

# 2018 ANNUAL REPORT

## Planning Institute of British Columbia

Presented to:

2019 PIBC Annual General Meeting

May 8, 2019

Vancouver

COAL HARBOUR, VANCOUVER, BC



**PIBC** PLANNING  
INSTITUTE  
OF BRITISH COLUMBIA

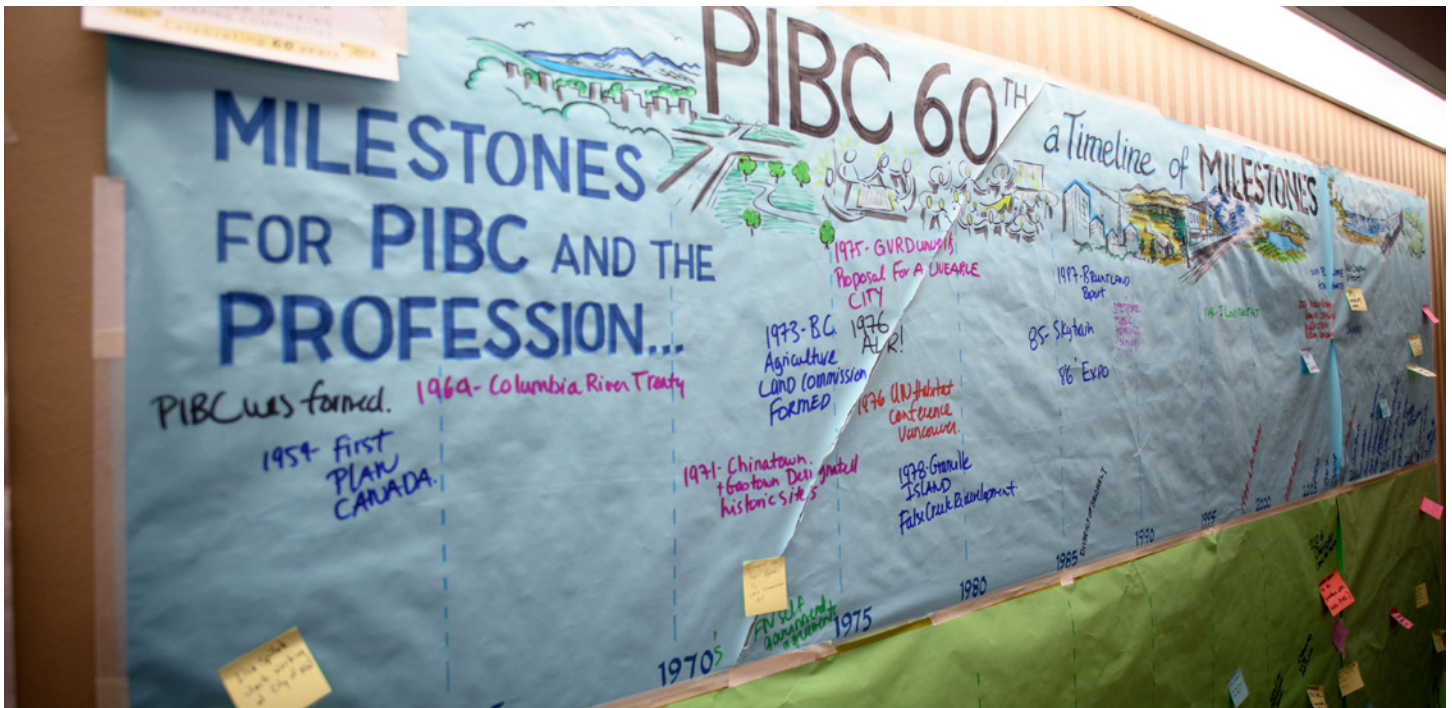
FORWARD THINKING  
SHAPING COMMUNITIES

1958

Celebrating **60** years

2018





PIBC 60TH TIMELINE OF MILESTONES

## TABLE OF CONTENTS

Minutes of the 2018 Annual General Meeting	<b>3</b>
President's Report	<b>5</b>
Executive Director's Report	<b>7</b>
Secretary-Treasurer	<b>9</b>
Professional Standards & Certification	<b>11</b>
Professional Conduct Review	<b>14</b>
Governance & Nominating	<b>17</b>
Policy & Public Affairs	<b>18</b>
Member Engagement	<b>20</b>
Continuous Professional Learning	<b>21</b>
Communications	<b>23</b>
Awards & Recognition	<b>25</b>
Local PIBC Chapters	<b>26</b>
National Affairs	<b>28</b>
Board of Directors, Appointed Positions & Staff	<b>30</b>
PIBC Committees	<b>31</b>
Other PIBC Representatives	<b>32</b>
PIBC Volunteers – Thank You!	<b>33</b>
2018 Audited Financial Statements	<b>Appendix</b>

# MINUTES

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## 2018 ANNUAL GENERAL MEETING PLANNING INSTITUTE OF BRITISH COLUMBIA

8:00 am Friday June 1st, 2018

Carson Hall

Victoria Conference Centre

720 Douglas St.,

Victoria, B.C.

### ATTENDANCE:

There were eighty-eight (88) corporate members in good standing present and five (5) non-corporate members present. There were also seven (7) non-member guests present as well as two (2) members of the Institute's staff.

### 1. CALL TO ORDER

The President called the meeting to order at 8:09 am; it was noted that a quorum was present.

It was noted that copies of the meeting Agenda, and the Annual Report, including the Minutes of the previous Annual General Meeting and the 2017 Audited Financial Statements, as well as the proposed Special Resolution to amend the bylaws, had all been distributed and were also available on the Institute's website.

### 2. INTRODUCTION OF BOARD MEMBERS AND INVITED GUESTS

The President welcomed everyone in attendance, and introduced members of the Board of Directors and guests present.

### 3. MINUTES OF PREVIOUS GENERAL MEETINGS

#### 3.1 ANNUAL GENERAL MEETING OF JUNE 2, 2017

**MOTION:** It was moved and seconded:

That the minutes of the June 2nd, 2017 Annual General Meeting be adopted.

**Carried**

### 4. REPORT OF THE BOARD & COMMITTEES – ANNUAL REPORT

The President noted and briefly reviewed the 2017 Annual Report of the Board & Committees, as distributed. Key activities and developments from the previous year, as outlined in the report, were highlighted.

**MOTION:** It was moved and seconded:

That the Annual Report of the Board & Committees be received.

**Carried**

### 5. 2017 AUDITED FINANCIAL STATEMENTS

The Secretary-Treasurer presented the 2017 Audited Financial Statements as distributed.

**MOTION:** It was moved and seconded:

That the 2017 Financial Statements be accepted.

**Carried**

### 6. APPOINTMENT OF AUDITORS – 2018 FISCAL YEAR

**MOTION:** It was moved and seconded:

That the Institute appoint Loewen Kruse, Chartered Professional Accountants, as the Institute's auditors for the 2018 fiscal year.

**Carried**

# MINUTES (CONT)

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## 7. SPECIAL RESOLUTION – AMENDMENTS TO BYLAWS

There was consideration of the proposed Special Resolution to make a number of amendments to the Institute's Bylaws. There was discussion of the proposed Special Resolution.

**MOTION:** It was moved and seconded:

It is resolved that as a special resolution that the Bylaws of the Institute be amended as distributed and presented.

**Carried**

## 8. ADJOURNMENT

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

The meeting adjourned at 8:26 am.



# PRESIDENT'S REPORT

**President:**  
**Andrew Ramlö MCIP, RPP**



It is with great honour that I present the 2019 President's Report for the Planning Institute of British Columbia on behalf of the Board and all our members across BC and the Yukon – my final such report as President. The past year was truly a milestone year for PIBC as we marked and celebrated the 60th anniversary of our incorporation as an organization. As we moved through the year celebrating 60 years of PIBC was a frequent touch point and theme for various Institute activities and events.

Some of the highlights of activities and events included the launch of a dynamic online historical timeline of PIBC milestones and events and the publication of a special 60th anniversary commemorative issue of our flagship publication *Planning West*, which not only looked back over 60 years of Institute achievements, but also helped us celebrate the many professionals who've help build and shape our profession.

Our 60th anniversary also figured prominently in our highly successful 2018 annual conference in Victoria, where we were pleased to receive personal greetings and best wishes from the Hon. Selina Robinson, BC Minister of Municipal Affairs & Housing. Towards the end of 2018, as we marked our annual celebrations of World Town Planning Day, we again took the opportunity to mark 60 years of PIBC and were inspired by the passionate insights of Larry Beasley FICP, RPP and the thoughtful personal remarks of our other distinguished guests – our newest Honourary member Gary Paget, and our newest Life member honouree Beverly Grieve MCIP, RPP. We were further pleased to support our

local chapters throughout BC and the Yukon who also held events to mark PIBC's anniversary.

Celebrations aside, much of our work in 2018 was guided by the Board's strategic plan. Some of the key strategic goal areas within which the Institute undertook work over this past year included: continued outreach to government officials and organizations - including monitoring and engagement regarding the Province of British Columbia's new *Professional Governance Act*; facilitating greater engagement between the Board and membership; continued outreach to and support of student members – including the elimination of annual member fees for student members; ongoing engagement with the national Professional Standards Board (or PSB) to support the membership certification process for Candidates; continued support for and promotion of the Registered Professional Planner or RPP designation; continued support for and outreach to local PIBC Chapters; and ongoing strengthening and expansion of member services.

Member services continued to be an area of focus for the Institute in 2018. In particular, we continued our successful delivery of relevant and accessible continuous professional learning activities for members. PIBC's CPL webinar program had another successful year with eight different webinars held throughout 2018, delivering a total of 12 learning units of CPL to over 630 attendees in a variety of diverse planning topic areas.

As mentioned previously, 2018 saw the delivery of another very successful annual conference in beautiful Victoria, with



On behalf of myself and the entire Board of Directors, thank you for the opportunity to represent and work on behalf of our profession throughout BC and the Yukon over the past two years.”

more than 440 fellow planners and others from throughout BC, the Yukon, and elsewhere joining us for three days of learning, networking and celebrating (celebrations that included some 60th anniversary birthday cake, of course). Also, with continued financial and logistical support from the Institute – including additional funding for 60th anniversary activities, our local chapters organized a diversity of local professional development, networking, and other events for members in locations across BC and the Yukon.

In terms of the ongoing organizational strength and resilience of the Institute, we are pleased that the Institute continues to maintain and enhance our internal capacity and resources, providing for longer-term stability and resilience for the Institute. While continuing to maintain and invest in our member services and engaging in a number of strategic activities, the Institute has maintained a healthy, stable financial position – having completed the 2018 fiscal year with a modest surplus.

In addition to the significant progress already made in a number of areas, the work, of course, continues. I’m confident that the new Board will move forward with key work on a number of strategic projects and initiatives

– some of which are already under way, or are on the near-term horizon. It will continue the work to support and uphold our strategic vision: that PIBC is a thriving organization supporting and regulating respected professional planners, inspiring excellence, advocacy and community well-being.

I would like to take this opportunity to personally thank and acknowledge the many volunteer members who continue to contribute their time and expertise to the work of our professional Institute every year – including Board members, members of PIBC committees, local chapters, professional mentors, student member representatives, and other volunteers throughout our organization. The contributions of so many members, along with the support and hard work of our dedicated staff team, help make it all happen each year.

On behalf of myself and the entire Board of Directors, thank you for the opportunity to represent and work on behalf of our profession throughout BC and the Yukon over the past two years. It has been both an honour and pleasure to serve. And finally, many congratulations and best wishes for a successful upcoming term to incoming President Lesley Cabott MCIP, RPP and the new 2019-2021 Board of Directors.

**ANDREW RAMLÖ, MCIP, RPP**  
President, Planning Institute of British Columbia

# EXECUTIVE DIRECTOR'S REPORT

## Executive Director: Dave Crossley

**A**s the 60th anniversary of the Institute's formal incorporation, 2018 was a milestone year for PIBC. In addition to the Institute's normal ongoing operations, services, programs and administrative activities, PIBC engaged in a number of special initiatives to mark the occasion of the Institute's anniversary.

Operational and administrative accomplishments of note in 2018 included: continued development and enhanced delivery of PIBC's Continuous Professional Learning (CPL) webinar program – including adding the option of group registrations for all webinars; enhancing staff resources including shifting our Communications & Marketing Specialist to a regular staff role, updating some position titles, and hiring a temporary contract project assistant to work on PIBC 60th anniversary initiatives; working with members of the Vancouver Island South Chapter to deliver a very successful 2018 annual conference in Victoria; early work on the joint 2019 BC Land Summit conference; confirming Whitehorse as the destination for our 2021 conference; and successful delivery of an enhanced annual World Town Planning Day event in November 2018 further marking the 60th anniversary.

