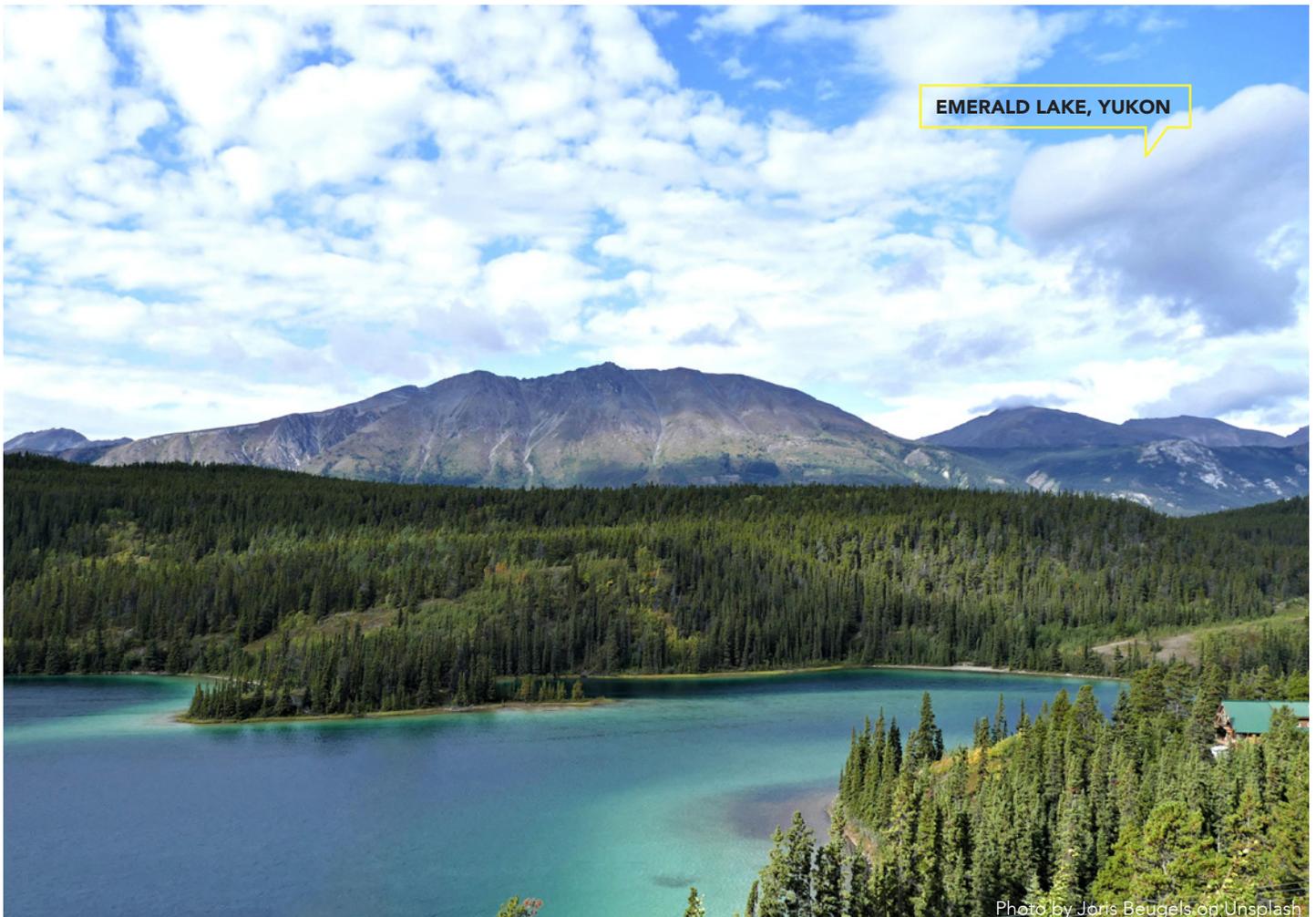


2020 ANNUAL REPORT

Planning Institute of British Columbia

Presented to 2021 PIBC Annual General Meeting



PLANNING INSTITUTE OF BRITISH COLUMBIA
2020 ANNUAL GENERAL MEETING



2020 PIBC ANNUAL GENERAL MEETING

November 6, 2020

Welcome!



THE 2020 ANNUAL GENERAL MEETING WAS HELD ONLINE IN NOVEMBER OF LAST YEAR.
PIBC PRESIDENT LESLEY CABOTT RPP, MCIP CHAIRED THE VIRTUAL MEETING.

TABLE OF CONTENTS

Minutes of the 2020 Annual General Meeting	3
President's Report	4
Executive Director's Report	6
Secretary-Treasurer	8
Professional Standards & Certification	10
Professional Conduct Review	14
Governance & Nominating	17
Policy & Public Affairs	18
Member Engagement	20
Continuous Professional Learning	22
Communications	24
Awards & Recognition	26
Local PIBC Chapters	27
National Affairs	28
Board of Directors, Appointed Positions & Staff	30
PIBC Committees	31
Other PIBC Representatives	32
PIBC Volunteers – Thank You!	33
2020 Audited Financial Statements	35

MINUTES

2020 ANNUAL GENERAL MEETING PLANNING INSTITUTE OF BRITISH COLUMBIA

3:30 pm Friday November 6th, 2020

By Online

Videoconference

ATTENDANCE:

There were fifty-four (54) corporate members in good standing present online and thirteen (13) non-corporate members present online. There was also one (1) member of the Institute's staff present online.

1. CALL TO ORDER

The President called the meeting to order at 3:33 pm and welcomed those in attendance. The traditional territories of First Nations and Indigenous people were acknowledged.

It was noted that a quorum was present, and that appropriate notice of the meeting had been duly provided. The online meeting and voting processes were reviewed.

It was noted that copies of the meeting Agenda, and the Annual Report, including the Minutes of the previous Annual General Meeting and the 2019 Audited Financial Statements, had all been distributed electronically and were also available on the Institute's website.

2. INTRODUCTION OF BOARD MEMBERS AND INVITED GUESTS

The President welcomed everyone in attendance and also noted members of the Board of Directors who were present.

3. MINUTES OF PREVIOUS GENERAL MEETINGS

4.1 ANNUAL GENERAL MEETING OF MAY 8TH, 2019

MOTION: It was moved and seconded:

That the minutes of the May 8th, 2019 Annual General Meeting be adopted.

Carried

4. REPORT OF THE BOARD & COMMITTEES – ANNUAL REPORT

The President noted and briefly reviewed the 2019 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. 2019 AUDITED FINANCIAL STATEMENTS

The Secretary-Treasurer presented the 2019 Audited Financial Statements as distributed. The Secretary-Treasurer and Executive Director responded to questions regarding the Audited Financial Statements.

MOTION: It was moved and seconded:

That the 2019 Financial Statements be accepted.

Carried

6. APPOINTMENT OF AUDITORS – 2020 FISCAL YEAR

The Secretary-Treasurer presented the recommendation to appoint the auditors for the 2020 fiscal year. The Secretary-Treasurer and Executive Director responded to questions regarding the appointment of the auditors.

MOTION: It was moved and seconded:

That the Institute appoint Tompkins Wozny LLP, Chartered Professional Accountants, as the Institute's auditors for the 2020 fiscal year.

Carried

7. ADJOURNMENT

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

It was noted that an online World Town Planning Day presentation to celebrate members and the 2020 award winners was taking place later in the afternoon.

It was also noted that the next annual conference, hosted by the Yukon Chapter, would be taking place in June 2021.

The meeting adjourned at 4:12 pm.

PRESIDENT'S REPORT

Lesley Cabott RPP, MCIP



I am very pleased to present this year's President's Report, highlighting the work of the Planning Institute of British Columbia over the course of 2020 – an unexpectedly unusual and, in many ways, challenging year. The onset of the global COVID-19 pandemic in early 2020 impacted us all in both large and small ways, and affected our professional institute as well. However, I was pleased and heartened to see the success we had in adapting to this challenging time as we continued to maintain our core member services, many of our activities, and our support for members over the past year, albeit sometimes in new and different ways.

Some of the activities, events, and work from 2020 I am pleased to highlight include: the virtual and highly successful CPL webinar programming, which allowed us to continue to deliver professional development opportunities to the widest range of members throughout the year; successful adaptation of our operations at the onset of the pandemic to enable us to continue delivering programs and services while adapting to support public health goals and requirements; the adaptation of events – holding last year's AGM online (thank you to Secretary-Treasurer Kenna Jonkman for being my online AGM co-presenter, and colour commentator), as well online and virtual activities celebrating World Town Planning Day, our new and long-serving members, new Life Member honorees, and our 2020 award winners; and the co-hosting of a successful joint online webinar series with CIP in November, after the joint national conference in Whistler was re-scheduled. We also kept in touch with our local chapters working to support them in shifting to hosting online local events during the year as well.

The Board, in collaboration with staff and our member volunteers, continued work on key initiatives this past year based on our strategic vision and current strategic plan. This included: moving ahead with the establishment of the Indigenous Planning Working Group to work on matters related to truth and reconciliation in planning; continued outreach and contact with external organizations; commencing important work on supporting greater equity, diversity and inclusion in our profession (including coordination with CIP's work nationally in this area); and continued work on climate action, which included providing regular input and responses to government policies and initiatives in this area.

Strategic work related to member services, programs, and support also continued in 2020, including: moving ahead with objectives related to member resilience and well-being through a successful member engagement survey that will inform the new Board's and Institute's work on future member services and benefits; support for student members with the advancement of and funding for a new student internship program, which should roll out in the coming academic year; and greater liaison with both student members and academic planners through updates to the Member Engagement Committee and the participation of new volunteers who are leading efforts in these areas.

We were also very pleased that, prior to the onset of the pandemic, we were able to support and co-host the first PIBC student social on Vancouver Island with planning students from VIU in January 2020. And special thanks



The onset of the global COVID-19 pandemic in early 2020 impacted us all in both large and small ways, and affected our professional institute as well. However, I was pleased and heartened to see the success we had in adapting to this challenging time as we continued to maintain our core member services, many of our activities, and our support for members over the past year, albeit sometimes in new and different ways.”

to the members, volunteers and staff who've worked on keeping our events and activities going virtually during the pandemic – particularly our local chapters and our 2021 annual conference committee in Whitehorse. Despite the need to shift online, we sincerely appreciate all the work and dedication that has gone into putting together and hosting a great virtual conference from Whitehorse with distinct Yukon content and elements. Thank you! Personally, I am very much looking forward to engaging face-to-face again and returning to our valuable and enjoyable in-person events – our student social events, the annual World Town Planning Day gala, our annual conferences, and local chapter events. And be sure to join us (and CIP) in person once again in Whistler, July 5-8, 2022.

Organizationally we were pleased to be able to adapt our operations and respond to the pandemic and its impacts, helping to ensure the resilience, continued financial health, and stability of the Institute. The Institute maintained core operations and services, while managing to end 2020 with a small surplus. At the same time the Board worked through the budget process to maintain membership fees with no increase going into 2021, while continuing to invest in services, programs and strategic objectives. The ongoing strength and organizational resilience of PIBC provides for not only long-term stability but also for the flexibility to adapt and manage unexpected uncertainties brought on by external events – as we saw in 2020.

