts for the Society's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

The Internally Restricted Funds are amounts established by the Board of Directors for specific projects or purposes. The Internally Restricted Funds consists of the following:

Chapters Fund - Represents the net assets and liabilities related to all of the Society's established local Chapters.

Legal Fund - Represents funds set aside for defending or representing the Society in any significant legal action or dispute.

Capital Fund - Represents funds set aside for the Society's acquisition or replacement of any significant capital assets.

Strategic Initiatives Fund - Represents funds set aside for significant special projects, strategic initiatives, or other priority activities.

Revenue Recognition

Revenue related to the Chapters local programs are recognized in the General Fund as revenue when received on the date of the chapter event.

Unrestricted contributions are recognized as revenue of the General Fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership terms run from January to December and membership fees are recognized as revenue for the year the membership applies. Conference, event sales and advertising revenue are recognized as revenue when the events are held.

(continues)

PLANNING INSTITUTE OF BRITISH COLUMBIA

Notes to Financial Statements

Year Ended December 31, 2016

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Interfund Payable/Receivable

The interfund payable/receivable represents revenue and other items that were deposited into or expenses that were paid out of the General Fund's bank account and as yet have not been transferred to or from the Chapters Fund account. There are no repayment terms or conditions on these amounts.

Investments

Investments consist of two guaranteed investment certificates that are cashable and have maturity terms of more than three months. These investments have been classified as current assets as they are capable of prompt liquidation and will mature within the next fiscal year. The first investment bears interest at 1.3752% (2015 – 1.3%) and matures on December 14, 2017. The second investment bears interest at 1.5% (2015 - 1.5%) and matures on March 23, 2017.

The value of the guaranteed investment certificates includes the interest accrued to December 31, 2016.

Contributed Services

Volunteers assist the Society in carrying out its programs. Due to the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Capital Assets and Amortization

Capital assets purchased are recorded at cost less accumulated amortization, while any capital assets donated are recorded at their fair market value at the date of the receipt less accumulated amortization. Amortization is claimed over the estimated useful lives of the capital assets on the straight-line basis as follows:

Furniture and equipment	7 years
Website	5 years
Computers	3 years

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2016 Net book value	2015 Net book value
Furniture and equipment	\$ 12,274	\$ 10,196	\$ 2,078	\$ 3,832
Website	21,462	21,462	-	-
Computers	8,925	4,227	4,698	4,320
	<u>\$ 42,661</u>	<u>\$ 35,885</u>	<u>\$ 6,776</u>	<u>\$ 8,152</u>

PLANNING INSTITUTE OF BRITISH COLUMBIA

Notes to Financial Statements

Year Ended December 31, 2016

4. UNEARNED REVENUE

Unearned revenue consists of amounts received in advance for the next year's membership fees and conference sponsorship.

5. INTERFUND TRANSFERS

Interfund transfers are comprised of the following:

\$9,200 (2015 - \$7,750) was transferred from the General Fund to the Chapters Fund and is comprised of seed funding applied for by the Chapters and approved by the council.

\$120,000 (2015 - \$NIL) was transferred from the General Fund to the Legal Fund in accordance with board policies.

\$52,000 (2015 - \$NIL) was transferred from the General Fund to the Capital Fund in accordance with board policies.

\$268,000 (2015 - \$NIL) was transferred from the General Fund to the Strategic Initiatives Fund in accordance with board policies.

\$39,139 (2015 - \$NIL) was transferred from the General Fund to the Chapters Fund to internally restrict the Chapters Fund opening balance.

\$5,587 (2015 - \$NIL) was transferred from the Chapters Fund to the General Fund to reflect net loss in the Chapters Fund.

6. INTERNALLY RESTRICTED FUNDS

	Opening Balance	Revenue	Expense	Interfund Transfers	Closing Balance
Strategic Initiatives Fund	\$ -	\$ -	\$ -	\$ 268,000	\$ 268,000
Legal Fund	-	-	-	120,000	120,000
Capital Fund	-	-	-	52,000	52,000
Chapters Fund	-	-	-	42,752	42,752
	\$ -	\$ -	\$ -	\$ 482,752	\$ 482,752

PLANNING INSTITUTE OF BRITISH COLUMBIA

Notes to Financial Statements

Year Ended December 31, 2016

7. COMMITMENTS

The Society has long term leases with respect to its premises and office equipment. The operating lease for premises is \$2,743 per month, and beginning May 2016 increased to \$2,849 under a lease expiring April 30, 2018. Future minimum lease payments are as follows:

2017	\$ 35,886
2018	13,098
	<u>\$ 48,984</u>

The Society has contracts with respect to convention and hotel facilities. Commitments in respect of deposits for these facilities are as follows:

2017	<u>\$ 161,016</u>
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8. FINANCIAL INSTRUMENTS

All financial instruments are initially recorded at their fair market value. Publicly traded equity instruments quoted in an active market are subsequently measured at fair value with any unrealized gains or losses and transaction costs recognized in net excess of revenue over expenses. All other financial instruments are adjusted for any transaction costs incurred on acquisition and are subsequently measured at their amortized cost. Financial instrument impairments and impairment reversals are recognized when incurred in net excess of revenue over expenses.

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Society is exposed to credit risk for its investments. Exposures to credit risk and significant changes to the risk exposure from the prior year are as follows:

- Investments consist of guaranteed investment certificates issued and held by one financial institution. The GIC is guaranteed by the investee and to a limited degree by government insurance provisions that cover deposits.

Concentrations of credit risk include:

- Investments are held through one financial institution and the aggregate deposits exceed the Canadian Deposit Insurance Corporation's threshold of up to \$100,000 per financial institution. Therefore any financial difficulties encountered by that financial institution could adversely affect the collectability and valuation of the deposits.
-

PLANNING INSTITUTE OF BRITISH COLUMBIA

Schedule of Chapter Activity

Year Ended December 31, 2016

Schedule

	Opening Balance	Revenue	Expenses	Transfer from General Fund	Closing Balance
Vancouver Island South	\$ -	\$ 6,391	\$ 3,143	\$ 6,356	\$ 9,604
South Coast	-	7,895	8,284	8,658	8,269
Interior/Okanagan	-	2,285	3,604	7,759	6,440
Fraser Valley	-	-	599	6,714	6,115
Kootenay	-	5,550	8,341	5,980	3,189
Yukon	-	-	553	3,453	2,900
Central North	-	330	982	3,123	2,471
Vancouver Island North	-	2,085	4,258	4,413	2,240
Sunshine Coast	-	-	359	1,883	1,524
	\$ -	\$ 24,536	\$ 30,123	\$ 48,339	\$ 42,752



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