Other activities of note included: work on a compensation and benefits survey of members (expected in 2019); ongoing management of our various communications services and activities, including the refreshed *Planning West* magazine and an additional special commemorative issue for the Institute's 60th anniversary; ongoing work on (as well as some delays and technical challenges with) implementing a refreshed PIBC website; initial support work for the nomination process for the upcoming 2019 Board of Director elections; renewal of the Institute's office premises lease; and ongoing work with the Board of Directors and committees to advance the goals and objectives of the Institute's strategic plan. There was also continued external liaison and outreach work with CIP, other national professional bodies, and other external organizations with which PIBC is involved.

A significant set of activities throughout 2018 surrounded marking the 60th anniversary of the Institute's formal establishment in 1958. Officially the Institute marked its birthday on June 9th, 2018 – exactly sixty years from the original date of incorporation. Activities supported included: assisting the special PIBC 60th committee established by the Board; development and implementation of a dynamic online timeline of milestones and major occurrences in the history of PIBC and planning in BC and the Yukon; development and delivery of a special commemorative 60th anniversary issue of *Planning West* magazine; additional celebratory activities at both the 2018 Annual Conference in Victoria, and the 2018 World Town Planning Day gala event in Vancouver; and support for various local chapter events and activities related to PIBC's 60th celebrations throughout BC and the Yukon.

On the governance front, some bylaw amendments updating and streamlining the Institute's Professional Conduct Review Committee structure and aspects of the disciplinary process were developed throughout 2017, approved in 2018, and are now being implemented. These changes primarily streamlined the Committee structure and aimed to make the investigation and disposition of complaints more efficient and timely. Additionally, the new Governance & Nominating Committee took over responsibility for nominations for the Institute's bi-annual Board elections, with their work on the 2019 Board elections getting underway (with the support of the office) in the latter half of 2018. Staff also continues to support the work of the Institute's other standing and operational committees in their ongoing work.

The management and delivery of other regular Institute programs and services continued successfully throughout 2018 including: our very popular job opportunity advertising service (which exceeded budget targets for the year); the refreshed look *Planning West* magazine; the regular email newsletter – the PIBC e-News; the highly successful Continuous Professional Learning (CPL) webinar program; and ongoing support for local chapters in BC

and the Yukon. It was also very positive to see continued stability and strength in the Institute's financial operations while continuing to invest in member services and activities.

Member certification and other membership related activities continued, as usual, throughout 2018, including: processing ongoing applications and certification for the final remaining previous Candidate members (those Candidates admitted prior to the 2012 adoption updated membership standards and processes); facilitating membership exams; general membership inquiries; coordinating with the national Professional Standards Board (PSB) – including the now established practice of organizing and supervising a test location for Candidates writing the PSB final professional exam in Vancouver twice each year; as well as ongoing coordination and collaboration with CIP and other provincial and regional Institutes across Canada regarding substantive membership and other issues at the national level. This included early discussions to develop and implement a coordinated national member compensation and benefits survey for planners across Canada (expected in spring 2019).

Additionally there was continued support work for the activities of the Professional Conduct Review Committee. One long-standing case was finally closed in early 2018, and four other cases (three initiated in 2017 and one initiated in 2018) were all resolved and closed by the end of 2018. Additional work was undertaken with respect to member volunteer training and information sharing, member education, and ongoing policy and procedures work.

Looking forward into 2019 and beyond, anticipated work, beyond maintaining and enhancing existing programs and services, includes: finalizing and launching the redesigned PIBC website, work on the 2019 BC Land Summit conference in Vancouver, continued work to enhance CPL programs and activities, continued work on outreach (both externally and internally), and work with the new Board to update the Institute's strategic plan.

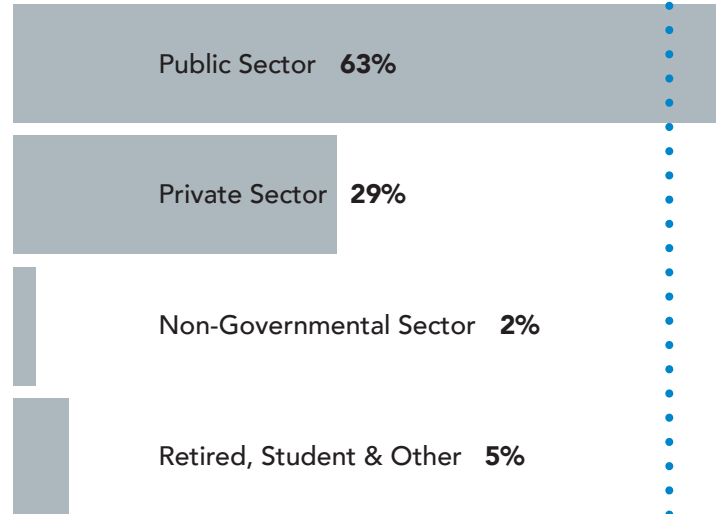
Finally, I'd like to take the opportunity to extend continued thanks and sincere appreciation to the entire PIBC staff team: Director of Finance & Member Services Ryan Noakes, Manager of Operations Nina Schmidt, Communications & Marketing Specialist Cindy Cheung, and Professional Learning & Events Coordinator Sophie King, for all their work for the Institute. Thanks also to the Board of Directors for their leadership and dedication, and to the many members and volunteers for their continued work on behalf of the Institute. Thank you!



**DAVE CROSSLEY**  
Executive Director  
Planning Institute of British Columbia

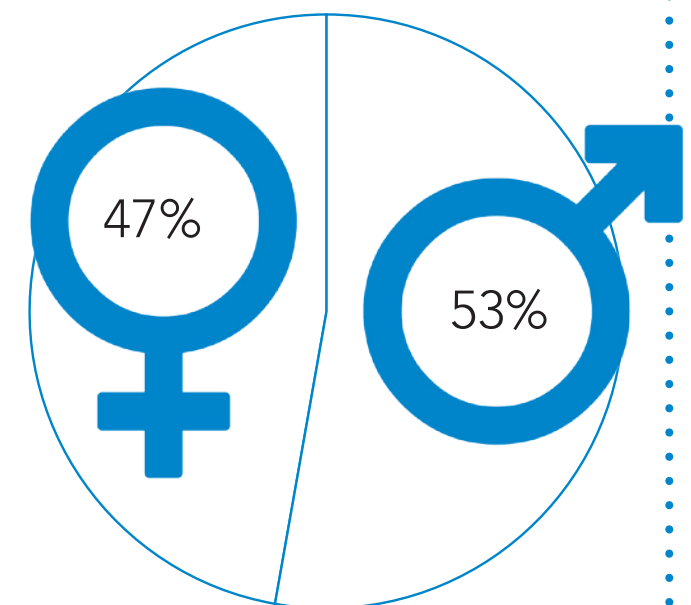
## Membership Profile 2017 Snapshot

### MEMBERSHIP BY EMPLOYMENT SECTOR



Note: Excerpt from results of 2017 membership survey; based on respondents who participated.

### REGISTERED PROFESSIONAL PLANNERS (RPPS) BY GENDER:





# SECRETARY- TREASURER

Carole Jolly MCIP, RPP

**T**he audit of PIBC's 2018 fiscal year was conducted in early Spring 2019 by Loewen Kruse, Chartered Professional Accountants, and was reviewed and approved by PIBC's Board of Directors in March. As in previous years, the auditors determined that PIBC has been conducting its financial affairs in accordance with Canadian generally accepted accounting principles and Canadian accounting standards for not-for-profit organizations. (See Appendix: Audited Financial Statements – December 31, 2018)

The Institute reported another financially stable, positive year in 2018. Overall, a net surplus of \$51,686 was generated, contributing to an increase of the Institute's net financial reserves. General operations included total revenues of \$966,348 and total costs and expenses of \$914,662. As of December 31, 2018, the Institute's total gross assets were \$1,191,845 with net fund balances of \$850,499.

On the revenue side, with stability and modest growth in total membership, membership revenues continued to be healthy and consistent, reaching \$384,865 in 2018 (compared to \$370,525 in 2017). Conference and event revenues increased to \$326,835 due to a successful and larger scale annual conference held in Victoria. Event revenues from the Institute's Continuous Professional Learning (CPL) webinars again also contributed positively to the Institute's event revenues in 2018. Additionally advertising revenues were up again in 2018, reaching \$185,503, compared to \$154,921 in 2017. The growth and strength in these areas of non-fee revenue continue to contribute to the stable, positive net financial position of the Institute.

On the expenditures side, staff salary and benefits expenditures were up due to adjustments, additional hours of work, and changes to benefits during 2018. Costs related to hosting conferences and other events were, based on the size of those events, up from the previous year. Such events included (in addition to the annual conference in Victoria) the Institute's annual World Town Planning Day event, as well as continued investment in the successful

CPL webinar series, and administrative support for local chapter events. Total expenses related to conferences and events were \$276,247 in 2018.

Board expenses (including all committees), at \$63,945, were reduced from last year due to 2018 not being a Board election year, which typically results in additional orientation meeting and other expenses in those years. Administration fees and related expenses were down as a result of the shifting of previous contract support roles to regular salaried roles within the PIBC office, while professional fees (covering legal fees, audit, and other services) were down slightly. Production costs remained relatively consistent this past year, following previous year's investments in the enhancements to *Planning West* magazine. Special project expenses were up, reflecting investments in a number of projects associated with marking the Institute's 60th anniversary in 2018.

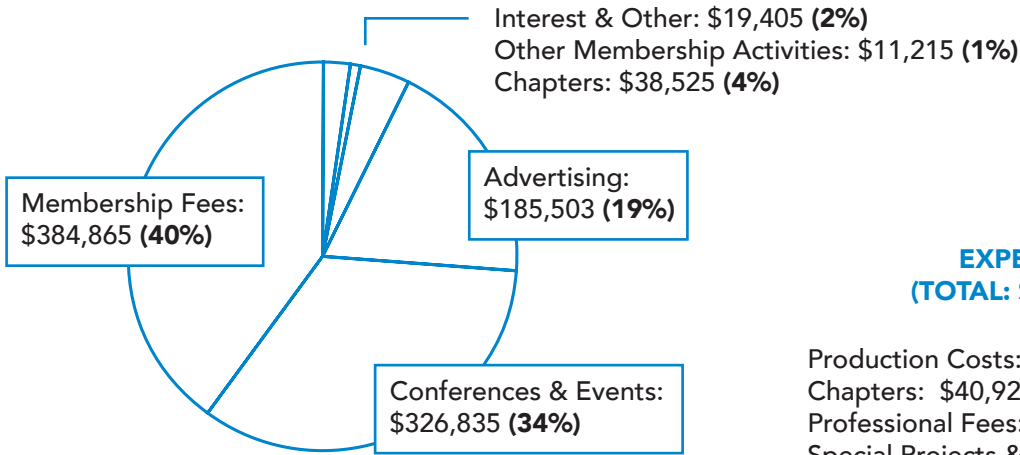
As previously reported, thanks to updated policies adopted in late 2015 and implemented over the past few years, the Institute's surplus funds are now earmarked or set aside for particular purposes through internally restricted funds (e.g. operating, legal, capital, strategic initiatives, and chapters). This continued approach helps guide and manage the Institute's financial resources while also keeping the Institute in line with best management practices for not-for-profit organizations. Additional details about the various internally allocated funds, including amounts allocated to each, can be found within the 2018 Audited Financial Statements.

The Board is pleased to see the Institute's continued financial health and stability. This strong financial position enabled the Board to continue to minimize increases to annual membership fees (there was no increase in 2018 and only a minor adjustment for 2019 in line with inflation), and to maintain the elimination of annual fees for Student members. It is anticipated that the Institute will continue to enjoy long-term financial stability and continue to remain in a position to make strategic expenditures and ongoing investments into member services and programs.