Finally, I would also like to take this opportunity to express my gratitude for the opportunity and privilege to serve as President of our professional Institute for the past two years. I look forward to staying engaged and contributing as past President, working with incoming President David Block RPP, MCIP and the new Board. Once again, I want to acknowledge and thank the many volunteer PIBC members who contribute their valuable time, effort, and expertise to the work of our profession and our Institute every year – including Board members, members of PIBC committees, local chapters, student member representatives, external volunteers, professional mentors and sponsors, event presenters and speakers, and the many other volunteers throughout our organization. The contributions of so many volunteer members, along with the work and support of our wonderful staff team, are vital to our shared success. Thank you again.

LESLEY CABOTT RPP, MCIP
President, Planning Institute of British Columbia

EXECUTIVE DIRECTOR'S REPORT

Dave Crossley

The past year was certainly an unprecedented and unusual year, in many ways. Nevertheless, it continued to be a busy and active year for the Institute as we worked hard to respond to the unexpected impacts of the global COVID-19 coronavirus pandemic while keeping PIBC's member services and activities on track – adapting to meet emerging circumstances and needs and continuing to work to advance key strategic initiatives and projects.

Operational accomplishments and developments of note in 2020 included: organization and delivery – in partnership with CIP nationally – of a successful special webinar series in November following the necessary postponement of the joint 2020 national planning conference in Whistler; ongoing and enhanced delivery of the Institute's successful and popular Continuous Professional Learning (CPL) webinar program – which had record levels of participation in 2020; shifting internal staffing and operations to a primarily remote model in response to the pandemic; pivoting and implementing the Institute's 2020 Annual General Meeting as an online event; adaptation and delivery of a virtual World Town Planning Day event celebrating new RPPs, long serving members, and the 2020 PIBC Awards for Excellence in Planning & Individual Achievement in November 2020; onboarding new member services staff; and ongoing improvements to internal accounting processes with the help of outside accounting services. Additionally, substantial work began to further digitize the Institute's files, records, and administrative processes during 2020.

Other activities of note included: implementation of a survey of the membership in the summer of 2020 exploring the impact of the COVID-19 pandemic as well as overall member resilience and well-being; ongoing delivery and implementation of our various communications services and activities (including the PIBC e-News, periodic pandemic-related updates, social media, and *Planning West* magazine) – which were more important than ever in 2020; and ongoing regular work with the Board of Directors and PIBC committees to advance the goals and tasks of the

Institute's strategic plan. And, although in-person meetings and travel were not possible through most of 2020, there was also continued key external outreach, collaboration and coordination with CIP, other national professional bodies, and other external organizations with which PIBC is involved.

As previously reported, there were some staffing changes at the office in late 2019, and we continued with the successful onboarding of our new Member Services Coordinator into and through 2020. We were pleased to have our full staff team in place throughout the period of adaptation and adjustment necessitated by the pandemic, helping to ensure key member services, programs and activities were maintained, and our operations were able to adapt effectively.

On the governance front, ongoing internal policy and procedures work to help support the Institute's operations continued, though there were no major policy (i.e. bylaw) changes in the past year. New policies were established to support the development of a student internship program, as well as support the Institute's creation of a working group on Indigenous planning, among other policy work. Work was also undertaken to review and provide feedback to the national Professional Standards Committee (PSC) regarding their governance structures and their work on revisions to national professional standards during 2020. Staff also continued with ongoing support work for the Institute's other standing and operational committees in their ongoing work.

The maintenance and ongoing delivery of regular, key Institute programs and services continued throughout 2020, including adaptations and enhancements (in some cases) due to the circumstances and limitations of the pandemic. Examples include: our continuing CPL webinar programming, which was expanded and had record participation in 2020; our ongoing popular job opportunity advertising service (which is a valuable career development tool for members and a positive source of revenue for PIBC) – though there was a noticeable drop in the early months of the pandemic as many employers paused hiring activities; the continued publication of four seasonal issues of *Planning West* magazine; the regular email newsletter – the PIBC e-News – which was enhanced with additional periodic updates related to the pandemic; and ongoing support for PIBC's nine local chapters in BC and Yukon – though there was reduced activity due to the inability to hold in-person events. It was also encouraging to see the continued strength and stability of the Institute's financial operations, even in the face of pandemic and its impacts over the course of the year.

Ongoing member certification and other membership related activities continued as usual in 2020, including: completing the certification for all remaining previous Candidate members (those Candidates admitted prior to the implementation of updated membership standards and certification processes in 2012); facilitating related membership exams; general membership inquiries, transfers and changes; coordinating with the national Professional

Standards Board (PSB) implementing and supervising a test location for Candidates writing the PSB final professional exam in Vancouver in the spring of 2020 (after which the exam was shifted to a remote online exam for the fall 2020 writing); and ongoing collaboration and coordination with CIP and other provincial and regional Institutes across Canada regarding membership and other issues at the national level.

Additionally, ongoing support for the work of the Institute's Professional Conduct Review Committee continued through 2020. A total of three new formal complaints were received in 2020, of which only one remained under initial investigation at the end of the year (the other two were successfully resolved prior to the end of the year). Other ongoing work undertaken included supporting member education with respect to ethics and professionalism (such as conference sessions or webinars), as well as ongoing internal policy and procedures work.

Looking forward into 2021 and beyond, anticipated work and priorities include: managing future adaptation and adjustments coming out of the COVID-19 pandemic (and related longer-term implications); supporting the new Board elected in 2021 (including undertaking orientation and strategic plan review processes); continuing work to sustain and build upon key member services, programs, and activities (including a very much anticipated return to in-person events and activities when feasible – particularly at the local level with the Institute's Chapters); and ongoing implementation of key strategic objectives (such as our work on Indigenous planning, a new student internship program, work on advancing equity, diversity & inclusion, continued policy and outreach work, to name just a few examples). We are also looking ahead to work on future annual conferences in Whistler (again with CIP) and Sun Peaks in 2022, and 2023 respectively.

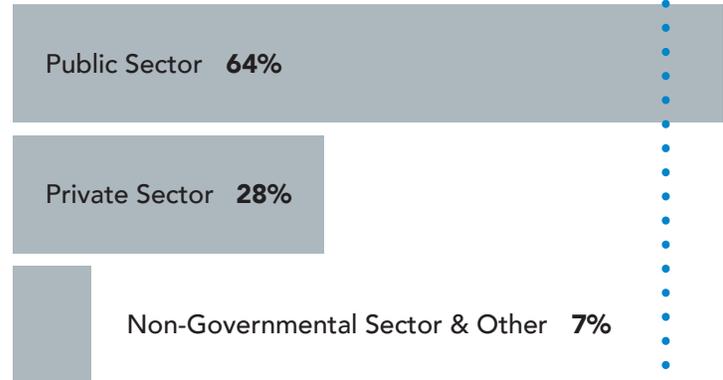
I'd like to extend continued huge thanks and sincere appreciation to the entire PIBC staff team for their resilience, hard work, and many contributions over a most interesting and unique year: Manager of Operations Nina Schmidt, Member Services Coordinator Kelly Chan, Professional Learning & Events Coordinator Sophie King, and Communications & Marketing Specialist Cindy Cheung. Thanks also to the Board of Directors for their leadership and dedication, and to the many members and volunteers for their continued work across many roles on behalf of the Institute. Thank you!



DAVE CROSSLEY
Executive Director
Planning Institute of British Columbia

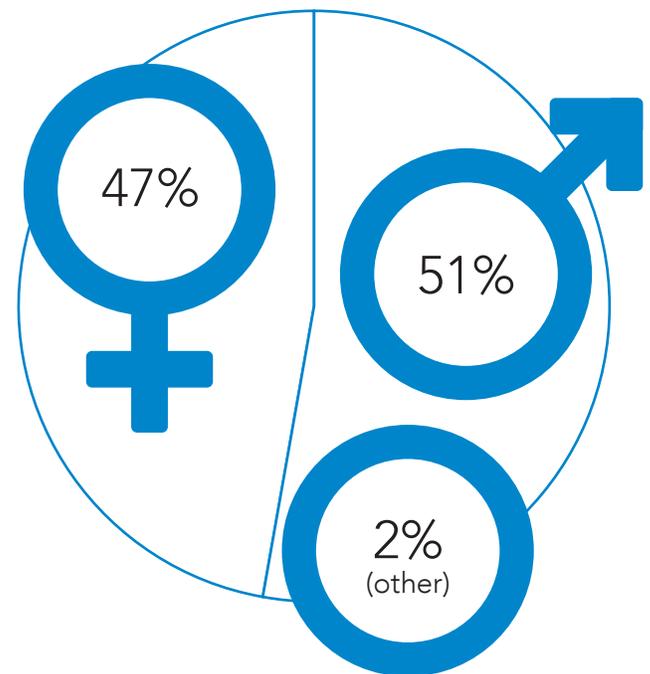
Membership Profile 2020 Snapshot

PROFESSIONAL MEMBERSHIP BY EMPLOYMENT SECTOR



Note: Estimate excerpted from results of joint national 2019 member compensation and benefits survey, based on respondents who participated.

PROFESSIONAL PLANNERS BY GENDER



SECRETARY-TREASURER

Kenna Jonkman RPP, MCIP

The audit of PIBC's 2020 fiscal year was conducted in early Spring 2021 by Tompkins Wozny LLP, Chartered Professional Accountants, who were re-appointed as the Institute's external auditors in 2020. The results were reviewed and approved by PIBC's Board of Directors in April 2021. 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, 2020)

Although the ongoing pandemic and its impacts substantially affected the Institute's finances (on both the revenue and expenditure sides) overall the Institute reported a financially stable, net-positive year in 2020. Financial operations generated a net surplus of \$37,300. General operations included total revenues of \$632,056 and total costs and expenses of \$594,756. As of December 31, 2020, the Institute's total gross assets were \$1,360,955 with net fund balances of \$888,938.

With respect to revenues, there was an overall decline compared to previous years. Membership revenues continued to be relatively stable at \$416,791 in 2020 (compared to \$419,176 in 2019). Conference and event revenues were \$76,948 reflecting increased CPL webinar activity during the year and the necessary rescheduling of the planned joint CIP-PIBC annual conference. Advertising revenues declined notably in 2020 at \$103,066 (compared to \$181,214 in 2019). The decrease resulted from a significant slowdown in hiring and employment advertising by organizations in the first few months of the pandemic. Local chapter events and activities generated very little revenue in 2020 as most chapters were unable to hold typical events and activities during the year, except for some free online events. Despite the decline seen in some revenue sources in 2020 due to the pandemic, non-fee revenues continue to contribute to the Institute's overall healthy financial position while continuing to help sustain key operations and member services.

On the expenditures side, staff salary and benefits expenditures were up compared to 2019 with the onboarding of new member services staff (filling a vacancy that existed through the latter part of 2019). Costs related to hosting conferences and events, at 38,236, were down due in part to the postponement of the annual conference and the cancellation of the usual in-person World Town Planning Day event. Additionally, due to the pandemic and the inability to hold normal events, expenses related to chapter activities and events were also down considerably in 2020.