# Financial Operations

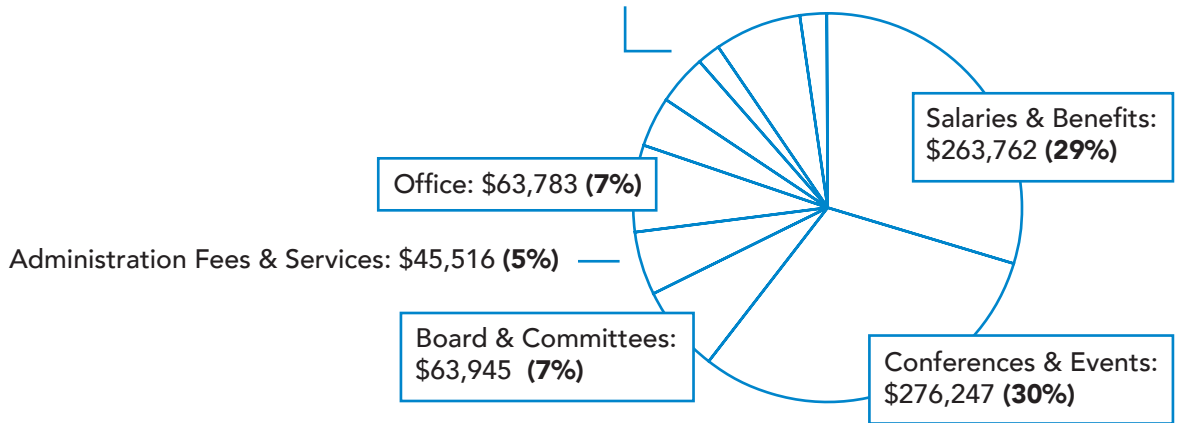
Total operations (revenues & expenditures) in 2018, by area (in \$ and % of total):

## REVENUES (TOTAL: \$966,348)

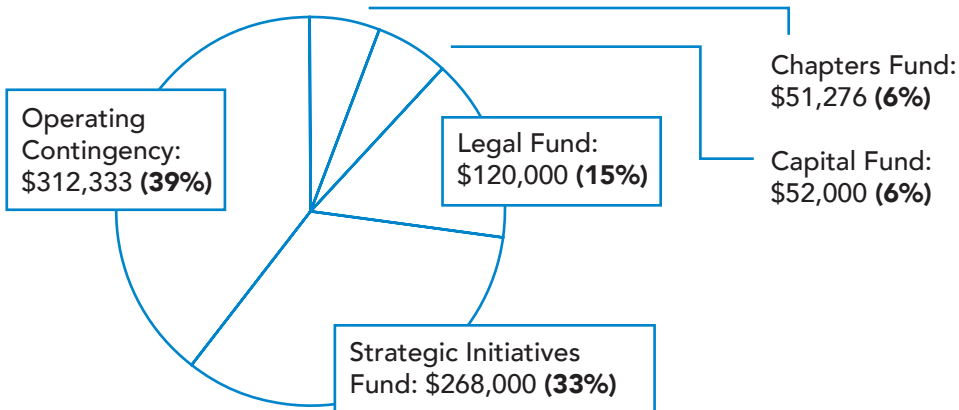


## EXPENSES (TOTAL: \$914,662)

Production Costs: \$37,403 (4%)  
 Chapters: \$40,929 (4%)  
 Professional Fees: \$18,793 (2%)  
 Special Projects & Other: \$70,797 (7%)  
 Bank Charges & Other: \$14,409 (2%)



## INTERNAL FUNDS & RESERVES (TOTAL: \$803,609)



Note: Percentages may not total to exactly 100% due to rounding.

# PROFESSIONAL STANDARDS & CERTIFICATION:

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The Institute's Professional Standards & Certification Committee oversees the administration of the Institute's membership certification activities and work, including membership standards and related processes, including monitoring CPL reporting. 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). Katrin Saxty MCIP, RPP continued to serve as Chair of the Professional Standards & Certification Committee in 2018.

## **MEMBERSHIP APPLICATIONS & ADMISSIONS:**

Throughout 2018, the Institute handled approximately 424 membership applications, admissions, transfers, membership status changes, or other related membership actions. This included 157 admissions into Corporate membership categories and 135 admissions into Non-Corporate membership categories.

Overall membership in the Institute remained largely stable. There was a 5.2% increase in total members. There was a nearly 3.8% increase in the net number of professional (Corporate) members, with a 4.2% increase in the net number of Certified Members (Registered Professional Planners) as Candidate members continued to successfully complete the certification process. PIBC admitted a total of 82 new or reinstated Registered Professional Planners (RPPs) in 2018.

The net number of Candidate members increased slightly in 2018 (by 1.3%). A number of Candidate members completed the certification process to become Registered Professional Planners in 2018 while at the same time new Candidate members joined. Additionally some other Candidate members ceased to be members in 2018 due to the expiry of their prescribed time limits to remain a Candidate and complete certification – something the Institute continues to monitor and enforce. There were a total of 75 new Candidate members admitted in 2018.

Also, in terms of Non-Corporate membership the net total number of Retired members remained largely constant, while the number of Pre-Candidates increased slightly. The number of Student members grew slightly in 2018, with the continued impact of the recent accreditation of a new university planning program at Vancouver Island University in the past two years.

## **MEMBERSHIP CERTIFICATION:**

As previously reported since late 2012 the administrative and 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 – are managed and delivered by the arms-length national Professional Standards Board for the Planning Profession in Canada (PSB) rather than directly by PIBC. Throughout 2018 we continued to see growth in the number of new Candidates coming through the PSB assessment process, as well as new RPPs becoming certified. PIBC continued its support for Candidate members writing the PSB final professional examination by again organizing and supervising a local exam location in Vancouver for each of the two offerings of the exam held in 2018.

As previously reported, PIBC's Professional Standards & Certification Committee continues to oversee the delivery of membership certification for those few remaining Candidate members who were admitted prior to the changes enacted in September 2012. This includes: log book reviews, written examinations (Exam B) where applicable, and oral examination (Exam A) interviews. As of the end of 2018, there were only approximately 32 such Candidate members remaining in the previous system, with an expectation that most all of them will complete the process by the end of 2019.

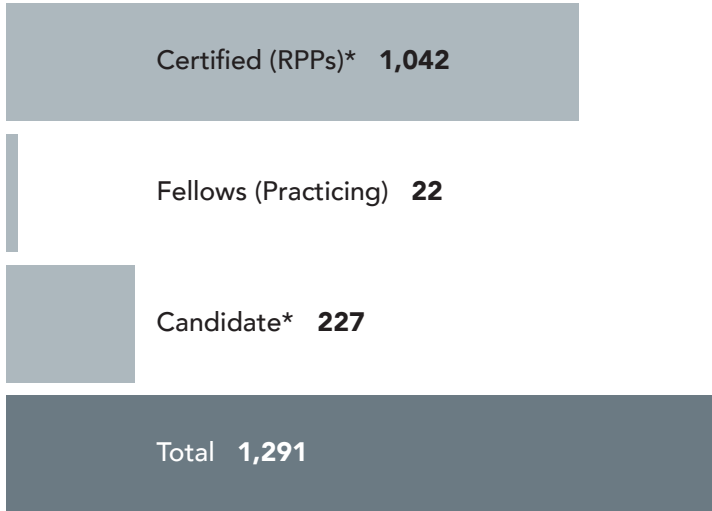
## **FIVE-YEAR REVIEW OF PROFESSIONAL STANDARDS:**

The national Professional Standards Committee (PSC) undertook, on behalf of the planning profession across Canada, a required comprehensive five-year review of our shared membership certification and university program accreditation standards. In 2018 the report from that review was shared with the participating institutes, including

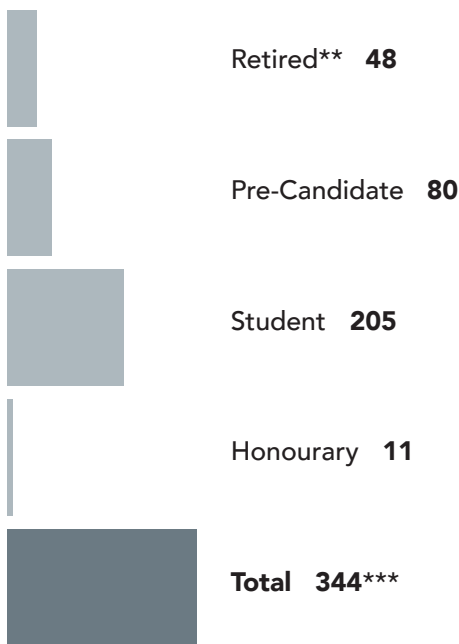
# Membership Numbers By Member Type & Category

At December 31, 2018 the total (estimated) Institute membership was as follows:

## CORPORATE MEMBERSHIP



## NON-CORPORATE MEMBERSHIP



**TOTAL MEMBERS**  
1,635

**Notes:**

- \* Includes members On Leave
- \*\* Includes Fellows who are retired
- \*\*\* Public Subscribers not included

PIBC, for feedback. The PIBC Professional Standards & Certification Committee reviewed the report in detail, and provided a number of recommendations and suggested feedback to the PIBC Board of Directors, who subsequently passed PIBC's feedback on to the national PSC. The PSC continues work on moving forward with the outcomes of that review.

## CPL REPORTING REQUIREMENTS FOR MEMBERS:

Overseeing the policies and administration of the Institute's mandatory Continuous Professional Learning (CPL) requirements and associated reporting, as stipulated in the bylaws, is a key responsibility of the Professional Standards & Certification Committee. Major work in this area in 2018 included strengthening follow-up and monitoring of CPL reporting. We were pleased to see steady improvement with timely CPL reporting and compliance by members over the past year.

Additionally, work was undertaken throughout 2018 on a substantial review and update to the CPL system guide that governs the Institute's CPL requirements. The revisions to the CPL system guide update much of the content, improve the guidelines for members, and incorporate the policy decision of the Board to expand the ongoing CPL requirements to cover Candidate members. The updated guide and associated changes will be rolled out starting in mid-2019. And the CPL requirements for Candidate members will be phased in over a period of approximately two years.

## GENERAL MEMBERSHIP ISSUES:

The Institute continues to be diligent in improving the appropriate enforcement of required time limits for various members to move forward to the next appropriate membership category, as outlined in the Institute's bylaws. While the Institute continues to recognize that some members' individual ability to proceed through the membership process will vary due to individual circumstances, it is important to ensure the same standards and timelines are applied equally.

We continue to explore and work on ways in which the Institute can further support and guide Candidate members undertaking the certification process – including supporting the mentorship requirement. PIBC again held an information session and discussion forum about the membership certification process at the 2018 Annual Conference in Victoria. This session again provided a good opportunity for Candidate members, Student members and others (including those mentoring Candidates through the process) to learn more about the process and requirements, to ask questions, and share feedback. We also worked with the national Professional Standards Board (PSB) and delivered a similar session as a free online webinar in November 2019.

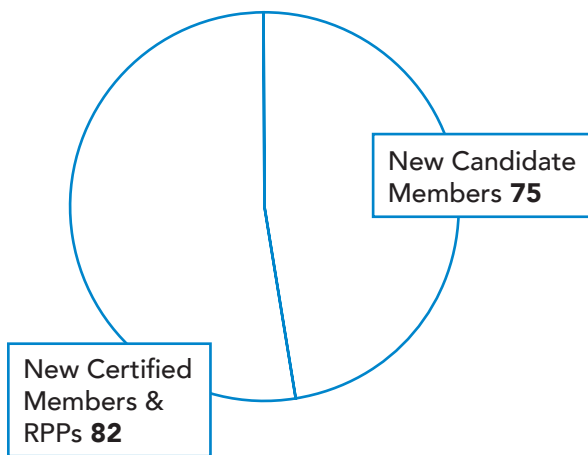
**COMMITTEE THANKS:**

The Institute’s professional standards and membership certification activities could not be carried out without the significant support of so many PIBC members who volunteer and undertake the many membership-related tasks each year. Our thanks are extended to the members who served on the Professional Standards & Certification committee in 2018. Particular heartfelt thanks are also extended to those many volunteer members who review log books, act as examiners, and those who serve as mentors and sponsors for Candidate members undergoing certification. You are all contributing to the future growth and strength of our profession. Finally, in addition to the long list of volunteers, the membership work could not be accomplished without the effort and support of PIBC staff. Thank you everyone.

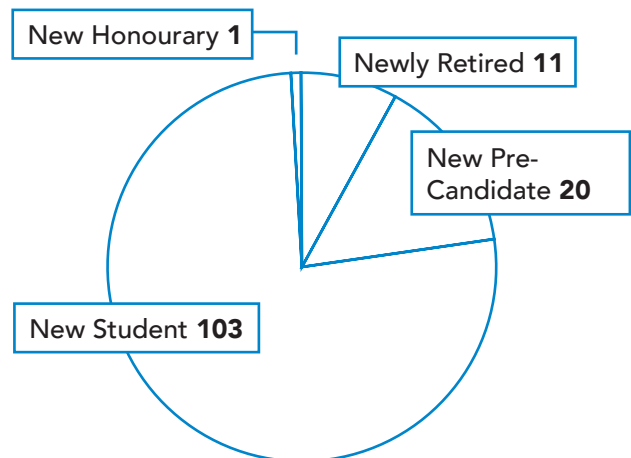
**Membership Activities**

Processed 424 membership admissions and other membership actions, including the following 292 membership admissions...

**NEW CORPORATE MEMBERS  
(TOTAL: 157)**



**NEW NON-CORPORATE MEMBERS  
(TOTAL: 135)**



As well as processing 133 membership status and other changes.