Board and governance related expenses (including all committees), at \$27,145, were down substantially compared to 2019 since all meetings were moved online for most of the year and in-person travel was put on hold due to the pandemic. Amortization expenses attributed in 2020 were higher due in part to the purchase of some new computer equipment in 2020 as well as the ongoing amortization of the significant investment in the new PIBC website (which was launched in the latter part of 2019). Administration fees and related expenses were up in 2020, partly as a result of costs associated with making certain Institute operations remote after the onset of the pandemic in March 2020. Professional fees (covering legal fees, accounting, audit, and other professional services) and production costs (primarily covering the production and distribution of Planning West magazine) were both up this past year due to additional activity and costs in these areas. Special project expenses were down compared to 2019, as some activities and projects were impacted by the pandemic. Volunteer recognition costs were up as we expanded the range of member volunteers recognized in 2020 – particularly adding recognition for member mentors and sponsors.

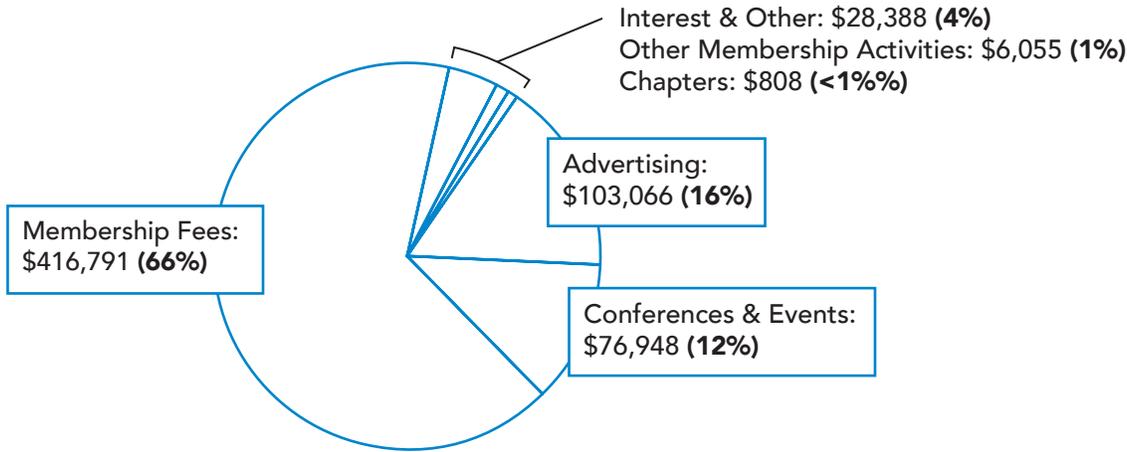
As previously reported the Institute's surplus funds continue to be maintained in designated funds set aside for particular purposes through internally restricted funds (e.g. operating, legal, capital, strategic initiatives, and chapters). This approach continues to help manage and guide the Institute's financial resources and activities, 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 2020 Audited Financial Statements.

The Board is pleased to see the Institute's continued financial health and stability, despite the unprecedented and unusual circumstances of the past year and their impact on financial operations. This healthy financial position continues to underpin the Institute's long-term resilience in the face of both current and future uncertainties, while keeping PIBC well positioned to make ongoing key strategic investments in the success of the profession. It also enables the Board to continue to minimize or hold off on potential annual membership fee increases, while maintaining operations, services, and valuable member benefits – including continuing to provide Student membership for planning students at no cost, in support of the future of the profession.

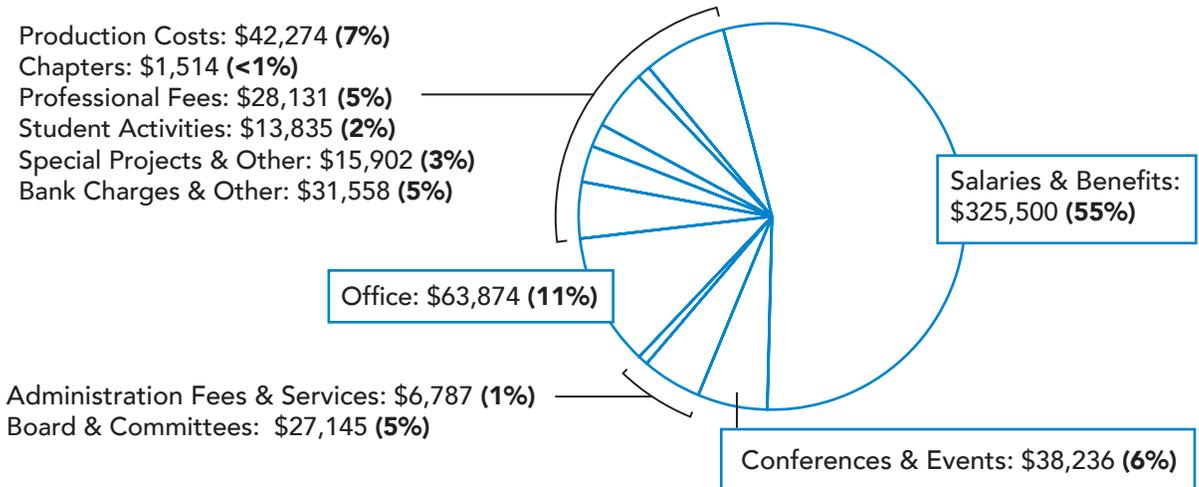
Financial Operations

Total operations (revenues & expenditures) in 2020, by area (in \$ and % of total):

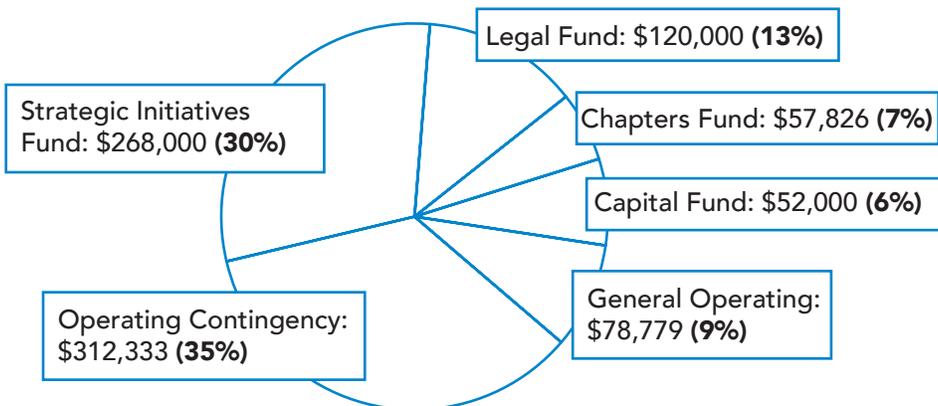
REVENUES (TOTAL: \$632,056)



EXPENSES (TOTAL: \$594,756)



INTERNAL FUNDS & RESERVES (TOTAL: \$888,938)



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

PROFESSIONAL STANDARDS & CERTIFICATION:

The Institute’s Professional Standards & Certification Committee oversees the administration of the Institute’s membership certification work and activities, including membership certification standards and related processes, and monitoring continuous professional learning (CPL) reporting. This included managing the membership certification process for any 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 (not handled by the PSB). Patricia Maloney RPP, FCIP continued as Chair of the Professional Standards & Certification Committee in 2020.

MEMBERSHIP APPLICATIONS & ADMISSIONS:

Despite an unusual year, membership activities continued to be busy in 2020. The Institute handled approximately 370 membership applications, admissions, transfers, membership status changes, or other membership actions, including 156 admissions into Corporate membership categories and 112 admissions into Non-Corporate membership categories.

PIBC MEMBERSHIP:

At December 31, 2020 the total (estimated) Institute membership was as follows:

Corporate Membership:

Fellows (Practicing)	19
Certified members (RPPs)*	1,133
Candidate members *	286

Non-Corporate Membership:

Retired members **	59
Pre-Candidate members	110
Student members	264
Honourary members	10

Total Corporate:	1,438
TOTAL:	1,881

Total Non-Corporate:	443 ***
-----------------------------	----------------

Notes:

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

Overall membership in the Institute remained stable with some steady growth. There was a 9.1% increase in total members. There was a 8.5% increase in the net number of professional (Corporate) members, including a 7.3% increase in the net number of Certified Members (Registered Professional Planners) with transfers and Candidate members successfully completing the certification process. PIBC admitted a total of 67 new or reinstated Registered Professional Planners (RPPs) in 2020.

The net number of Candidate members increased in 2020 (by 14.4%). A number of Candidate members completed the certification process to become Registered Professional Planners in 2020 while new Candidate members continued to join at the same time. Additionally, some other Candidate members ceased to be members after the end of 2020 due to the expiry of their prescribed time limits to remain a Candidate and complete certification. There were a total of 89 new Candidate members admitted or reinstated in 2020.

Also, in terms of Non-Corporate membership the net total number of Retired members decreased slightly, and the number of Pre-Candidates increased. The number of Student members also grew in 2020, with the impact of the continuation of ongoing policies waiving annual student membership fees, though some Student members ceased to be members after the end of 2020 due to the expiry of their prescribed time limits to remain as Students.

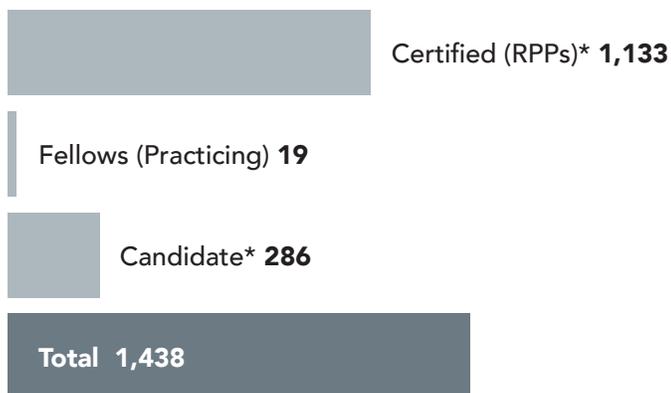
MEMBERSHIP CERTIFICATION:

As previously reported, since September 2012 the administrative and assessment functions for membership certification – both in terms of assessing new Candidate membership applicants, and administering the various steps and processes 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 2020 we continued to see steadily growing numbers of new Candidates coming

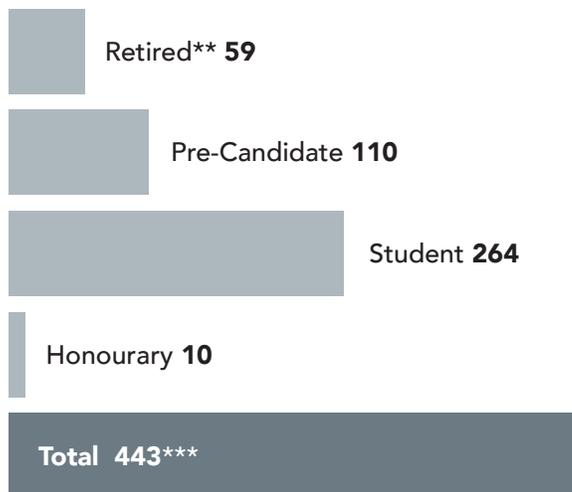
Membership Numbers By Member Type & Category

At December 31, 2020 the total (estimated) Institute membership was as follows:

CORPORATE MEMBERSHIP



NON-CORPORATE MEMBERSHIP



Notes:
 * Includes members On Leave
 ** Includes Fellows who are retired
 *** Public Subscribers not included

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 the March 2020 sitting of the exam (while the September sitting was held remotely by the PSB due to the ongoing pandemic).

As also previously reported, PIBC's Professional Standards & Certification Committee continued to oversee the delivery of membership certification for those very few remaining Candidate members who were admitted prior to the changes enacted in September 2012. This work included: reviewing log books, conducting and evaluating written examinations (Exam B) where applicable, and completing oral examination (Exam A) interviews.

We are very pleased to report that as of the end of 2020 we have completed the process for all those remaining Candidate members under the previous process. All such members have now successfully moved forward to Certified Membership, or (for a small number) have ceased to be members due to the final expiration of the prescribed time limits to remain a Candidate member and complete the certification process – some of whom may elect to apply to re-start the revised certification process under the current system. Congratulations to all the new Registered Professional Planners who completed the process, and huge thanks are extended to the many volunteer members who helped the Institute with the membership processes over the past many years.

PROFESSIONAL STANDARDS & NATIONAL COORDINATION:

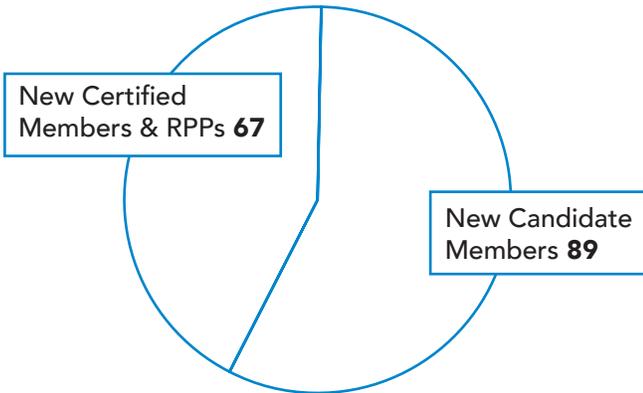
The national Professional Standards Committee (PSC), which oversees shared national standards for professional certification and university planning program accreditation on behalf of the planning profession across Canada, continued its work in 2020. Key work undertaken in 2020 included continued work on revising and updating the national membership and accreditation standards policy manual, engaging outside professional support to commence a deeper review and update to the professional competencies underpinning the national professional standards, and work on enhancing support and governance for the committee, which included greater coordination with the national Professional Standards Board (PSB) and bringing a new contract individual on board to provide a policy support function for the Committee. David Block RPP, MCIP continued as PIBC's representative to the PSC in 2020, also taking on a role helping to lead the Committee's work on competencies.

The Professional Standards Board (PSB) continues its work nationally administering the professional certification processes for members (new applicants for Candidate membership and Candidate members seeking certification as new RPPs) and accreditation process for university planning programs across Canada on behalf of PIBC and the other professional planning institutes and associations

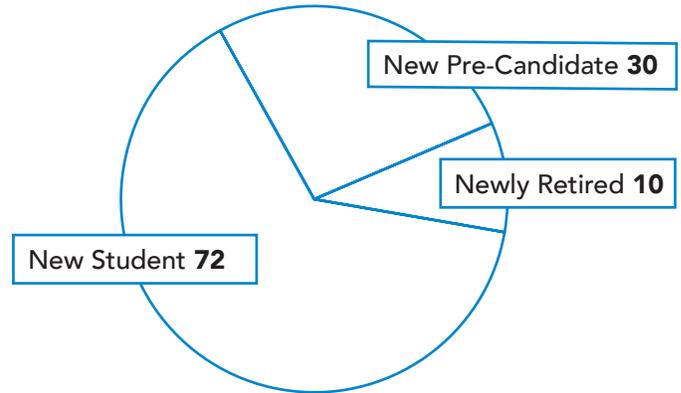
2020 Membership Activities

Processed 382 membership admissions and other membership actions, including the following 268 membership admissions...

NEW CORPORATE MEMBERS (TOTAL: 156)



NEW NON-CORPORATE MEMBERS (TOTAL: 112)



As well as processing 114 membership status and other changes.

details and applicable Learning Units were clearly and properly tracked and reported. The Committee will continue to implement random annual reviews, and will use the outcomes and 'lessons learned' to inform member education and understanding through various means, such as articles and tips for members' related to CPL reporting.

The Committee also moved forward with work examining the enhancement of the CPL reporting system to incorporate specific requirements for required ongoing learning in key, essential topics over time, such as ethics and professionalism. This work included researching the approach(es) taken by other professional organizations and planning professions. Looking ahead to implementation, the Committee is anticipating proceeding initially with requirements related to one particular learning area – ethics and professionalism – in the near future. It is anticipated that this implementation will be coordinated with the Institute's CPL and Professional Conduct Review Committees, as well as aligned with national work on updated professional competencies.

GENERAL MEMBERSHIP ISSUES:

Throughout 2020 the Committee continued its work overseeing the monitoring and enforcement of required time limits for various members to complete membership requirements and/or move forward to the next applicable membership category, as stipulated in the Institute's

bylaws. As noted previously, the work to move through the remaining Candidate members admitted under the previous membership certification requirements (pre-2012) were completed in 2020. Additionally, the Committee continues to review and consider requests from individual members facing unique and extenuating circumstances related to membership time limits, CPL reporting and other related issues on a case-by-case basis as necessary and appropriate.

COMMITTEE THANKS:

The Institute's professional standards and membership certification activities could not be successfully delivered without the substantial time and effort of so many PIBC members who volunteer and contribute through the many membership-related roles and tasks each year. Our thanks are extended to the members who served on the Professional Standards & Certification committee in 2020. Heartfelt and sincere thanks are also extended to those many volunteer members who review membership materials, act as examiners and accreditation reviewers, and those many members who serve as mentors and sponsors for Candidate members undertaking the certification process across BC and Yukon. These many volunteer contributions make a difference to the strength, health and future 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 all.

PROFESSIONAL CONDUCT REVIEW

Overseeing and upholding standards of professionalism and ethics is a principal function of PIBC as a professional organization. As outlined in the bylaws, the Institute works to meet 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 undertake this role. Throughout 2020 Board member Lui Carvello RPP, MCIP continued to serve as the chair of the Committee. Gwendolyn Sewell RPP, MCIP was designated as the deputy chair of the Committee this past year. The Committee also included a full compliment of dedicated volunteer members throughout the year who helped PIBC carry out this valuable work.

BYLAWS & COMMITTEE ROLE:

Significant portions of the Institute's bylaws establish the structure and processes for professional conduct review and frame the disciplinary process (in particular Part 13). These sections outline the processes for complaints, investigations, review hearings, and the imposition of discipline stemming from findings of misconduct by professional members. While the process is somewhat detailed, sometimes complex, and can be somewhat lengthy, it is designed to be fair and thorough while aiming to broadly uphold the principles of natural justice – taking complaints or allegations of misconduct seriously while also respecting the rights of members who are the subject of complaints.

The Professional Conduct Review Committee's responsibilities include:

- Managing and administering the Institute's response to formal 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.

The Committee continued its work throughout 2020 handling complaints, while continuing with efforts to ensure the timeliness and efficiency of managing and completing investigations. And, although the COVID-19 pandemic had some impact on activities – necessitating more remote work (without in person meetings) – the core activities of the committee continued throughout the year. The Committee and staff also continued work on improvements to our internal administrative processes and resources in support of an effective, fair, and efficient disciplinary process for all parties.

The Code of Ethics and Professional Conduct is contained in Part 14 of the Institute's Bylaws. The Code is the foundation of the Institute's ethical standards and expectations for professional members, and we encourage members to review it on an ongoing basis to keep informed and

aware – particularly if you are a new planner, an RPP who is mentoring a Candidate member, or if you find yourself facing potential ethical questions or challenges in the conduct of your planning practice.

For the complete current Bylaws visit: <https://www.pibc.bc.ca/official-documents>

ADDRESSING COMPLAINTS:

In response to a formal complaint of alleged misconduct, as outlined in the bylaws, the Committee chair assigns two members of the Committee to act as the case officers for each particular complaint or case. They will undertake and complete an initial investigation and deliver a report and recommendation to the chair. The chair reviews the report received from the case officers and then proceeds accordingly, based on their findings and determination(s).

Depending on the findings of an initial investigation, next steps in the process could include: 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 as a result); or proceeding to a formal disciplinary review hearing to fully adjudicate the matter in a formal quasi-judicial process. In the event of any finding of misconduct against a member, disciplinary measures would then subsequently be imposed in accordance with the bylaws.

Over the course of 2020 there were three new formal complaints received and case files initiated within the Institute's professional conduct review and disciplinary process. Two of the complaints were successfully addressed before the end of the year, and one remained under investigation. Of the three complaints received, two were initiated by members of the public and one was initiated by a member.

Less formal complaints to the Institute related to the inappropriate use of the protected RPP designation, or similar misrepresentation professional qualifications or membership status, are typically handled directly with the individuals involved without a formal professional conduct



Photo by Bill Oxford on Unsplash

review process. In keeping with previous trends identified, these kinds of matters have been more and more rare.

SUPPORT & POLICY WORK:

There were no substantial policy and process changes (such as further revisions to the bylaws) made in 2020, however the Committee continues to build and share knowledge amongst committee members and, with support from staff and legal counsel, develop internal resources, guidelines, tools and best practices to assist with and enhance our disciplinary processes, as well as looking at continuing to build internal training and information sharing amongst volunteer members.

Additionally, the committee has recently been undertaking work to improve and expand documentation and reporting on completed disciplinary cases to enhance member education, understanding and knowledge building with respect to the disciplinary process, while maintaining appropriate confidentiality and the integrity of the process for the parties involved. Developments in this area are expected to be implemented in 2021.

EDUCATION FOR MEMBERS:

In addition to responding to individual formal complaints of alleged misconduct, one of the Committee's other functions is to aid in the ongoing training and education of members with respect to ethics and professionalism. This includes organizing and delivering an ethics session at each PIBC annual conference by volunteer members of the Committee. Although the 2020 annual conference in Whistler was postponed due to the pandemic, this was still undertaken again in 2020 through our participation and contributions to an ethics session held as part of the joint CIP-PIBC webinar series which took place in November. Additionally, previously delivered iterations of our online ethics and professionalism webinars are easily accessible to all members at any time on the Institute's YouTube channel.

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. As the Institute looks at enhancing ongoing professional learning requirements for members in the realm of ethics and professionalism, these training and education opportunities will become even more vital.