# PROFESSIONAL CONDUCT REVIEW

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Overseeing and upholding standards of ethics and professionalism is a key function of PIBC as a professional organization. The Institute, as stipulated in the bylaws, works to fulfill this obligation by upholding the Institute's Code of Ethics & Professional Conduct – to which all Corporate members are subject. The bylaws establish and mandate the Professional Conduct Review Committee to fulfill this role. Throughout 2018 Board member Lui Carvello MCIP, RPP continued to serve as the chair of the Committee. The Committee also continued to benefit from a full compliment of thoughtful and dedicated volunteer members throughout the year to help carry out its valuable work.

## **BYLAWS & COMMITTEE ROLE:**

Substantial portions of the Institute's bylaws outline the structure and processes for professional conduct review and the discipline of members (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 broadly 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 Conduct 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, seeking compliance by members; and
- Providing education or training to members regarding best practices of ethical and professional conduct.

One of the continuing priorities for the Committee in 2018 has been working to enhance the timeliness and efficiency of the disciplinary process – a process that can sometimes, take an extensive period of time to fully complete. This work resulted in a series of amendments to Part 13 of the bylaws which were approved by members at the Annual General Meeting in 2018, as well as other actions undertaken by the Committee and staff to continue improving processes to provide for more efficient, and effective procedures while still meeting expectations for a rigorous and fair disciplinary process.

Part 14 of the Institute's Bylaws contains the Code of Ethics and Professional Conduct. The Code is the foundation of the Institute's ethical standards and expectations for professional members, and it is worth reviewing, particularly if you are a new planner, mentoring a Candidate member,

or facing any potential 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 conduct review process. There have been far fewer of these types of complaints or inquiries in recent years. For formal complaints of alleged misconduct, the Committee chair will assign two members of the Committee to act as the case officers for the particular case. They will then complete an initial investigation, and deliver a report and recommendation to the chair.

The chair receives and reviews the report from the case officers and proceeds accordingly, based on the initial findings. Next steps can involve: dismissing the complaint with no further action; confirming an agreed 'consent discipline action' resolution of the matter (where the member admits certain misconduct and accepts disciplinary action); or proceeding to a formal disciplinary review hearing to adjudicate the matter.

Over the course of 2018 there were five case files addressed at various stages of the professional conduct review and disciplinary process: one long-standing case was concluded and closed in early 2018; three other ongoing cases initiated by complaints in 2017 were closed with no further action following the initial investigation; and one new complaint received during 2018 was investigated and closed with no further action. Of the five cases outlined, four were a result of complaints from members of the public, and one was the result of a complaint from a current member of the Institute.

## **SUPPORT & POLICY WORK:**

As part of the Committee's commitment to continued mentoring and training for volunteer members, the bylaw



changes approved in 2018 shifted the initial investigation process to one with two case officers conducting the initial investigations into every formal complaint. This provides for a more collaborative, supportive approach. The Committee also regularly shares and discusses issues amongst its members at its annual in-person meeting. In 2018 this included a roundtable discussion amongst current, former and potential case officers to enable them to confidentially discuss and share lessons-learned from past cases that have been already addressed and closed.

Additionally, work continues to enhance and update internal policies, procedures, and materials in support of the professional conduct review and disciplinary process. This includes further work and improvements on the relevant internal policy manual, as well as the continued development of templates and sample materials as appropriate. The goal of this policy and support work continues to be to provide appropriate, consistent guidance, support, and direction for an efficient and

effective process that meets the appropriate needs and expectations for a professional disciplinary process.

#### **EDUCATION FOR MEMBERS:**

In addition to considering formal complaints, one of the PCRC's key roles is to assist with the ongoing education and training of members with respect to ethics and professionalism. Volunteer members of the Committee organize and deliver an ethics session at each PIBC annual conference. This was undertaken again at the 2018 annual conference in Victoria. Additionally Committee members are working to develop and deliver a free online ethics and professionalism webinar session in 2019. These activities provide a useful opportunity for members to enhance their knowledge and understanding of the Code of Ethics & Professional Conduct and the professional responsibilities, obligations, and expectations it contains. These learning activities are also an opportunity for members to hear about best practices, seek advice, and ask questions about professional ethical dilemmas and challenging situations.

Another way in which the Committee assists with the ongoing training and education of members regarding ethics and professionalism is the crafting and publication of articles that summarize recent cases (sometimes this is required as part of the outcome of the disciplinary process), or articles that further explore key ethical and professional issues and questions raised by certain cases or ethical circumstances that arise. Such case summary pieces and practice advice articles help provide insight into the disciplinary processes and further members' knowledge and understanding of ethics and professionalism. In late 2018 the Committee also began exploring possible avenues for members to confidentially seek advice and guidance from the Committee with respect to professional ethical dilemmas or situations through some form of advisory function.

#### **COMMITTEE VOLUNTEERS & THANKS:**

The valuable and important work of the Professional Conduct Review Committee is carried out primarily by the dedicated volunteer members of the Committee. Members of the Committee (guided by the chair, and assisted by Institute staff and legal counsel as appropriate) have acted as Case Officers (conducting initial investigations of complaints of professional misconduct); assisted with professional practice advice articles; or have presented and delivered education or training sessions for members in 2018. The Institute greatly appreciates the time and commitment of all the volunteer members. Challenging and complex cases can require sustained effort and substantial work over time through the many stages of the disciplinary process. Thank you!

## **PIBC Professional Conduct Review 2018 Case Summary**

Although the Institute fields several general professional practice inquiries each year, only a few typically result in formal complaints. In 2018 one new formal complaint was received. No other investigations were initiated in response to any information about potential member misconduct in the public domain. Additionally, as of December 31, 2018, no current cases remained open.

The following provides a general summary update on cases addressed or under review at various stages in the professional conduct review process during 2018:

- One long-standing ongoing case was concluded and closed with no further action;
- Three cases resulting from formal complaints received in 2017 were concluded with no further action;
- One new case resulting from a formal complaint received in 2018 was also concluded with no further action;

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

- Providing accurate professional information and advice;
- Providing opportunities for meaningful participation in the planning process; and
- Exercising professional judgment independently and without bias.



# GOVERNANCE & NOMINATING:

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Overseeing the institute's governance matters, and undertaking the periodic nominating process for the regular bi-annual elections to the Board of Directors (as stipulated in the Institute's bylaws) is now the responsibility of the Governance & Nominating Committee – a relatively new standing committee established as of 2017. Other governance matters that fall under this committee's responsibilities include future bylaw amendments and related governance policy work that may arise from time to time. Throughout 2018 Board member David Block MCIP, RPP continued to serve as the chair of the Committee.

## **BYLAWS & POLICY:**

As the Institute had undertaken significant updates and amendments to its bylaws back in 2016 and 2017 (due in part to the required transition under the new Societies Act), there was little specific work undertaken in this area in 2018. The only bylaw work completed was on amendments to Part 13 of the Institute's bylaws that revised the structures and processes related to the Professional Conduct Review Committee and the discipline process. The Professional Conduct Review Committee primarily developed those bylaw changes (with input and assistance from the Institute's legal counsel), due to their specific nature and purpose. They were subsequently presented and approved at the 2018 Annual General meeting in Victoria.

## **BOARD ELECTIONS & NOMINATIONS:**

As stipulated in the Institute's bylaws, elections for the Board of Directors are held every two years (every odd numbered year) leading up to the Annual General Meeting. Therefore the next election is scheduled to coincide with the 2019 AGM in Vancouver. Previously the nomination of members for the Board elections was the responsibility of an ad-hoc nominating committee established every two years, however this is now the permanent responsibility of the Governance & Nominating Committee.

With the 2019 Board elections on the horizon, the Committee began its work on seeking potential nominees for the available positions on the Board in the fall of 2018, and submitted a list of nominees to the Secretary-Treasurer in early 2019, at the start of the election process. The Committee strives to take into consideration a variety of factors when exploring possible member nominees, such as regional representation, diversity factors, and sector of employment, as well as professional background and volunteer experience.

Additionally, and as is stipulated in the bylaws, following the submission of the list of nominees from the Committee

to the Secretary-Treasurer, an open call for nominations at-large is made, whereby additional members can also be nominated by the membership to stand for election to the Board. This process took place in early 2019, prior to the start of the voting period, leading up to the Annual General Meeting.

To assist with the Committee's work and the nominating process, the Institute has developed helpful background material and information for prospective nominees outlining the roles, responsibilities, and expectations of serving on the Board. Under the guidance of the Committee, there will continue to be the development of materials, tools, policies and procedures to strengthen and support the Institute's governance.

## **COMMITTEE VOLUNTEERS & THANKS:**

The Institute's nominating and governance work could not be undertaken without the time and efforts of the volunteer members of the Governance & Nominating Committee. Our thanks are extended to the members who served on the Committee in 2018, and to the staff for their ongoing support of the Committee's work. Additional thanks are also extended to those members from across BC and the Yukon who have stepped forward to stand for election to the Institute's Board of Directors as well. Thank you everyone.



# POLICY & PUBLIC AFFAIRS:

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Overseeing the institute's policy and public affairs matters, including exploring advocacy and potential issues of interest to the Institute, and providing appropriate advice and assistance to the Board, is now the responsibility of the Policy & Public Affairs Committee – a relatively new standing committee first established in 2017. Assisting with matters such as potential government relations, legislation and regulation, and issues advocacy broadly fall under the Committee's areas of responsibility. Throughout 2018 Board member Suzanne Smith MCIP, RPP served as the chair of the Committee, with assistance from co-chairs Dan Huang MCIP, RPP and Chani Joseph-Ritchie MCIP, RPP.

Key activities for the Committee in 2018 have included: organization of the Committee internally; follow up and ongoing work related to potential legislation or regulation of professional planners and the RPP designation; creating an internal policy framework for potential issues advocacy by PIBC; initial work identifying key planning issues or topics to consider; and establishing a Climate Action sub-committee to take over and continue the work of the previous Climate Action Task Force.



**SELINA ROBINSON, BC MINISTER OF MUNICIPAL AFFAIRS AND HOUSING**

## **RPP REGULATION & LEGISLATION:**

A sub-committee of the Policy & Public Affairs Committee has continued work related to the potential regulation of professional planners and regulation or legislation related to the Registered Professional Planner (RPP) designation. This has included updating information on the state of similar legislation or regulation in other provinces and territories across Canada (where new legislation or other changes have been made in recent years), as well as monitoring relevant government activities in British Columbia and the Yukon.

In particular, time and attention has been given to British Columbia's recent 'Professional Reliance Review' and new 'Professional Governance Act' that, although not

immediately impacting PIBC or most planners directly, may nevertheless have potential, significant long-term implications. For the time being, the Registered Professional Planner (RPP) title and designation remain protected for PIBC under the Occupational Titles Protection provisions of the 'Societies Act'.

## **FRAMEWORK FOR ADVOCACY WORK:**

A key strategic task for the Policy & Public Affairs Committee over the past year, as mandated by the Board, was to develop an internal policy framework and structure to guide PIBC in considering actions or activities related to issues advocacy. The intent is to provide a workable framework to guide the Board and PIBC decision-makers in establishing priorities and making determinations to

potentially pursue any issues advocacy as a professional organization.

Significant work was undertaken in 2018 and into 2019 on developing a draft policy framework. That work took into consideration the needs and requirements of PIBC as a diverse professional body, as well as the Institute's purposes and vision. The Committee also looked at similar existing advocacy policies, procedures and best practices as developed and implemented by other similar professional organizations, including other planning institutes in Canada, for guidance.

The Committee took an approach that attempts to take into account both 'proactive' advocacy work the Institute might consider undertaking over the longer term, as well as 'responsive' advocacy activities that might be potentially necessitated or triggered by external actions or occurrences in the shorter term – such as the introduction of new legislation or regulation by governments. A draft advocacy policy was developed, and is going forward to the Board for consideration in May 2019.

#### **CORE PLANNING ISSUES:**

As part of its work on supporting and advising the Board on potential advocacy, the Committee began a process to start to identify possible broad topic or issue areas of relevant interest or concern for PIBC. It is recognized that, given limited resources and capacity, as well as a number of other factors, there will be a limited set of topics or issue areas that the Institute will be in a position to meaningfully

engage in potential advocacy work on. It is expected that the new policy framework developed will guide subsequent work in this area, helping the Committee and Board determine which issues to ultimately pursue and prioritize going forward.

#### **CLIMATE ACTION:**

Work in the area of climate change (including mitigation and adaptation) and its relationship to planning and the work of planners is an existing and ongoing area of concern and interest for the Institute. This was mandated by the Board's establishment of the previous Climate Action Task Force, and its work over the past several years. With the initial work of the Task Force essentially concluded – in particular with the completion of the 'Climate: A Call for Action' piece, and with the new Policy & Public Affairs Committee now in place, this area of work has now shifted under the umbrella of this Committee's responsibility. To facilitate this transition a new Climate Action sub-committee of the Policy & Public Affairs Committee has been established, and will be getting underway.