Another way in which the Committee continues to assist with the ongoing training and education of members regarding ethics and professionalism is through authoring occasional articles in *Planning West* magazine summarizing recent



cases and key ethical or professionalism issues arising. Indeed, sometimes the publication of summary articles from certain serious cases is a requirement of the outcome of the disciplinary process. As noted previously, this is an area where the committee is working to expand and improve reporting and information sharing based on completed disciplinary cases.

The Committee also continued to assist members with specific inquiries on issues related to ethics and professionalism, with designated individual Committee members connecting with such members to provide occasional confidential general ethical guidance regarding their ethical questions or dilemmas. The Committee again responded to several such member inquiries in 2020.

COMMITTEE VOLUNTEERS & THANKS:

The valuable and important work of the Professional Conduct Review Committee is carried out primarily by the dedicated volunteer Committee members. 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; have presented and delivered education or training sessions and webinars for members; or offered advice and guidance in response to member inquiries throughout 2020. The Institute greatly appreciates the time and commitment of all the volunteer members. Professional disciplinary cases often require significant effort and time commitments throughout the various stages of the disciplinary process. Thank you!

PIBC Professional Conduct Review **2020 Case Summary**

Although the Institute fields several general professional practice inquiries each year, only a few typically result in formal complaints. In 2020 three new formal complaints were received. No other investigations were initiated in response to any information about potential member misconduct in the public domain. As of December 31, 2020, only the one new case remained open.

The following provides a general summary status update on cases addressed or under review at various stages in the professional conduct review process during 2020:

- One previous case (from 2019) resulting from a formal complaint by a member of the public was resolved with the successful completion of the initial investigation by the case officers.
- One new case resulting from a formal complaint received in 2020 from a member was resolved with the successful completion of the initial investigation by the case officers.
- One new case resulting from a formal complaint received in 2020 from a member of the public was resolved with the successful completion of the initial investigation by the case officers.
- One new case resulting from a formal complaint received in 2020 from a member of the public was under initial investigation by the case officers assigned as of the end of 2020.

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

- Providing accurate professional information and advice;
- Providing opportunities for meaningful participation in the planning process;
- Exercising professional judgment independently and without bias; and
- Working with integrity and professionalism within a planner’s responsibility to their employer.

GOVERNANCE & NOMINATING:

Undertaking the nominating process for the Institute's regular bi-annual Board of Directors elections and overseeing the institute's governance and key policy matters is the responsibility of the Governance & Nominating Committee. This role is stipulated in the bylaws and further mandated through policies established by the Board. Other governance matters that fall under this committee's responsibilities include consideration of potential bylaw amendments and related governance policy work that may arise from time to time.

In 2020 President Lesley Cabott RPP, MCIP continued as the chair of the Committee. The Board has also established standing policy to confirm that the current President shall normally serve as the Chair of the Committee going forward. Additionally, some members of the Committee had to step back from their roles on the Committee this past year, while outreach and recruitment also facilitated some new members joining the Committee in 2020.

BYLAWS & POLICY WORK:

The Institute did not undertake any bylaw revisions in 2020, following a number of previous substantial amendments developed and adopted in 2016 and 2017. The most recent amendments were to Part 13 of the bylaws (related to the structures and processes of the Institute's Professional Conduct Review Committee and the disciplinary process) which were completed and adopted in 2018.

Under the direction of the Board's 2019-2021 strategic plan, the Committee began examining and working on policies and practices in support of accessibility, equity, diversity, and inclusion – recognizing the value and need for the profession and Institute to reflect and engage the diversity of our communities and society. Initial work undertaken in 2020 included: monitoring of CIP's work at the national level on equity, diversity and inclusion; undertaking an initial internal administrative scan of areas of potential improvements to policies and practices; work on improved language and communications to more explicitly support and promote equity, diversity and inclusion; work to begin compiling information on relevant external resources; and work to identify potential short-term improvements (in addition to broader and longer-term strategies for the Institute as an organization and the wider profession as a whole).

Looking ahead the Committee is also exploring the potential engagement of external expertise and resources (for potential consultation, training, and education), as well as broader member engagement to help assist and guide the work in this area, while continuing to monitor and connect with other similar work being done nationally by CIP and by other provincial and territorial planning institutes and associations across the country.

BOARD ELECTIONS & NOMINATIONS:

As mandated by 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 taking place in conjunction with the 2021 AGM.

For each election, the Committee is required to nominate at least eight Certified members and at least one Candidate member to stand for election to the Board, as well as at least one Certified member to stand for election as President-Elect. The Committee can also nominate more than the minimum number of members prescribed, and in working on nominations for the upcoming elections the Committee has actively sought to encourage and support greater participation.

As part of its mandate from the Board, the Committee works to take into consideration several different factors when reaching out and seeking possible member nominees, such as regional representation, diversity factors, sector of employment, professional background, skills and knowledge, and volunteer experience.

The Committee began work in 2020 to develop and confirm potential nominees for the next Board elections (work that was completed in early 2021). This work included outreach across a range of member volunteers, further outreach through personal and professional networks, as well as communications and outreach to the membership at large to seek interest and a diverse range of potential nominees.

Additionally, and as is stipulated in the bylaws, following the submission of the list of Board election nominees by the Committee to the Secretary-Treasurer, an open call for nominations at-large is made, whereby any additional members can also be nominated by the membership to stand for election to the Board. This process takes place prior to the start of the voting period for the Board elections, leading up to the Annual General Meeting.

COMMITTEE VOLUNTEERS & THANKS:

The Institute's governance, policy and nominating work could not be completed without the time and effort of the Governance & Nominating Committee's volunteer members. Our thanks are extended to all the members who served on the Committee in 2020, 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, or who may be considering doing so in the future. Thank you everyone.

POLICY & PUBLIC AFFAIRS:

Overseeing the institute’s policy and public affairs matters, including potential advocacy on issues of interest to the Institute, relevant external relations, and providing related advice and assistance to the Board, is the responsibility of the Policy & Public Affairs Committee. Assisting with potential government relations, responding to legislation and regulation, and issues advocacy broadly fall under the Committee’s areas of responsibility. In 2020 Chani Joseph-Ritchie RPP, MCIP and Deborah Jensen RPP, MCIP continued as co-chairs of the Committee.

Key activities for the Committee in 2020 have included: continued monitoring of potential legislation or regulation of professional planners and the RPP designation; continued engagement with the BC Ministry of Municipal Affairs on key processes; ongoing work on key planning issue areas identified by the Board in the current strategic plan (including work by the Climate Action sub-committee, and the work commenced by the new Indigenous Planning Working Group).

RPP REGULATION & LEGISLATION:

A small sub-committee of the Policy & Public Affairs Committee has continued to monitor matters related to the potential regulation of professional planners and regulation or legislation related to the Registered Professional Planner (RPP) designation. During 2020 this has continued to primarily involve tracking and monitoring the implementation British Columbia’s relatively new ‘*Professional Governance Act*’.

The Office of the Superintendent of Professional Governance (OSPG) is charged with overseeing the full implementation and ongoing management of the *Act*, and has been moving forward with the five professions initially mandated under the legislation: Applied Science Technologists and Technicians of British Columbia (ASTTBC); Association of British Columbia Forest Professionals (ABCFFP); British Columbia Institute of Agrologists (BCIA); College of Applied Biology (CAB); and Engineers and Geoscientists British Columbia (EGBC). Additionally, the Architectural Institute of BC (AIBC) has begun the process of transitioning to being regulated under the new *Act* as well.

Looking ahead we will continue to monitor developments with and the implementation of the ‘*Professional Governance Act*’, in particular the transition of the AIBC, which will be the first new professional regulatory body to come under the legislation after the original five mandated bodies. For PIBC, the Registered Professional Planner (RPP) title and designation remain protected for the Institute under the Occupational Titles Protection provisions of the ‘*Societies Act*’.

OTHER REGULATION, LEGISLATION & GOVERNMENT RELATIONS:

During 2020 the Committee continued, on behalf of PIBC, to monitor and stay engaged with the BC Ministry of Municipal Affairs’ Development Approvals Process Review (DAPR) process, an ongoing government examination of ways to improve the development approvals process at the municipal and regional levels in BC. The Province’s

objectives for this work are to help support, among other things, increased housing availability and affordability in British Columbia. With the onset of the COVID-19 pandemic in early 2020, as well as a Provincial general election in October, the next phases of this work have been progressing somewhat slowly. It is also noteworthy that, following the provincial election, in addition to the appointment of a new Minister (the Hon. Josie Osborne), the Housing portfolio was separated from Municipal Affairs and is now included as a responsibility under the updated portfolio of Attorney General and Minister responsible for Housing (held by the Hon. David Eby).

Additionally, PIBC was able to schedule and convene a valuable meeting between Institute leaders and the newly appointed Deputy Minister of Municipal Affairs in early January 2021. The meeting was a good opportunity to connect, learn about Ministry priorities and activities for the new government term, as well as share the Institute’s priorities and issues of interest with the Deputy Minister.

FRAMEWORK FOR ADVOCACY WORK:

A key previous accomplishment of the Committee was the 2019 development and implementation, with the support of the Board, of an internal policy framework and structure to guide PIBC in considering responses, actions or activities related to issues advocacy. As previously reported, this policy provides a clearer high-level framework to guide PIBC and the Board in making determinations and establishing priorities when considering the pursuit of issues advocacy and responses to relevant issues that may arise. The framework takes into consideration the role, vision and purposes of PIBC as a diverse professional body, as well as the Institute’s internal needs, capacity and priorities. The new policy framework now helps guide the work of the Committee, Board, staff and volunteers in matters of advocacy.

CORE PLANNING ISSUES:

As part of its work supporting and advising the Board on potential advocacy, the Committee undertakes work and internal discussions to identify possible broad topic or issue areas of relevant interest or concern for PIBC and the planning profession. It is acknowledged and understood that, given limited resources and capacity, as well as other factors, there will be a limited set of issue or topic areas that the Institute will be able to actively and meaningfully engage on in at any given time. As previously reported two specific areas of focus were identified and included in the Institute's 2019-2021 strategic plan – climate action and Indigenous planning issues. Work under the auspices of the Committee continued in these areas in 2020.

CLIMATE ACTION:

The now established Climate Action Sub-Committee continued its work building upon prior work done by the previous Climate Action Task Force. Patricia Dehnel RPP, MCIP and Sean Tynan RPP, MCIP continued as co-chairs of the Sub-Committee in 2020. Sara Muir-Owen RPP, MCIP served as a liaison to the Board. Key work undertaken this past year included: adding additional new volunteers to fill some vacancies on the Sub-Committee; writing and publishing relevant articles in *Planning West* magazine highlighting practical climate action initiatives as well as the overall work of the Sub-Committee; continuing a deeper review and potential update to the Institute's existing '*Climate: A Call for Action*' piece – taking into account new best practices, knowledge, and other relevant work completed (such as CIP's work on climate nationally); providing input and feedback to government policies and initiatives related to climate action, including 'Climate Ready BC' and BC's 'Emergency Management Act Modernization'; extended outreach and liaison with relevant external bodies, organizations and processes (such as the Community Energy Association, Engineers & Geoscientist of BC, Adaptation Learning Network, SFU's Adaptation to Climate Team, and Climate Risk Network, as examples). Key work ahead includes completion of the potential update to the Institute's existing '*Climate: A Call for Action*' piece.

INDIGENOUS PLANNING WORKING GROUP:

Another key issue area identified by the Board in the revised 2019-2021 strategic plan related to Indigenous planning. To guide and support strategic objectives in this area, the Institute established a new Indigenous Planning Work Group, working with its own mandate under the umbrella of the Policy & Public Affairs Committee. Following outreach and recruitment, members were added to the Working Group, including engagement with and participation by Indigenous practitioners as well as other members with experience working with Indigenous communities and First Nations.

Additionally, once established, the Working Group has undertaken outreach to engage with outside knowledge and expertise to listen to, learn from, and inform their work going forward. Sarah Atkinson RPP, MCIP was designated as Chair of the Working Group. The Institute has also been working to incorporate support from a potential student internship to assist the Working Group in its activities in future.

The Working Group has been taking guidance from valuable work already done and lessons and guidance from Indigenous peoples and communities to do things differently, proceeding deliberately and thoughtfully in its approach to its work. In addition to an initial review and consideration of some of the key calls to action and findings of the national Truth & Reconciliation Commission (TRC) and of the National Inquiry into Missing and Murdered Indigenous Women and Girls, along with other initial research, the Working Group has placed a strong initial emphasis on seeking truth, listening, and learning to inform appropriate, respectful, and meaningful future strategies and action. The Working Group took the TRC's reconciliation statement as a road map for their work and unanimously agreed that the road map would follow: Awareness of the past; Acknowledgement of the harm that has been inflicted; Atonement for the causes; and Action to change behaviour.

COMMITTEE THANKS:

The Institute's public affairs, advocacy and issues policy work could not be accomplished without the time and contributions of the many volunteer members of the Policy & Public Affairs Committee and its sub-committees and working groups, as well as a number of volunteer external representatives. Our sincere thanks are extended to all the members who volunteered and served in 2020. Thanks also are extended PIBC staff for their work supporting the work of the Committee, its sub-committees and working groups. Thank you.

MEMBER ENGAGEMENT

The Institute's Member Engagement Committee, working with Institute staff, oversees PIBC's membership outreach, engagement and related activities, as well as engagement and liaison with Student members and academic planners at the four accredited university planning programs in BC and Yukon. Board member Kenna Jonkman RPP, MCIP continued to chair the Committee in 2020.

MEMBER ENGAGEMENT COMMITTEE WORK:

The Member Engagement Committee's work in 2020 focused primarily on strategic objectives related to member resilience and well-being and further support for student members and engagement with academic planners. This included key member outreach, and implementation of a revised standing sub-committee for liaison with Student members and academic planners. There were also changes to the volunteer membership of the Committee in 2020.

MEMBER SURVEY & PROFESSIONAL WELL-BEING:

The Institute undertook a membership survey in the summer of 2020 for two key purposes: to check in with members and gauge the impacts of the COVID-19 pandemic on the membership and the profession (to enable the Institute to manage its activities and response accordingly), and to survey members with respect to general member resilience, to guide current and future Institute activities, services, and programs in support of enhanced member resilience and professional well-being.

Nearly 300 members responded and participated in the survey. The responses related to the COVID-19 pandemic impacts informed the Board and PIBC administration in calibrating Institute's strategies, activities, and services in response to the pandemic. The responses related to member resilience and well-being were taken by the Committee to consider and develop an initial Action Plan to help guide enhanced or new member services to align with members' needs and expectations.

Based on the survey feedback, the Committee worked to develop a draft Action Plan, one which was focused primarily on member professional development and support for professional resilience and well-being (i.e. related to member's professional practice and work) as these were clear areas of priority for members. It additionally looked at leveraging existing member services and programs (CPL programs, communications, etc.) to enhance support for member professional well-being. The draft Action Plan developed by the Committee was reviewed and endorsed by the Board in the fall of 2020. Going into 2021 the Committee, working with staff and other committees as applicable, will be working on implementation.

STUDENT & ACADEMIC LIAISON:

As reported previously, the Committee made changes to its internal structures (sub-committees) related to Student and academic member liaison, connecting PIBC and its activities to those Student and professional members at the accredited university planning programs at UBC, UNBC, SFU and VIU. The result was a new consolidated School of Planning Liaison Sub-Committee established and implemented in 2020. The new sub-committee has representation from both Student members and faculty (academic planners) at the various accredited university planning programs and is tasked with ongoing coordination and engagement between the Institute, Student members, and the academic programs, as well as providing advice, input and support on relevant programs and services. We were very pleased to see Mark Holland RPP, MCIP and Kira Gill-Maher take the roles of co-chairing the Sub-Committee, and to see the group begin to move forward with developing potential strategies and actions going forward.

SUPPORT FOR STUDENT MEMBERS & STUDENT INTERNSHIP:

Additionally, the Committee has been continuing its work with our Student member representatives, staff, and others to ensure PIBC funding opportunities and other supports for students are working and reaching Student members. These include continued financial support for student events and activities, including the first ever PIBC-student social event held with VIU students on Vancouver Island in January 2020 (prior to the beginning of the pandemic).

With the onset of the pandemic, and with the inability to hold typical events for most of the year, some funding for student activities was redeployed in 2020 to enable support for Student members holding virtual events and engaging in available remote professional development in 2020 – including complimentary access to the joint CIP-PIBC webinar series held in November 2020, for example. Additionally, with the inability to hold our usual in-person orientation meetings with Student members, online virtual meetings were and presentations with students from the accredited planning schools were held in 2020 to maintain outreach and connections with Student members.

Another exciting development and strategic accomplishment in 2020 was the advancement of a new student internship program for Student members. The Committee successfully developed a framework for a new program to support student internships – which could include students engaging in relevant work directly with the Institute, or with Institute-funded work for external organizations. The program outline was approved by the Board in the fall of 2020, and funding was included in the 2021 budget to support implementation.

A dedicated program committee has been established to further develop and implement the program over the coming year. Additionally, the Institute has been working

with Mitacs (a nonprofit national research organization that, in partnerships with Canadian academia, private industry and government, operates research and training programs) to explore potential matching funding support for PIBC student internships.

COMMITTEE THANKS:

Sincere thanks are extended to all the volunteer members who participated on the Member Engagement Committee and its sub-committees throughout 2020, including to those who have stepped away from the Committee and to the new members who have joined the Committee this past year. Thank you. Thanks also to PIBC staff for their ongoing support and assistance.



CONTINUOUS PROFESSIONAL LEARNING

PIBC's Continuous Professional Learning (CPL) Committee is an operational committee of the Institute and is responsible for the oversight and management of the Institute's member continuous professional learning programs, activities, and events. Gloria Venczel RPP, MCIP took over from Brent Elliott RPP, MCIP as chair of the Committee.

Responding to the COVID-19 pandemic and its impacts, while enhancing the delivery and accessibility of CPL programming, was a key focus for the Committee throughout 2020, particularly in light of the inability to hold in-person events and the necessity of postponing the planned joint 2020 national planning conference in July in Whistler.

CPL WEBINAR PROGRAM:

The Institute's successful and well-developed online CPL webinar programming continued as a vital member service during 2020 – having a record-setting year in terms of number of individual webinars delivered and the overall number of participants. The Committee continued to help develop the topics and programming for webinars, as well as identify potential external partners for professional learning activities, presenters, and content. With the onset of the pandemic, some topics and potential presenters were adjusted accordingly to meet emerging issues and needs for members (such as virtual public engagement, changing regulatory guidance, and social justice, as examples).

In 2020 a total of 11 online webinars were developed and delivered. These included two free webinars – one on Indigenous youth engagement and climate action, and one on rethinking planning and social justice. The webinars collectively represented a total of 16.5 units (hours) of structured professional learning for members. 41 presenters contributed to the CPL webinar program throughout 2020, with a cumulative total of at least 1,370 registrants (or groups

of registrants) participating throughout the year. A twelfth webinar originally intended as a free year-end webinar, did not take place due to scheduling challenges.

Topics covered by the 2020 webinars included: a planning outlook update for BC, public engagement during the COVID-19 pandemic and changing regulatory guidance, developments in planning law, affordable housing, indigenous youth engagement, and climate action.

In 2020, during the first months of the pandemic, we enhanced our webinar capacity and adjusted the 'group' registration option for webinars to reflect that many organizations had staff working remotely. The group option continued to prove popular and again extended the reach of our webinar programming for members, as has the enhanced ability for members to purchase recordings of all webinars after they are held (there were at least 134 purchases of past webinars in 2020, not including those viewed at no cost via the Institute's YouTube channel). We also continued to work with our Student member representatives to continue to provide complimentary access to webinar recordings for

CPL Events & Activities in 2020

18 CPL events & activities delivering
50.5 CPL Learning Units (LUs)

1 Webinar Series – **25.0** LUs
11 CPL Webinars – **16.5** LUs
6 Local Chapter Events – **9.0** LUs

Student members at each of the four accredited university planning programs in BC and Yukon in 2020, given the remote learning situation in place for most of the year.

The CPL webinar programming continues to help generate additional revenue for PIBC, helping to offset the technical and staff resources necessary to plan, develop, and deliver the programming each year. We also continued to achieve success in securing external sponsors and learning partners for our CPL webinar programming in 2020 from key external organizations such as: BC Housing, BC Hydro, Canada Mortgage & Housing Corp. (CMHC), the Real Estate Foundation of British Columbia (REFBC), and the Urban Development Institute (UDI). Thank you to those sponsors and partners for their ongoing support and participation.

WORK WITH PIBC LOCAL CHAPTERS:

Supporting PIBC's nine local chapters across British Columbia and Yukon remains an ongoing strategic priority, including supporting the delivery of local professional learning opportunities for members. The onset of the pandemic greatly curtailed the ability of our local chapters to hold in-person events (the typical format for local events and learning). Over the course of 2020 we worked to keep in touch with all local chapters and to support their ability to shift to hosting some of their own local online or virtual events with the acquisition of a dedicated Zoom subscription exclusively for chapters' use. Several chapters were able to organize and host various virtual events later in 2020 and into 2021, as well as some informal events, as they work to adapt and await the ability to return to in-person local events as well. We continue to extend huge thanks all the volunteer members at the local chapter level who help make it happen each year.

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. And while the impacts of the pandemic greatly limited some of our typical activities, we are still pleased to report that through the joint webinar series with CIP, the 11 online PIBC CPL webinars, and 6 local chapter events and activities held, approximately 50.5 learning units (or hours) of structured professional learning were organized and delivered in 2020.

MOVING FORWARD:

Looking ahead into 2021 and beyond, we continue with planning and implementation of the valuable CPL webinar program, continuing with adapted support of local chapters, and other potential opportunities to develop and implement further new professional development and learning opportunities (both virtually and in-person), particularly in light of work being undertaken by the Institute's Professional Standards & Certification Committee regarding potential required CPL topics for members in the future.