#### **COMMITTEE THANKS:**

The Institute's public affairs, advocacy and issues policy work could not move forward without the time and contributions of the many volunteer members of the Policy & Public Affairs Committee. Our thanks are extended to all the members who served on the Committee and its sub-committees in 2018. Thanks also are extended PIBC staff for their work supporting the Committee's work. Thank you.



2018 WORLD TOWN PLANNING DAY  
LARRY BEASLEY FCIP, RPP

# MEMBER ENGAGEMENT

## STUDENT MEMBER & ACADEMIC LIAISON

The Institute's Member Engagement Committee, working with Institute staff (including Director of Finance & Member Services Ryan Noakes) oversees PIBC's membership outreach, engagement and related activities, as well as engagement and liaison with Student members and the academic planning programs in BC and the Yukon. Board members Kenna Jonkman MCIP, RPP and Candidate member representative Daniel Sturgeon continued in the roles of chair and co-chair, respectively.

### MEMBER ENGAGEMENT:

With the formation of the Member Engagement Committee in 2017, much of the initial work focused on getting the committee populated with volunteers and aligning strategic goals and objectives to accomplish. Work in 2018 focused primarily on moving those goals forward and advancing key objectives, including outreach to planners in academia, providing additional support for Candidate members as they progress through the membership certification process, and supporting Student members' professional development. In an effort to foster collaborative relationships, outreach with stakeholder groups in land and land-use was also achieved, including outreach with the provincial Ministry of Municipal Affairs and Housing, and the Association of Regional District Planning Managers.

Results from the 2017 Membership Survey found many members were interested in getting more involved with the Institute, and were seeking more information on how to get involved or what volunteer opportunities were available. The Member Engagement Committee has worked with the Communications Committee and PIBC staff to ensure development of the Institute's new website will incorporate features to make it easier for Certified members to express their interest and availability in serving as mentors and/or sponsors for Candidate members. Additionally work has been undertaken (and will continue) to update the online membership renewal process to collect member information, including members' interest in volunteering.

### STUDENT LIAISON:

To help deliver on the Board's strategic goals to support student members the Member Engagement Committee has a permanent sub-committee called the Student Member Liaison Committee, which is made up of Student member representatives from all four accredited university planning programs in BC and the Yukon (UBC, UNBC, SFU,

and VIU). A significant accomplishment was the elimination of Student membership fees as of 2018, making PIBC the first professional planning institute or association in Canada to do so. Further financial support was provided for Student members to attend the new Place 18: (Re)Connect student planning conference in Edmonton, and for sponsorship of the 10th annual UBC SCARP Symposium: Encompass in 2018.

### ACADEMIC LIAISON:

The Member Engagement Committee also includes a second permanent sub-committee called the Academic Liaison Committee, which is made up of faculty member representatives from the four accredited university planning programs in BC and the Yukon. This sub-committee serves as the principal forum for coordination, liaison, and interaction with the administrative & academic sides of the accredited planning programs. The work of this sub-committee last year focused on exploring efficient means of getting academic planning research results and outcomes to practitioners, so that they can stay current with emerging trends and best practices, including potentially publishing academic planning articles in *Planning West* magazine and hosting webinar presentations of the work of planning academics and students.

### COMMITTEE THANKS:

Thank you to the volunteer members who participated on the Member Engagement Committee and its sub-committees throughout 2018. Your interest, time and efforts help advance the Institute's membership activities, outreach and services, and are greatly appreciated. Thanks also to PIBC staff for their ongoing support and assistance.

# CONTINUOUS PROFESSIONAL LEARNING

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PIBC's Continuous Professional Learning (CPL) Committee is an operational committee of the Institute and is responsible for the oversight and administration of the Institute's member continuous professional learning programs, activities, and events. Lesley Cabott MCIP, RPP continued to serve as chair of the Committee throughout 2018.

As in previous years, the work of the Committee in 2018 has continued to be guided by the strategic objectives set out by the Board in the Strategic Plan. Enhancing programming and delivery of professional learning opportunities for members, and continued support for and coordination with the Institute's local chapters across BC and the Yukon are among the goal areas that guide the CPL Committee's activities.

## **CPL WEBINAR PROGRAM:**

The Institute's very successful online CPL webinar programming has become firmly established as a regular and popular ongoing service for members. PIBC's CPL webinars are planned and implemented under the guidance and oversight of the CPL Committee, with administrative, logistical and delivery support from Institute staff.

In 2018 a total of nine online webinars were delivered, including one free informational webinar on membership certification delivered in partnership with the Professional Standards Board (PSB). Over the course of the year a total of 32 presenters contributed to delivering the webinars, with a cumulative total of at least 732 registrants (or groups) participating in all of the various webinars offered in 2018.

Topics covered in the 2018 webinars included: cannabis legalization and implementation, tiny homes, infill development, urban design and partnerships, truth and reconciliation, municipal legislation and housing policy, the Community Lifecycle Infrastructure Costing Tool, and professional membership certification for Candidates and students.

We were pleased to enhance the flexibility and reach of our webinar programming for members this past year by adding a 'group' registration option, allowing three or more individuals to share one registration and online connection. As a result we are now reaching even more members and attendees with each webinar. Also, as was begun in 2017, we continue to make recorded versions of all of our webinars available to participants, and for purchase by members who are unable to attend at the time of the webinar.

The CPL webinar programming has also proven to be highly successful in terms of generating additional revenue for the Institute, further supporting and offsetting the technical and staff resources necessary to plan, develop, and implement them on an ongoing basis. Additionally, we were pleased to see success with webinar sponsorship in 2018 – sponsorship from four outside organizations was secured in support of a number of the webinars offered last year.

The Institute's CPL Committee, working with staff, will continue to oversee, maintain and enhance the ongoing delivery of PIBC's CPL webinar programming as a core Institute service for members. We will also continue to undertake periodic outreach to seek member input for future webinar topics and presenter ideas.

## **WORK WITH PIBC LOCAL CHAPTERS:**

As previously reported, the Board continues to make support for local PIBC Chapters a strategic priority, including supporting the delivery of local professional learning opportunities. As part of the celebration of the Institute's 60th anniversary in 2018, the Board established additional strategic funding for Chapters to support additional events and special activities at the local level throughout BC and the Yukon.

We continue to see a range of professional learning events and activities at the local level organized and delivered through our Chapters – ranging from simple speaker and networking events to larger min-conferences spanning a full day or more. Additional staff and administrative capacity also continues to support the work of the Chapters as well – supporting online registration, organizational logistics, and financial administration for Chapters and their events.



### PROFESSIONAL LEARNING ACTIVITIES BY THE NUMBERS:

As part of PIBC’s ongoing support for professional learning opportunities for members, the Institute continues to monitor and measure professional learning events and programming over the course of each year. We are pleased to report that through the Institute’s annual conference (held in Victoria), nine online CPL webinars, and 25 local Chapter events and activities, approximately 171.5 learning units (or hours) of professional learning was organized and delivered throughout 2018.

### MOVING FORWARD:

Looking ahead into 2019 and beyond, we continue with planning and delivery of the successful CPL webinar program, support of local Chapter events, and other regular Institute events. Additionally we continue to look at opportunities to strategically develop potential new, in-depth professional learning courses or workshops, as well as other accessible online learning (such as podcasts and more). For example, work is underway to develop and deliver a new in-person course to support and assist new planning professionals and Candidate members going through the membership certification process.

### COMMITTEE THANKS:

Thanks are extended to the dedicated volunteer members of the CPL Committee and our PIBC staff for their time and efforts helping to guide, oversee and deliver the Institute’s CPL activities and programs. Thank you!

## CPL Events & Activities in 2018

**35** CPL events & activities delivering  
**171.5** CPL Learning Units (LUs)

- 1 Annual Conference – **95.5** LUs
- 9 CPL Webinars – **13.5** LUs
- 25 Local Chapter Events – **62.5** LUs

# COMMUNICATIONS

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The Institute's Communications Committee, working with Institute staff (including Communications & Marketing Specialist Cindy Cheung) oversees PIBC's communications activities and services. PIBC member Alison McNeil MCIP, RPP continued as the chair of the Committee. Work continued through 2018 to maintain and enhance PIBC's communications activities and services.

## **PLANNING WEST MAGAZINE**

We were very pleased to continue to deliver our refreshed and redesigned *Planning West* magazine throughout 2018. Four regular quarterly issues were developed and published and distributed in 2018. Additionally, in recognition of the Institute's 60th anniversary a fifth special, commemorative issue of *Planning West* magazine was also curated and published in the fall of 2018. This special issue included a look back at major milestones and accomplishments for PIBC and its members over sixty years, as well as a focus on our members.

Special thanks are extended to Editor Maria Stanborough MCIP, RPP who guided *Planning West* throughout 2018, curating contributors, articles and content for the magazine. Additional thanks are extended to members Kristin Agnello MCIP, RPP and Pamela Shaw MCIP, RPP who served as guest co-editors for the special 60th anniversary issue. Our sincere thanks to the many members and others who contributed articles and content to *Planning West* throughout 2018 as well. We continue to encourage members and others to contact the Editor and submit your proposed articles to help us keep the magazine interesting, informative, and engaging.

## **PIBC WEBSITE:**

The PIBC website continues to serve a key online hub for Institute communications and information – providing a range of information about the Institute, membership, events, local Chapters, job postings, and more. In 2018 our communications efforts continued to focus on redesigning and launching a new PIBC website. We began work with an outside contractor in early 2018 and continued with significant work throughout the year. While our hope and expectation was to have the new site complete and launched by the summer or fall of 2018, a variety of technical challenges and delays have unfortunately extended the timeline for this important project. The work is, as of April 2019, substantially complete and we are in the midst of final testing and editing, with an expected final launch by June 2019.

As previously reported key objectives for the new website include: updating 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 improved online services and resources for members (such as online member consultants listings, an accessible roster of current members, access to publications, possible interactive member elements for members, and more).

## **PIBC E-NEWS:**

The Institute's email newsletter – the PIBC e-News – continued as the Institute's primary outlet for regular, timely electronic communications exclusively to PIBC members. The PIBC e-News is produced by our Communications & Marketing Specialist and circulated to the membership consistently every two weeks (with additional special and local Chapter editions distributed). We have also developed an occasional special edition of our e-News aimed at Student members. The e-News provides a variety of important, relevant and timely information directly to members on a variety of topics including: Institute news, job postings, events and Chapter activities, and more. In 2018 there were 29 regular editions of the PIBC e-News, as well as 51 e-News special editions, and 48 local Chapter-specific bulletins.

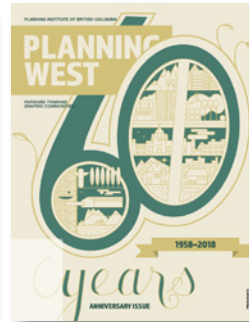
## **SOCIAL MEDIA:**

The Institute continued to be active and engaged on social media platforms throughout 2018, communicating and connecting with members and others affiliated with and beyond the planning profession. PIBC's social media outreach and activities are undertaken on several platforms including: Twitter, Facebook and LinkedIn. In 2018 PIBC's following on LinkedIn grew to over 4,730 followers, and followers on Twitter grew to about 1,260. The Institute's Facebook page, which largely reiterates the messaging and posts delivered on our other social media platforms, currently has connections with just under 400 users. PIBC also continues to support and facilitate presence on social media for some of the Institute's local Chapters.

## **COMMITTEE THANKS:**

A special thank you to all the volunteer Communications Committee members who contributed throughout 2018. Thanks also to the Institute's staff, in particular Communications & Marketing Specialist Cindy Cheung, for their ongoing work in support of the Institute's communications activities and services.

# Communications Activities in 2018



## PLANNING WEST MAGAZINE

**4 quarterly issues** and **1 special issue** containing a total of 168 pages of content, with a total of **7,935 copies** produced and distributed.

## PIBC E-NEWS

29 regular editions, **51 special editions** & notices, and 48 chapter editions produced and distributed. **Average open rate of 44% - 52%.**

## SOCIAL MEDIA: TWITTER

**1262 total Twitter followers**, 310 tweets, and 584 re-tweets.

## SOCIAL MEDIA: LINKEDIN

**4,734 total LinkedIn followers**, 220 posts, and approx. 2,912 impressions.

## SOCIAL MEDIA: FACEBOOK

**551 total Facebook followers**, over one main PIBC page and three local chapter pages.



CELEBRATING AWARD WINNERS



# AWARDS & RECOGNITION

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The Institute's Awards & Recognition Committee is responsible for overseeing and administering PIBC's awards and recognition programs, including the Awards for Excellence in Planning, and the Awards for Individual Achievement. Additionally, as of 2017, the Committee oversees the Institute's Honourary and Life Member recognition activities, as well as PIBC's Student member awards.

Each year the Committee issues calls for submissions or nominations 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.