COMMITTEE THANKS:

Sincere thanks are extended to the valuable volunteer members of the CPL Committee and PIBC staff for their participation and work helping to guide and deliver the Institute's CPL programs and activities. Thanks are also extended to previous Committee chair Brent Elliott RPP, MCIP for his previous leadership of the Committee. Thank you!

Intentionally Working with Indigenous Youth

- Youth are not a homogenous group
- Indigenous people are not a homogenous group
- Consider the diversity of ways climate action manifests

Center for Indigenous Environmental Resources - Summary from Indigenous Community-Based Climate Monitoring Symposium

What does Indigenous Community-Based CLIMATE MONITORING mean to YOU?

CONTENT FROM THE 2020 CPL WEBINAR SERIES.

COMMUNICATIONS

The Institute's Communications Committee is an operational committee responsible for overseeing PIBC's communications activities and services. Jada Basi RPP, MCIP continued as the chair of the Committee in 2020. Institute staff (including Communications & Marketing Specialist Cindy Cheung) support the Committee. Work continued through the year to maintain and enhance PIBC's communications activities and services, which were of particular importance and value during the COVID-19 pandemic.

PLANNING WEST MAGAZINE:

We were very pleased to again publish and deliver *Planning West* magazine throughout 2020. Four regular quarterly issues were produced and distributed last year. The Institute's primary print publication continues to include a diversity of content including: feature articles on key planning topics; regular features highlighting PIBC members and noteworthy online and global content related to planning; and regular news and information about the Institute and the membership. We were pleased to again provide featured content covering a variety of topics including: climate, housing, resilience, technology and planning, planning during a pandemic, legal updates, and public engagement (to highlight a few). Additionally, a specific and permanent acknowledgement of Indigenous territories and peoples was incorporated into *Planning West* (and across other PIBC communications).

Heartfelt thanks are extended to Editor Maria Stanborough RPP, MCIP who continued as *Planning West* Editor throughout 2020, curating content, coordinating with authors, writing articles, and managing overall themes and content for the magazine. Additional thanks are extended to the many members and other authors who contributed articles and content to the magazine in 2020, as well as to the advertisers and subscribers who further support *Planning West*. Thank you all.

OTHER COMMUNICATIONS MATERIALS:

The Committee began work in 2019 on revamping several PIBC informational and promotional brochures designed to deliver key information about PIBC and the profession to key audiences. The three brochures under development and revision included: *What is PIBC?*, *What is Planning?* and *Why Hire an RPP?* Work on updating these brochures continued into 2020, when it is expected these materials will be finalized with their refreshed content and design. Future work may also include exploring the creation of similarly aimed video materials and other potential digital content.

PIBC WEBSITE:

The PIBC website, which continued to serve as the key online nexus for Institute communications and information, was successfully relaunched in 2019, following a significant

redesign and refresh. We are very pleased with new visual look and feel of the redesigned site. It continues to provide a range of information about the Institute, membership, events, local chapters, job postings, and more. The updated site also has new features and content, including: a new online planning consultants directory, a new online register of members, new information pages related to complaints and discipline, more integration with PIBC's social media channels, and new resource pages. Additionally, the site is now designed and configured to be more mobile friendly (for viewing on mobile devices such as phones and tablets). In 2019 the PIBC website had nearly 130,000 visits and over 250,000 individual page views, with the job posting pages proving to be the most popular.

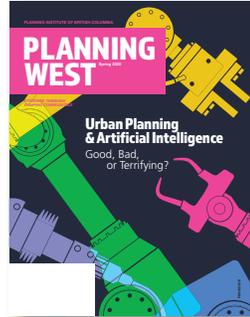
PIBC E-NEWS:

The PIBC e-News (the Institute's regular email newsletter) 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 as well). We also continued to produce and deliver occasional special editions of our e-News specifically for Student members. The e-News provides a variety of important, relevant and timely information directly to members on many different topics including: Institute news, planning job postings, local chapter events and activities, external events, news, and more. In 2019 there were 28 regular editions of the PIBC e-News, as well as 68 e-News special editions, and 54 local chapter-specific bulletins.

SOCIAL MEDIA:

The Institute continued to be engaged and active across several key social media platforms throughout 2019, engaging and communicating with members and others affiliated with and beyond the planning profession. PIBC's social media activities and outreach are undertaken on several platforms including LinkedIn, Twitter and Facebook. In 2019 PIBC's following on LinkedIn grew to over 5,800 followers, and followers on Twitter grew to over 1,500. The Institute's Facebook page, which largely reiterates the messaging and posts delivered on our other social media

Communications Activities in 2020



PLANNING WEST MAGAZINE

4 quarterly issues containing a total of 136 pages of content, with a total of **6,630 copies** produced and distributed.

PIBC E-NEWS

25 regular editions, **48 special editions** & notices, and 23 chapter editions produced and distributed. **Average open rate of 46% - 52%.**

SOCIAL MEDIA: TWITTER

1,520 total Twitter followers, 330 tweets, and 2,086 re-tweets and comments.

SOCIAL MEDIA: LINKEDIN

5,838 total LinkedIn followers, 175 posts, and approx. 8,299 impressions.

SOCIAL MEDIA: FACEBOOK

909 total Facebook followers, over one main PIBC page (599 connections) and five local chapter pages (310 connections combined).

platforms, currently has connections with nearly 600 users. The Institute also maintains a YouTube channel that currently hosts 20 videos. PIBC continues to support and facilitate presence on social media for some of the Institute's local chapters on Facebook and Twitter as well.

COMMITTEE THANKS:

A special thank you to all the volunteer members who contributed to the Communications Committee and to the Institute's communications work throughout 2019. 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.



AWARDS & RECOGNITION

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. The Committee also oversees the Institute's Honourary and Life Member recognition activities.

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. In the case of Honourary and Life Member recipients, they are ultimately determined by unanimous approval of the Board, on recommendation from the Committee.

2020 WINNERS OF THE AWARDS FOR EXCELLENCE IN PLANNING:

Excellence in Planning Practice (City & Urban Areas):

- Gold Winner: City of Surrey & PFS Studio for Nicomekl Riverfront Park Management Plan
- Silver Winner: Metro Vancouver & CitySpaces Consulting Ltd. for What Works: Securing Affordable and Special Needs Housing through Housing Agreements

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

- Gold Winner: City of Quesnel & Urban Systems Ltd. for Quesnel Waterfront Plan
- Silver Winner: District of Lantzville & Vancouver Island University (Master of Community Planning Program) for District of Lantzville Zoning Bylaw

Excellence in Policy Planning (City & Urban Areas):

- Gold Winner: City of Vancouver for Rain City Strategy: A Green Rainwater Infrastructure and Rainwater Management Initiative
- Silver Winner: District of Saanich for 2020 Climate Plan: 100% Renewable & Resilient Saanich

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

- Gold Winner: Beringia Community Planning Inc. & Naut'sa mawt Tribal Council for Our Sacred Land: Indigenous Peoples' Land Use Planning Handbook in BC
- Silver Winner: City of Penticton for Penticton 2045: Official Community Plan

Excellence in Research & New Directions in Planning:

- Gold Winner: Eastside Culture Crawl Society for City Without Art? No Net Loss, Plus!
- Silver Winner: HUB Cycling & TransLink for Benchmarking the State of Cycling in Metro Vancouver 2019

- Honourable Mention: Intelligent Futures for Sparwood Livability Study

2020 Winners of the Awards for Individual Achievement: Young Professional Leadership:

- Kristy McConnell (Planner at Mott MacDonald)

2020 Life Member Recognition:

- Linda Allen RPP, FCIP (CitySpaces Consulting)
- Gwyn Symmons RPP, MCIP (CitySpaces Consulting)

CONGRATULATIONS & THANKS:

Congratulations to all the winners and thank you to everyone who participated in the 2020 awards and recognition programs. Special thanks are extended to all the volunteer members of the Awards & Recognition Committee for their service on the Committee and their significant time and work reviewing and evaluating the many submissions and nominations. We wish to particularly acknowledge the long serving members who stepped back from the Committee in 2020, as well as the new volunteers who are joining the Committee for the 2021 awards program. Thank you all.



CELEBRATING 2020 PIBC AWARD WINNERS

LOCAL PIBC CHAPTERS:

PIBC's nine local chapters across all regions of BC and Yukon were less active throughout 2020 due to the significant impact of the COVID-19 pandemic and public health restrictions on all types of face-to-face gatherings. Local in-person events and activities – from professional development workshops and speaker events to social and networking events – are typically the mainstay for our local chapters and were thus significantly impacted through most of 2020.

Local chapters and their activities are managed by committees of volunteer members from their respective regions, along with staff support and resources from the PIBC office. During the pandemic PIBC has kept in touch with local chapter volunteers providing updates and guidance with respect to activities.

Although we were not able to have the usual full in-person chapter representatives roundtable meeting in Vancouver, we did use online technology to connect and meet with chapter representatives during the year. The Institute also acquired an additional dedicated online Zoom account for chapters to utilize to host their own virtual meetings and small online events during the year, to help keep chapters as active and connected with local members as possible.

CHAPTER ACTIVITIES & EVENTS:

We were pleased to see a number of the chapters were able to successfully organize, partner or participate in several local events and activities (a few in-person and several online) in 2020, despite the challenging circumstances and limitations created by the pandemic over most of the year. A few examples included:

- January 2020 – South Coast Chapter: South Coast Chapter VIFF Film Screening (Finding Our Way)
- January 2020 – Vancouver Island South Chapter: PIBC-VIU Student Social
- February 2020 – Okanagan Interior Chapter: Member Input Survey
- February 2020 – Okanagan Interior Chapter: Event with Sheila Watt-Cloutier
- March 2020 – Fraser Valley Chapter: Annual Meeting

- March 2020 – Central North Chapter: UNBC SPA Student Social
- November 2020 – South Coast Chapter: World Town Planning Day – Virtual Mind Mapping Collaboration
- November 2020 – Sunshine Coast Chapter: Online Meet Up, Roundtable Discussion & Annual Meeting
- December 2020 – Okanagan Interior Chapter: Joint CITE BC Interior Virtual Lunch & Learn
- December 2020 – Vancouver Island North Chapter: Pandemic Dialogue Session

VOLUNTEER THANKS:

We wish to extend tremendous thanks to the many volunteer members who participated in their local chapter, either by serving on the local chapter committee or helping to organize particular events and activities in their regions. The dedication, time and work of these volunteer members keep PIBC's local chapters active and engaged with fellow members across BC and Yukon. Thank you.



CELEBRATING 2020 PIBC AWARD WINNERS

NATIONAL AFFAIRS

Throughout 2020 PIBC continued to be actively engaged with our partners and activities at the national level. This included PIBC's ongoing involvement and with the national institute – the Canadian Institute of Planners (CIP) – as well as with the national Professional Standards Committee (PSC) and Professional Standards Board (PSB). PIBC also continued our work collaborating and coordinating with allied provincial, territorial and regional professional planning institutes across Canada.

CANADIAN INSTITUTE OF PLANNERS (CIP):

2020 saw some significant collaboration and work with CIP on the planned joint 2020 national conference in Whistler. While the conference ultimately had to be cancelled and rescheduled to July 2022 (again in Whistler) due to the pandemic, we wish to acknowledge the significant work that was undertaken by the many volunteer members on the conference team who worked on and contributed to the planned conference. Thank you.