## 2018 WINNERS OF THE AWARDS FOR EXCELLENCE IN PLANNING:

### Excellence in Planning Practice (City & Urban Areas):

- Gold Winner: People Power: The Active Transportation and Healthy Communities Program - Capital Regional District
- Silver Winner: New Westminster Infill Housing Program - City of New Westminster

### Excellence in Planning Practice (Small Town & Rural Areas):

- Gold Winner: The Planning & Implementation of Inter-Community Transit Services on Highway 16 – BC Transit
- Silver Winner: Minette Bay Concept Plan - District of Kitimat, with Urban Systems

### Excellence in Policy Planning (City & Urban Areas):

- Gold Winner: Parks, Recreation and Culture (PRC) Strategic Plan - City of Surrey
- Silver Winner: New Westminster Official Community Plan - City of New Westminster

### Excellence in Policy Planning (Small Town & Rural Areas):

- Gold Winner: Waterfront Area Plan: Itst uw'hw-nuts' ul-wum (We Are Working As One) - Town of Ladysmith, with the Stz'uminus First Nation and DIALOG
- Silver Winner: Creston Official Community Plan: Freshly Picked Future – Town of Creston

### Excellence in Research & New Directions in Planning:

- Gold Winner: Zero to One Hundred: Planning for an Aging Population – Plassurban, with BC Housing

- Silver Winner: Squamish Integrated Flood Hazard Management Plan - District of Squamish, with Kerr Wood Leidal Associates Ltd., Arlington Group Planning + Architecture Inc. and SNC-Lavalin
- Honourable Mention: A Scan of Leading Practices in Affordable Housing in Small Communities - Whistler Centre for Sustainability 2018 Winners of the Awards for Individual Achievement:

### Distinguished Professional Contribution:

- Susan Hallatt MCIP, RPP (Capital Regional District)

### Leadership in Advocacy & Innovation:

- Beverly Grieve MCIP, RPP (City of New Westminster - Retired)

### 2018 Honourary Member:

- Gary Paget (Government of British Columbia)

### 2018 Life Member Recognition:

- Beverly Grieve MCIP, RPP (City of New Westminster - Retired)

### 2018 Student Fellowship Award Winner:

- Aaron Dixon (Vancouver Island University) - A New-Urbanist Approach to the Last-Mile Issues' Facing Freight Delivery

Congratulations to all the winners, and thank you to everyone who participated in the 2018 awards and recognition programs. Special thanks are extended to all the volunteer members of the Awards & Recognition Committee for their time and contributions.

# LOCAL PIBC CHAPTERS:

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The Institute's nine local chapters were active throughout 2018, organizing a wide range of professional development and social-networking events for members, including events commemorating the Institute's 60th anniversary. To help ensure anniversary activities were held throughout BC and the Yukon, the Board budgeted for additional financial support to chapters in 2018 for that purpose.

Volunteer representatives from the local chapters also attended the 7th annual chapter representatives meeting convened with PIBC staff in October 2018. The meetings have been a great yearly opportunity for chapter volunteers to connect with each other and share ideas and best practices, learn about how chapters can help further the Institute's strategic goals and initiatives, and provide feedback, seek assistance, or receive guidance from the PIBC office to help the chapters remain active and serving local members throughout BC and the Yukon.

Last year also saw the Board update and improve the internal administrative policy governing local chapters. The most significant change was to remove the administrative requirements for chapters to hold formal annual meetings and elections to select volunteers to serve on their local Chapter Committees. The revised process for the appointment of local chapter volunteers is now consistent with that for other Institute committees.

## **CENTRAL-NORTH:**

The Central-North Chapter covers most of the central and northern portions of British Columbia – including the Fraser-Fort George, Bulkley-Nechako, Kitimat-Stikine, Peace River, Northern Rockies, North and Central Coast, and Cariboo regions. Given its large geographic size and associated travel times, the chapter typically focuses on organizing a few more substantial events each year, rather than many smaller events. The chapter organized three events during the year, including: a day-long planning law workshop; holding mock interviews for UNBC planning students (done in tandem with an evening dinner and student social event with PIBC staff and Board members); a panel discussion on vibrant downtown areas; and a social gathering for local chapter members during the Institute's 2018 Annual Conference in Victoria.

## **FRASER VALLEY:**

The Fraser Valley Chapter covers the Fraser Valley region east of metro Vancouver, including the north and south sides of the Fraser River, as well as Langley. The chapter organized a total of four local events during the year. These included a joint event with the South Coast Chapter on floodplain management. The chapter also organized and hosted various social events for Fraser Valley members to meet with the local chapter committee and network with fellow planners in the region.

## **KOOTENAY-ROCKY MOUNTAIN:**

The Kootenay-Rocky Mountain Chapter covers the southeast portion of British Columbia, including the Kootenay-Boundary, Central and Eastern Kootenay

regions, as well as a portion of the Columbia-Shuswap region. Like the Central-North, given its large geographic size, the chapter focuses on organizing a few larger events each year. The chapter held another two-day rural planning "mini-conference" in the spring of 2018. The event included a pre-conference mobile workshop about downtown revitalization and breakout sessions on topics such as disaster management, cannabis legalization, climate change, and housing, as well as a PIBC 60th anniversary cake-cutting ceremony.

## **OKANAGAN-INTERIOR:**

The Okanagan Interior Chapter covers most of the southern and eastern portions of British Columbia beyond the coast, including the Central Okanagan, North Okanagan, Thompson-Nicola, Okanagan-Similkameen regions, and portions of the Columbia Shuswap region. The chapter organized four local events in 2018, including its annual joint "mini-conference" with the Canadian Institute of Transportation Engineers. Topics at the events included "smart decline", planning law, and celebrations marking the Institute's 60th anniversary.

## **SOUTH COAST:**

The South Coast Chapter covers the southwest coastal mainland of British Columbia, including the Metro Vancouver and Sea-to-Sky regions. It is the most populous chapter. The chapter organized seven events throughout the year in 2018. Some of the topics for these events included: the chapter's 2nd annual "Fail Fair"; laneway housing; bike sharing; waterfront development; floodplain management (held jointly with the Fraser Valley Chapter);

a networking event for young planners, and a local retrospective and social event and marking both PIBC's 60th anniversary and World Town Planning Day.

#### **SUNSHINE COAST:**

The Sunshine Coast Chapter covers the Sunshine Coast and central mainland coastal regions of British Columbia. With its isolated coastal geography and small numbers, the Sunshine Coast Chapter faces challenges to organize regular events. The Chapter did organize and host some small local social and networking events held in 2018. Going forward, the chapter will focus its efforts on potentially connecting with other nearby local chapters to host joint events.

#### **VANCOUVER ISLAND-NORTH:**

The Vancouver Island-North Chapter covers the central and northern sections of Vancouver Island, including the northern Gulf Islands. The chapter organized several local events throughout 2018, including joint events with: the Appraisal Institute of Canada-British Columbia, The Real Estate Institute of British Columbia, and Vancouver Island University. The chapter also held an open event with the public to help mark the Institute's 60th anniversary as part of Nanaimo's PARKing Day.

#### **VANCOUVER ISLAND-SOUTH:**

The Vancouver Island-South Chapter covers the southern portion of Vancouver Island, including the Capital region,

southern Gulf Islands, and surrounding areas. The efforts of the chapter and its local volunteers were primarily focused on helping plan, organize and deliver the Institute's 2018 Annual Conference, held in Victoria (welcoming members from across British Columbia and the Yukon for another highly successful conference). Additionally the chapter organized a rural design workshop and a social event later in 2018.

#### **YUKON:**

The Yukon Chapter covers the entirety of the Yukon. The chapter has a long history of organizing simple, effective, informal lunch-and-learn events for local members. Some of the topics covered by these events included: development models for wind energy; planning in northern and First Nations territories; and asset management. An evening event was also held to celebrate World Town Planning Day.

#### **VOLUNTEER THANKS:**

Tremendous thanks are extended to the numerous volunteer members who participated in their local chapter, either by serving on their chapter committee or helping to organize particular events. Your enthusiasm and efforts to keep your local chapter active and engaged with fellow members help keep the Institute moving forward across BC and the Yukon.



# NATIONAL AFFAIRS

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2018 was another active year at the national level, including PIBC's ongoing work with the national association – the Canadian Institute of Planners (CIP) – as well as with the national Professional Standards Committee (PSC) and Professional Standards Board (PSB). PIBC also continued to be actively engaged at the national level with our allied provincial and regional professional planning institutes across Canada in a variety of collaborative ways.

## **CANADIAN INSTITUTE OF PLANNERS (CIP):**

CIP's work and activities through 2018 continued to be guided by its recently developed and updated strategic plan and vision. Two PIBC members continued to participate on CIP's national Board of Directors: Lindsay Chase MCIP, RPP and Pam Shaw MCIP, RPP. Special thanks is extended to both of them for their continued volunteer service at the national level.

CIP's various national member services and publications continued through 2018, including: *Plan Canada* magazine, the monthly Plan-It email newsletter, the national professional liability insurance program for all professional members, and further work on national issues and policy (including indigenous planning and reconciliation, climate, and asset management). CIP also continued to maintain and deliver the popular Great Places in Canada program, which actively engages communities and planners alike across Canada every year. Watch for the next iteration of the Great Places in Canada program in 2019. CIP is also working on plans for its own milestone anniversary – celebrating 100 years of the planning profession in Canada in 2019. Additionally CIP is working on re-launching a national academic planning journal for planners in Canada

The 2018 CIP National Conference: SOUL 2018 was held in partnership with the Manitoba Professional Planners Institute (MPPI) July 19th – 22nd, in Winnipeg. This year's upcoming national conference – Generation 2019 – moves to the nation's capital, Ottawa – where CIP's 100th anniversary will figure prominently in this signature national event. Subsequently we at PIBC will again welcome the planning profession in Canada as we co-host the 2020 national conference in Whistler, BC.

## **PROFESSIONAL STANDARDS COMMITTEE:**

The Professional Standards Committee (PSC) is the joint national policy body with a mandate to oversee the current membership certification and university program accreditation standards for the planning profession in Canada. It is a partnership that includes PIBC and all of the other provincial and regional professional planning

institutes in Canada (except the OUQ). Throughout 2018 Kerry Pateman MCIP, RPP continued as PIBC's appointed representative on the PSC. Kerry was also subsequently re-appointed to another term in this role in early 2019. Special thanks to Kerry for her ongoing volunteer service.

Significant activities by the PSC in 2018 included continued work completing the five-year comprehensive review of the membership certification and accreditation standards for the profession. This review is mandated by the joint agreement that established the PSC (signed in 2012). The purpose of the review is to ensure the standards and processes applied for certifying professional members and accrediting university planning programs are effective, relevant and up-to-date. The initial draft report from this review was completed in early 2018 and was circulated for review, comment and feedback from parties (including PIBC) later in 2018. PIBC provided comment and feedback through our Professional Standards & Certification Committee and Board. The PSC continues working to address the matters raised in the review and implement changes and improvements accordingly. Work was also undertaken by the national PSC over the past year to update and clarify certain certification standards, requirements and guidelines for professional planners working in academia. Additionally, work continued on finalizing and updating a national professional standards policy manual.

## **PROFESSIONAL STANDARDS BOARD:**

The Professional Standards Board (PSB) operates as the administrative body that processes the assessment of: applications for Candidate membership, membership certification (to become a Registered Professional Planner), and the accreditation of university planning programs. This assessment work is done by the PSB on behalf of PIBC (and the other participating provincial and regional professional planning institutes across Canada) based on the shared national standards overseen by the Professional Standards Committee (PSC). Finlay Sinclair MCIP, RPP continued as PIBC's representative on the Board of Directors of the PSB, and will be concluding his term in mid-2019. We extend



The Professional Standards Board (PSB) operates as the administrative body that processes the assessment of: applications for Candidate membership, membership certification (to become a Registered Professional Planner), and the accreditation of university planning programs.”

our sincere thanks to Finlay for his many years of service in this role. Administratively the PSB’s work continues to be supported and delivered through Redstone Agency Inc., a Toronto based association management and support firm.

Areas of focus for the PSB over the past year have continued to include: outreach to planning programs and their students (including support for the Place18 student planning conference in Edmonton, and in-person visits to many university campuses); continued communications with and support for applicants and Candidate members going through the certification process; continued refinement of the delivery of the national Professional Examination; and ongoing work to develop tools and approaches to better support mentorship of Candidate members. PIBC is pleased to continue to assist with the work of the PSB by again organizing and supervising a local test location in Vancouver for each offering of the national Professional Examination (twice per year), and co-hosting an online information webinar for Candidates and students with the PSB in late 2018.

**OTHER NATIONAL ACTIVITIES:**

PIBC continued to actively participate at the national level in other collaborative initiatives and activities with CIP and

the other provincial and regional professional planning institutes in Canada throughout 2018. These included participation with the Planning Alliance Forum (PAF) – the group of Presidents and leaders from all the relevant professional planning bodies across Canada formalized through a new agreement signed in July 2017, and the Joint Administrators Group (JAG) – the working group of all senior staff from CIP, the PSB, and the provincial and regional professional planning institutes in Canada.

**VOLUNTEER THANKS:**

PIBC wishes to again thank the volunteer member representatives that were engaged in various roles at the national level on behalf of PIBC and planners across Canada throughout 2018. In addition, we extended special thanks to those many Registered Professional Planners who support the membership certification process by serving as mentors and sponsors for new Candidate members seeking to become certified as RPP’s. Thank you!

## Board of Directors

President	Andrew Ramlö MCIP, RPP	Vancouver
President-Elect	Lesley Cabott MCIP, RPP	Whitehorse
Secretary-Treasurer	Carole Jolly MCIP, RPP	Vancouver
Member	David Block MCIP, RPP	Terrace
Member	Lui Carvello MCIP, RPP	Victoria
Member	Patricia Dehnel MCIP, RPP	Nelson
Member	Kenna Jonkman MCIP, RPP	Prince George
Member	Chani Joseph-Ritchie MCIP, RPP	Vancouver
Member	Katrin Saxty MCIP, RPP	Fort St. John
Member	Suzanne Smith MCIP, RPP	North Vancouver
Candidate Member Rep.	Daniel Sturgeon	Revelstoke

## Other Appointed Positions & Staff

Executive Director	Dave Crossley	Vancouver
Finance & Member Services	Ryan Noakes	Vancouver
Communications & Marketing	Cindy Cheung	Vancouver
Professional Learning & Events	Sophie King	Vancouver
Manager of Operations	Nina Schmidt	Vancouver
Editor ( <i>Planning West</i> )	Maria Stanborough MCIP, RPP	Vancouver
UBC Student Rep.	Emily Huang	Vancouver
UNBC Student Rep.	Matthew Rempel	Prince George
SFU Student Rep.	Nina Nichols	Vancouver
VIU Student Rep.	Kirby Delaney	Victoria

# PIBC Committees

## EXECUTIVE

Andrew Ramlö MCIP, RPP (Chair)  
Lesley Cabott MCIP, RPP  
Carole Jolly MCIP, RPP  
Dave Crossley (Staff)

## GOVERNANCE & NOMINATING

David Block MCIP, RPP (Chair)  
Michelle Kam MCIP, RPP  
Rob Roycroft MCIP, RPP  
Jennifer Macintyre  
Dave Crossley (Staff)

## PROFESSIONAL CONDUCT 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  
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)

## POLICY & PUBLIC AFFAIRS

Suzanne Smith MCIP, RPP (Chair)  
Daniel Huang MCIP, RPP  
(Co-Chair)  
Chani Joseph-Ritchie MCIP, RPP  
(Co-Chair)

Lui Carvello MCIP, RPP  
Patricia Dehnel MCIP, RPP  
Taryn Hayes MCIP, RPP  
Yazmin Hernandez-Banuelas  
MCIP, RPP  
Heather Kauer  
Peter Lipscombe  
Brian Miller MCIP, RPP  
Aaron Rodgers MCIP, RPP  
Megan Shaw MCIP, RPP  
Erica Tiffany MCIP, RPP  
Sean Tynan MCIP, RPP  
Dave Crossley (Staff)

## PROFESSIONAL STANDARDS & CERTIFICATION

Katrin Saxty MCIP, RPP (Chair)  
Patricia Dehnel MCIP, RPP  
Alex Kondor MCIP, RPP  
Brian Miller MCIP, RPP  
Zoë Morrison MCIP, RPP  
Claire Negrin MCIP, RPP  
Kerry Pateman MCIP, RPP  
Ryan Noakes (Staff)

## MEMBER ENGAGEMENT

Kenna Jonkman MCIP, RPP (Chair)  
David Block MCIP, RPP  
Mairi Bosomworth  
Craig Busch (Student)  
Lesley Cabott MCIP, RPP  
Clarissa Huffman  
Ed Grifone MCIP, RPP  
Carole Jolly MCIP, RPP  
Greg Mitchell MCIP, RPP  
Katrin Saxty MCIP, RPP  
Bruce Simard MCIP, RPP  
Daniel Sturgeon  
(Candidate Member)  
Kasel Yamashita MCIP, RPP  
Ryan Noakes (Staff)

## COMMUNICATIONS

Alison McNeil MCIP, RPP (Chair)  
Jada Basi MCIP, RPP  
Craig Broderick MCIP, RPP  
Allyson Friesen MCIP, RPP  
Gary Noble MCIP, RPP  
Katrin Saxty MCIP, RPP  
Maria Stanborough MCIP, RPP  
(Editor)  
Cindy Cheung (Staff)

## CONTINUOUS PROFESSIONAL LEARNING

Lesley Cabott MCIP, RPP (Chair)  
Brent Elliott MCIP, RPP  
Clarissa Huffman  
Deborah Jensen MCIP, RPP  
Sara Muir-Owen MCIP, RPP  
Jan Thingsted MCIP, RPP  
Gloria Venczel MCIP, RPP  
Sophie King (Staff)

## AWARDS & RECOGNITION

Emilie Adin MCIP, RPP  
Rebecca Chaster  
Jag Dhillon FCIP (Ret.)  
Ed Grifone MCIP, RPP  
Anthony Kittel MCIP, RPP  
Neal LaMontagne MCIP, RPP  
Leanne Taylor MCIP, RPP  
Margaret-Ann Thornton MCIP, RPP  
Lynn Wilson MCIP, RPP  
Mary Wong MCIP, RPP  
Raymond Young MCIP, RPP  
Ryan Noakes (Staff)

## Other PIBC Representatives

Professional Standards Committee (PSC)	Kerry Pateman MCIP, RPP
Professional Standards Board (PSB)	Finlay Sinclair MCIP, RPP
BC Land Summit Society	Dave Crossley
Climate Change - Professional Association Adaptation Working Group	Christine Callihoo MCIP, RPP
Asset Management BC	Dan Huang MCIP, RPP & Dave Crossley
Community Energy Association	Richard White FCIP, RPP
BC Energy Step Code Council	Emile Adin MCIP, RPP & Norm Connolly MCIP, RPP
Province of BC - Development Approvals Process Review Working Group	Dan Huang MCIP, RPP & Chani-Joseph Ritchie MCIP, RPP
City of Vancouver Chinatown Historic Area Planning Committee	Helen Lee 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 2018 for their contributions – thank you!

## 2018 PIBC VOLUNTEERS:

Kristin Aasen MCIP, RPP  
Felicity Adams MCIP, RPP  
Linda Adams MCIP, RPP  
Emilie Adin MCIP, RPP  
Andrew Allen MCIP, RPP  
Jacqueline Arling MCIP, RPP  
Signe Bagh MCIP, RPP  
Natalie Bandringa  
Jada Basi MCIP, RPP  
Dana Beatson MCIP, RPP  
Jim Beaudreau  
Laura Beckett MCIP, RPP  
Kris Belanger MCIP, RPP  
George Benson  
Catherine Berris MCIP, RPP  
David Block MCIP, RPP  
Mairi Bosomworth  
Iain Bourhill MCIP, RPP  
Coralie Breen MCIP, RPP  
Lisa Brinkman MCIP, RPP  
Craig Broderick MCIP, RPP  
Scott Brown  
Richard Buchan  
Robert Buchan FCIP, RPP  
Bill Buholzer FCIP, RPP  
Craig Busch  
Lesley Cabott MCIP, RPP  
Christine Callihoo MCIP, RPP  
Ken Cameron FCIP, RPP  
Allan Campeau MCIP, RPP  
Nicole Capewell  
Lui Carvello MCIP, RPP  
Daniel Casey MCIP, RPP  
Narissa Chadwick MCIP, RPP  
Keltie Chamberlain  
Chee Chan MCIP, RPP  
Ada Chan Russell MCIP, RPP  
Lindsay Chase MCIP, RPP  
Rebecca Chaster  
Jeff Chow MCIP, RPP  
Hazel Christy MCIP, RPP  
Jason Chu MCIP, RPP  
Norm Connolly MCIP, RPP

David Cooper MCIP, RPP  
Bill Corsan MCIP, RPP  
Ken Cossey MCIP, RPP  
Devan Cronshaw  
Patricia Dehnel MCIP, RPP  
Kirby Delaney  
Jag Dhillon FCIP, RPP  
Michael Dickinson MCIP, RPP  
Aaron Dixon  
Nancy Dubé MCIP, RPP  
Rhona Dulay MCIP, RPP  
Paul Dupuis MCIP, RPP  
Brent Elliott MCIP, RPP  
Daniella Fergusson MCIP, RPP  
Lawrence Frank MCIP, RPP  
Allyson Friesen MCIP, RPP  
Mike Gau MCIP, RPP  
Nancy Gothard MCIP, RPP  
Brian Green MCIP, RPP  
Ed Grifone MCIP, RPP  
Amanda Grochowich MCIP, RPP  
Tom Gunton MCIP, RPP  
Zachary Haigh  
Jeff Hamm MCIP, RPP  
Devon Harlos  
Robin Hawker MCIP, RPP  
Taryn Hayes MCIP, RPP  
Shaun Heffernan MCIP, RPP  
Ryan Hennessey MCIP, RPP  
Yazmin Hernandez-Banuelas  
MCIP, RPP  
Mark Holland MCIP, RPP  
Darwin Horning MCIP, RPP  
Sharon Horsburgh MCIP, RPP  
Daniel Huang MCIP, RPP  
Emily Huang  
Clarissa Huffman  
Christopher Hutton MCIP, RPP  
John Ingram MCIP, RPP  
Kasha Janota-Bzowska  
Deborah Jensen MCIP, RPP  
Diana Jerop  
Carole Jolly MCIP, RPP  
Kenna Jonkman MCIP, RPP

Chani Joseph-Ritchie MCIP, RPP  
Marina Jozipovic  
Michelle Kam MCIP, RPP  
Teresa Kaszonyi MCIP, RPP  
Heather Kauer  
Anthony Kittel MCIP, RPP  
Robert Knall MCIP, RPP  
Nancy Knight MCIP, RPP  
Mark Koch MCIP, RPP  
Jane Koepke MCIP, RPP  
Jane Koh  
Alex Kondor MCIP, RPP  
Karen Kreis MCIP, RPP  
Karin Kronstal MCIP, RPP  
Julianne Kucheran  
Neal LaMontagne MCIP, RPP  
Simon Lapointe MCIP, RPP  
Blake Laven MCIP, RPP  
Agnes (Ash) Lee  
Helen Lee MCIP, RPP  
Camille Lefrancois  
Peter Lipscombe  
Dustin Lupick  
Jennifer MacIntyre  
Gina MacKay MCIP, RPP  
David Marlor MCIP, RPP  
Patrick Marples MCIP, RPP  
Alison McNeil MCIP, RPP  
Chelsea Medd  
Brian Miller MCIP, RPP  
Gregory Mitchell MCIP, RPP  
Hillary Morgan MCIP, RPP  
Zoë Morrison MCIP, RPP  
Sara Muir-Owen MCIP, RPP  
Kent Munro MCIP, RPP  
Ashley Murphey  
Kathryn Nairne MCIP, RPP  
Claire Negrin MCIP, RPP  
Russell Nelson MCIP, RPP  
Kristian Nichols MCIP, RPP  
Nina Nichols  
Gary Noble MCIP, RPP  
Lainy Nowak  
Tracy Olsen MCIP, RPP



Teresa O'Reilly MCIP, RPP  
 Chris Osborne MCIP, RPP  
 Kerry Pateman MCIP, RPP  
 Odete Pinho MCIP, RPP  
 Barclay Pithelky MCIP, RPP  
 Melissa Pryce MCIP, RPP  
 Andrew Ramlö MCIP, RPP  
 Nicholas Redpath MCIP, RPP  
 Matthew Rempel  
 Stephen Richardson MCIP, RPP  
 Carly Rimell  
 Mikayla Roberts  
 Aaron Rodgers MCIP, RPP  
 Rob Roycroft MCIP, RPP  
 Karen Russell FCIP, RPP  
 Peter Russell MCIP, RPP  
 Maria Sandberg MCIP, RPP  
 Katrin Saxty MCIP, RPP  
 Gwendolyn Sewell MCIP, RPP  
 Timothy Shah MCIP, RPP  
 Megan Shaw MCIP, RPP  
 Pamela Shaw MCIP, RPP

Sarah Sheridan  
 Chris Sholberg MCIP, RPP  
 Jessica Shoubridge  
 Bruce Simard MCIP, RPP  
 Melodie Simard MCIP, RPP  
 Courtney Simpson MCIP, RPP  
 Emily Sinclair MCIP, RPP  
 Finlay Sinclair MCIP, RPP  
 Marnie Skobalksi MCIP, RPP  
 Dawn Smith MCIP, RPP  
 Suzanne Smith MCIP, RPP  
 Patrick Sorfleet MCIP, RPP  
 Tanja Soroka MCIP, RPP  
 Lisa Spitale MCIP, RPP  
 Maria Stanborough MCIP, RPP  
 John Steil FCIP, RPP  
 Alison Stewart MCIP, RPP  
 Mary Storzer MCIP, RPP  
 Daniel Sturgeon  
 Bev Suderman MCIP, RPP  
 Jesse Tarbotton MCIP, RPP  
 Shannon Tartaglia MCIP, RPP

Alex Taylor MCIP, RPP  
 Leanne Taylor MCIP, RPP  
 Jan Thingsted MCIP, RPP  
 Margaret-Ann Thornton MCIP, RPP  
 Erica Tiffany MCIP, RPP  
 Tanya Turner MCIP, RPP  
 Sean Tynan MCIP, RPP  
 Eric Vance FCIP, RPP  
 Robert Veg MCIP, RPP  
 Gloria Venczel MCIP, RPP  
 Alex Wallace  
 Dan Wallace MCIP, RPP  
 Tania Wegwitz MCIP, RPP  
 Richard White FCIP, RPP  
 Lynn Wilson MCIP, RPP  
 Mary Wong MCIP, RPP  
 Kasel Yamashita MCIP, RPP  
 Ray Young MCIP, RPP  
 Jeff Zukiwsky MCIP, RPP  
 Therese Zulinick MCIP, RPP

# APPENDIX

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PLANNING INSTITUTE OF BRITISH COLUMBIA  
Financial Statements  
December 31, 2018

**PLANNING INSTITUTE OF BRITISH COLUMBIA**  
**Index to Financial Statements**  
**Year Ended December 31, 2018**

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	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Changes in Fund Balances	4
Statement of Operations - General Fund	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 11

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Planning Institute of British Columbia

*Report on the Financial Statements*

*Opinion*

We have audited the financial statements of Planning Institute of British Columbia (the "Society"), which comprise the statement of financial position as at December 31, 2018, and the statements of changes in fund balances, operations - general fund and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at December 31, 2018, 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.

*Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

*Report on Other Legal and Regulatory Requirements*

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

*Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

(continues)

*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Burnaby, British Columbia  
March 15, 2019




Chartered Professional Accountants


**PLANNING INSTITUTE OF BRITISH COLUMBIA**  
**Statement of Financial Position**  
**December 31, 2018**

	General Fund	Internally Restricted Funds	2018	2017
<b>ASSETS</b>				
<b>CURRENT</b>				
Cash	\$ 323,111	\$ 188,501	\$ 511,612	\$ 412,240
Investments	-	614,613	614,613	342,505
Accounts receivable	7,089	400	7,489	10,304
Recoverable from government authorities - GST	316	103	419	2,239
Prepaid expenses	26,801	-	26,801	143,397
	357,317	803,617	1,160,934	910,685
<b>INVESTMENTS</b>	-	-	-	262,657
<b>CAPITAL ASSETS (Note 3)</b>	30,911	-	30,911	10,772
	<b>\$ 388,228</b>	<b>\$ 803,617</b>	<b>\$ 1,191,845</b>	<b>\$ 1,184,114</b>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>CURRENT</b>				
Accounts payable and accrued liabilities	\$ 142,960	\$ 8	\$ 142,968	\$ 222,592
Payable to government authorities - source deductions	5,582	-	5,582	4,129
Unearned revenue	192,796	-	192,796	158,580
	341,338	8	341,346	385,301
<b>FUND BALANCES - page 4</b>				
Unrestricted	46,890	-	46,890	-
Internally restricted (Note 4)	-	803,609	803,609	798,813
	46,890	803,609	850,499	798,813
	<b>\$ 388,228</b>	<b>\$ 803,617</b>	<b>\$ 1,191,845</b>	<b>\$ 1,184,114</b>

COMMITMENTS (Note 6)

**ON BEHALF OF THE BOARD**

  
 \_\_\_\_\_ Director

  
 \_\_\_\_\_ Director

See notes to financial statements

**PLANNING INSTITUTE OF BRITISH COLUMBIA**  
**Statement of Changes in Fund Balances**  
**Year Ended December 31, 2018**

	General Fund	Internally Restricted Funds	2018	2017
<b>FUND BALANCES - BEGINNING OF YEAR</b>	\$ -	\$ 798,813	\$ <b>798,813</b>	\$ 789,969
Excess of revenue over expenses - page 5	51,686	-	<b>51,686</b>	8,844
Interfund transfers ( <i>Note 5</i> )	(4,796)	4,796	-	-
<b>FUND BALANCES - END OF YEAR - page 3</b>	\$ 46,890	\$ 803,609	\$ <b>850,499</b>	\$ 798,813



**PLANNING INSTITUTE OF BRITISH COLUMBIA**  
**Statement of Operations - General Fund**  
**Year Ended December 31, 2018**

	2018	2017
<b>REVENUE</b>		
Membership fees	\$ 384,865	\$ 370,525
Conference and event sales	326,835	176,797
Advertising sales	185,503	154,921
Chapters revenue <i>(Note 9)</i>	38,525	19,041
Other membership revenue	11,215	21,380
Interest and other	10,083	7,997
Other sales	9,322	4,860
	966,348	755,521
<b>EXPENSES</b>		
Conference costs	276,247	163,071
Salaries and benefits	256,237	217,746
Board of Directors	63,945	97,755
Office	63,783	53,499
Special projects	57,727	9,975
Administration fees	45,516	70,809
Chapters expenses <i>(Note 9)</i>	40,929	22,513
Productions costs	37,403	38,171
Student activities	19,078	14,831
Professional fees	18,793	22,102
Bank charges and interest	12,081	10,545
Staff development	7,525	6,025
National activities	7,080	9,661
Volunteer recognition	3,490	2,491
Donations and sponsorships	2,500	2,755
Amortization	2,328	4,728
	914,662	746,677
<b>EXCESS OF REVENUE OVER EXPENSES - page 4</b>	<b>\$ 51,686</b>	<b>\$ 8,844</b>

**PLANNING INSTITUTE OF BRITISH COLUMBIA**

**Statement of Cash Flows**

**Year Ended December 31, 2018**

	General Fund	Internally Restricted Funds	2018	2017
<b>OPERATING ACTIVITIES</b>				
Excess of revenue over expenses - page 5	\$ 51,686	\$ -	\$ 51,686	\$ 8,844
Items not affecting cash:				
Amortization	2,328	-	2,328	4,728
Amortization of deferred lease inducement	-	-	-	(1,181)
	54,014	-	54,014	12,391
Changes in non-cash working capital:				
Accounts receivable Recoverable from government authorities	3,215	(400)	2,815	4,174
- GST	1,969	(149)	1,820	(324)
Prepaid expenses	116,596	-	116,596	(87,198)
Accounts payable and accrued liabilities	(79,616)	(8)	(79,624)	59,518
Payable to government authorities - source deductions	1,453	-	1,453	275
Unearned revenue	34,216	-	34,216	15,605
	77,833	(557)	77,276	(7,950)
Cash flow from (used by) operating activities	131,847	(557)	131,290	4,441
<b>INVESTING ACTIVITIES</b>				
Purchase of capital assets	(22,467)	-	(22,467)	(8,724)
Increase in investments	-	(9,451)	(9,451)	(107,677)
Cash flow used by investing activities	(22,467)	(9,451)	(31,918)	(116,401)
<b>OTHER CASH FLOW ITEMS</b>				
Interfund transfers	(4,796)	4,796	-	-
<b>INCREASE (DECREASE) IN CASH FLOW</b>	104,584	(5,212)	99,372	(111,960)
Cash - beginning of year	218,527	193,713	412,240	524,200
<b>CASH - END OF YEAR (Note 7)</b>	\$ 323,111	\$ 188,501	\$ 511,612	\$ 412,240

See notes to financial statements

# PLANNING INSTITUTE OF BRITISH COLUMBIA

## Notes to Financial Statements

Year Ended December 31, 2018

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### 1. NATURE OF OPERATIONS

Planning Institute of British Columbia (the "Society") is an association of professional planners in British Columbia and the Yukon.

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.

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### 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:

Operating Contingency Fund - Represents funds set aside for urgent and unforeseen expenses.

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

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.

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

*(continues)*

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**PLANNING INSTITUTE OF BRITISH COLUMBIA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2018**

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

Revenue Recognition

Revenue related to the Chapters local programs is recognized in the General Fund as revenue when received on the date of the chapter event, and any excess (deficiency) is internally restricted to the Chapters Fund at year end.

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.

Other membership fees revenue consists of course and exam fees, resource rentals and sales. Course and exam fees are recognized as revenue when the course or exam is held. Resource rentals and sales are recognized when the equipment is rented or the books are sold.

Cash and Cash Equivalents

Any term deposits and similar contractual instruments that are cashable and have a maturity term of three months or less are classified as cash equivalents.

Investments

Investments consist of guaranteed investment certificates that are cashable and have maturity terms of more than three months. The investments that are capable of prompt liquidation and will mature within the next fiscal year have been classified as current assets. Any guaranteed investment certificates that do not mature within the next fiscal year or are non-cashable have been classified as long term assets. The investments have interest rates of 1.70% to 2.35% per annum and have varying maturity dates from March 23, 2019 to December 14, 2019. The value of the investments includes the interest accrued to December 31, 2018.

Prepaid Expenses

Prepaid expenses consist of software, management fees, security deposit, license, inventory and insurance relevant to the next fiscal year.

Capital Assets and Amortization

Capital assets purchased are recorded at cost less accumulated amortization. Amortization is provided at various rates on a straight line basis designed to amortize the assets over the estimated useful lives. The amortization rates are 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.

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.

**PLANNING INSTITUTE OF BRITISH COLUMBIA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2018**

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Furniture and equipment	\$ 15,290	\$ 12,418	\$ 2,872	\$ 325
Website	21,462	21,462	-	-
Website under development *	18,345	-	18,345	8,725
Computers	18,756	9,062	9,694	1,722
	<u>\$ 73,853</u>	<u>\$ 42,942</u>	<u>\$ 30,911</u>	<u>\$ 10,772</u>

\* The website under development is not being amortized until it is completed and put into use.

4. INTERNALLY RESTRICTED FUNDS

	Opening Balance	Interfund Transfers	Closing Balance
Operating Contingency Fund	\$ 312,333	\$ -	\$ 312,333
Strategic Initiatives Fund	268,000	-	268,000
Legal Fund	120,000	-	120,000
Capital Fund	52,000	-	52,000
Chapters Fund (Note 9)	46,480	4,796	51,276
	<u>\$ 798,813</u>	<u>\$ 4,796</u>	<u>\$ 803,609</u>

5. INTERFUND TRANSFERS

Interfund transfers are comprised of the following:

\$7,200 was transferred from the General Fund to the Internally Restricted Chapters Fund and is comprised of seed funding applied for by the Chapters and approved by the council.

\$2,404 was transferred from the Internally Restricted Chapters Fund to the General Fund to reflect the deficiency from Chapters Fund activities for the year.

6. COMMITMENTS

The Society has long term leases with respect to its premises. The operating lease for the Society's share of its premises is \$2,007 per month, and increases \$65 bi-annually each May to \$2,266 under a lease expiring April 30, 2028. Future minimum lease payments for the next five years are as follows:

2019	\$ 24,083
2020	24,601
2021	24,860
2022	25,377
2023	25,636

**PLANNING INSTITUTE OF BRITISH COLUMBIA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2018**

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7. CASH

	<u>2018</u>		<u>2017</u>
Unrestricted	\$ 323,111	\$	218,527
Internally restricted	188,501		193,713
	<u>\$ 511,612</u>	\$	<u>412,240</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 cash and 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 ("GICs") issued and held by one financial institution. The GICs are guaranteed by the investee and to a limited degree by government insurance provisions that cover deposits.

Concentrations of credit risk include:

- Cash and 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.
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**PLANNING INSTITUTE OF BRITISH COLUMBIA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2018**

9. CHAPTER ACTIVITY

	Opening Balance	Revenue	Expenses	Seed Funding	Closing Balance
Kootenay	\$ 3,099	\$ 19,220	\$ 11,458	\$ 1,000	\$ 11,861
Fraser Valley	7,923	410	515	1,000	8,818
South Coast	8,489	7,476	9,023	1,200	8,142
Interior/Okanagan	6,347	6,496	6,878	1,000	6,965
Vancouver Island South	9,559	752	3,888	-	6,423
Yukon	3,240	-	635	1,000	3,605
Central North	2,524	1,000	1,292	1,000	3,232
Sunshine Coast	1,501	-	308	-	1,193
Vancouver Island North	3,798	3,171	6,932	1,000	1,037
	\$ 46,480	\$ 38,525	\$ 40,929	\$ 7,200	\$ 51,276



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