We were pleased to be able to co-host and deliver a joint multi-day online webinar series with CIP in November of 2020, providing a range of additional virtual professional development for members both in BC and Yukon, and across Canada. Looking ahead, the 2021 CIP national conference, originally planned for Halifax, Nova Scotia, was cancelled and rescheduled to take place in 2023.

Like PIBC, CIP had to adapt during the COVID-19 pandemic, but continued to deliver its many key national member services through 2020. These included: the national professional liability insurance program for all professional members; Plan Canada magazine; the monthly Plan-It email newsletter; CIP's national awards programs; scholarships and support for students (including waiving membership fees for student members); and ongoing policy work (including ongoing efforts developing an equity, diversity and inclusion strategy for CIP).

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, territorial and regional professional planning institutes in Canada (except the OUQ). In 2020 David Block RPP, MCIP continued as PIBC's representative on the Committee.

Significant activities by the PSC in 2020 included work on a deeper, comprehensive review of the competency standards of the profession (following the overall five-year review of the membership and accreditation standards completed previously). This substantial work involved the hiring of an outside professional consultant and an engagement

process with the membership over the course of the year. The purpose of the initiative is to help ensure that the core competencies underpinning the national professional standards are robust, up-to-date, effective, and measurable. This work continues into 2021.

Additionally, the PSC moved forward with a variety of revisions, in consultation with the partner provincial, territorial and regional professional planning institutes, to the existing national membership standards policy manual. Along with our colleagues across Canada, PIBC contributed feedback and input into this process, and the revisions are proceeding at the national level.

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 across Canada. This assessment work is done by the PSB on behalf of PIBC (and the other participating provincial, territorial and regional professional planning institutes across Canada) based on the shared national standards established through and overseen by the Professional Standards Committee (PSC). Lindsay Chase RPP, MCIP continued as PIBC's representative on the Board of Directors of the PSB in 2020. Administratively the PSB's work continued to be supported and delivered through Redstone Agency Inc., a Toronto based association management and support firm.

In addition to the regular membership application assessments, RPP certification activities, and university program accreditation, some of the other work of the PSB in 2020 included: ongoing outreach to students at university planning programs across Canada regarding the membership assessment and RPP certification processes; continued monitoring of and revisions to the national Professional Examination (such as improvements to existing questions and expanding the overall 'question bank' for the examination); and further development of support and resources for the mentorship and sponsorship of Candidate members. PIBC was pleased to continue to assist with the work of the PSB by again organizing and supervising a local test location in Vancouver for the Spring 2020 offering of the national Professional Examination (while the September offering was held entirely remotely).



Participation in these forums and activities continues to enable PIBC to coordinate activities, share strategies and best practices, and collaborate on projects and initiatives for the profession. These connections and collaborations were helpful as we all worked collectively to navigate and adapt during the COVID-19 pandemic. ”

OTHER NATIONAL ACTIVITIES:

PIBC continued to be engaged and active at the national level through other established and ongoing collaborative forums and initiatives with CIP and the other provincial, territorial and regional professional planning institutes in Canada in 2020. This included continued participation with the Planning Alliance Forum (PAF) – the coordinating and liaison group of Presidents and leaders from all the relevant professional planning bodies across Canada, and the Joint Administrators Group (JAG) – the national working group of all senior staff from CIP, the PSB, and the provincial, territorial and regional professional planning institutes in Canada. Participation in these forums and activities continues to enable PIBC to coordinate activities, share strategies and

best practices, and collaborate on projects and initiatives for the profession. These connections and collaborations were helpful as we all worked collectively to navigate and adapt during the COVID-19 pandemic.

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 2020. In addition, we particularly extend special thanks to those many volunteer 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!



CIP-PIBC 2020 ELEVATION WEBINAR SERIES KEYNOTE SPEAKER.

Board of Directors

President	Lesley Cabott RPP, MCIP	Whitehorse
President-Elect	David Block RPP, MCIP	Terrace
Secretary-Treasurer	Kenna Jonkman RPP, MCIP	Prince George
Member	Lui Carvello RPP, MCIP	Victoria
Member	Patricia Dehnel RPP, MCIP	Nelson
Member	Deborah Jensen RPP, MCIP	Victoria
Member	Chani Joseph-Ritchie RPP, MCIP	Vancouver
Member	Patricia Maloney RPP, FCIP	Gabriola
Member	Sara Muir-Owen RPP, MCIP	Vancouver
Member	Alex Taylor RPP, MCIP	Vancouver
Candidate Member Rep.	Keltie Chamberlain	Vernon

Other Appointed Positions & Staff

Executive Director	Dave Crossley	Vancouver
Member Services	Kelly Chan	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 RPP, MCIP	Vancouver
UBC Student Rep.	Anika Burse	Vancouver
UNBC Student Rep.	Bryce Deveau	Kitimat
SFU Student Rep.	Emma Squires	Vancouver
VIU Student Rep.	Kira Gill-Maher	Victoria

PIBC Committees

Executive:

Lesley Cabott RPP, MCIP (Chair)
David Block RPP, MCIP
Kenna Jonkman RPP, MCIP
Alex Taylor RPP, MCIP
Dave Crossley (*Staff*)

Governance & Nominating:

Lesley Cabott RPP, MCIP (Chair)
Barbara Crawford
Michelle Kam RPP, MCIP
Rob Roycroft RPP, MCIP
Marjan Navab-Tehrani
Alex Taylor RPP, MCIP
Dave Crossley (*Staff*)

Professional Conduct Review:

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

Policy & Public Affairs:

Chani Joseph-Ritchie RPP, MCIP
(Co-Chair)
Deborah Jensen RPP, MCIP
(Co-Chair)
Lui Carvello RPP, MCIP
Patricia Dehnel RPP, MCIP
Taryn Hayes RPP, MCIP
Daniel Huang RPP, MCIP
Heather Kauer RPP, MCIP
Brian Miller RPP, MCIP
Sara Muir-Owen RPP, MCIP
Aaron Rodgers RPP, MCIP
Erica Tiffany RPP, MCIP
Sean Tynan RPP, MCIP
Dave Crossley (*Staff*)

Professional Standards & Certification:

Patricia Maloney RPP, FCIP (Chair)
David Block RPP, MCIP
Patricia Dehnel RPP, MCIP
Alex Kondor RPP, MCIP
Brian Miller RPP, MCIP
Zoë Morrison RPP, MCIP
Claire Negrin RPP, MCIP
Katrin Saxty RPP, MCIP
Kelly Chan (*Staff*)

Member Engagement:

Kenna Jonkman RPP, MCIP (Chair)
Mairi Bosomworth
Lesley Cabott RPP, MCIP
Jonathan Kitchen
Kasel Yamashita RPP, MCIP
Kelly Chan (*Staff*)

Communications:

Jada Basi RPP, MCIP (Chair)
Alison McNeil RPP, MCIP
Gary Noble RPP, MCIP
Katrin Saxty RPP, MCIP
Heike Schmidt RPP, MCIP
Maria Stanborough
RPP, MCIP (Editor)
Steffi Sunny (Student)
Cindy Cheung (*Staff*)

Continuous Professional Learning:

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

Awards & Recognition:

Emilie Adin RPP, MCIP (Chair)
Jag Dhillon FCIP (Ret.)
Ed Grifone RPP, MCIP
Anthony Kittel RPP, MCIP
Neal LaMontagne RPP, MCIP
Leanne Taylor RPP, MCIP
Margaret-Ann Thornton RPP, MCIP
Lynn Wilson RPP, MCIP
Mary Wong RPP, MCIP
Raymond Young RPP, MCIP
Kelly Chan (*Staff*)

Other PIBC Representatives

Professional Standards Committee (PSC):	David Block RPP, MCIP
Professional Standards Committee (PSC):	David Block RPP, MCIP
Professional Standards Board (PSB):	Lindsay Chase RPP, MCIP
BC Land Summit Society:	Dave Crossley
Climate Change – Professional Association Adaptation Working Group:	Christine Callihoo RPP, MCIP
Asset Management BC	Dave Crossley & Christine Callihoo RPP, MCIP
Community Energy Association	Richard White RPP, FCIP
BC Energy Step Code Council	Norm Connolly RPP, MCIP
Province of BC – Development Approvals Process Review Working Group	Dan Huang RPP, MCIP & Chani-Joseph Ritchie RPP, MCIP
City of Vancouver Chinatown Historic Area Planning Committee	Leslie Shieh RPP, MCIP



Photo by Jon Tyson on Unsplash

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, events and activities that advance and improve the planning profession and the Institute. It is with our heartfelt thanks that we recognize our volunteers in 2020 for their many contributions – thank you!

2020 PIBC VOLUNTEERS:

Linda Adams RPP, MCIP

Emilie Adin RPP, MCIP

Karin Albert RPP, MCIP

Andrew Allen RPP, MCIP

Ericka Amador

Chelsey Andrews

Sarah Atkinson RPP, MCIP

Tina Atva RPP, MCIP

Signe Bagh RPP, MCIP

Justin Barer RPP, MCIP

Jada Basi RPP, MCIP

Roy Beddow RPP, MCIP

Anne Berry RPP, MCIP

Robin Beukens RPP, MCIP

Sawngjai (Dear)

Bhokanandh RPP, MCIP

David Block RPP, MCIP

Lambert D. (André) Boel RPP, MCIP

Mairi Bosomworth

Matthew Boyd RPP, MCIP

Coralie Breen RPP, MCIP

Keith Broersma RPP, MCIP

Richard Buchan

Robert Buchan RPP, FCIP

William (Bill) Buholzer RPP, FCIP

Angela Buick RPP, MCIP

Anika Bursey

Lesley Cabott RPP, MCIP

Christine Callihoo RPP, MCIP

Ken Cameron RPP, FCIP

Nicole Capewell

Lui Carvello RPP, MCIP

Daniel Casey RPP, MCIP

Keltie Chamberlain

Patrick Foong Chan RPP, MCIP

Lindsay Chase RPP, MCIP

Joan Chess

Woollacott RPP, MCIP

Blaire Chisholm RPP, MCIP

Jeff Chow RPP, MCIP

Jason Chu RPP, MCIP

Michele Cloghesy RPP, MCIP

Odessa Cohen

Steven Collyer RPP, MCIP

Mitchell Comb RPP, MCIP

Norm Connolly RPP, MCIP

Robert Conway RPP, MCIP

Ken Cossey RPP, MCIP

Matt Craig RPP, MCIP

Barbara Crawford

Ron Cruikshank RPP, MCIP

Gavin Davidson RPP, MCIP

James de Hoop RPP, MCIP

Birte Decloux RPP, MCIP

Patricia Dehnel RPP, MCIP

Bryce Deveau

Michael Dickinson RPP, MCIP

Graeme Dimmick RPP, MCIP

Danika Dudzik RPP, MCIP

John Dumbrell RPP, MCIP

Paul Dupuis RPP, MCIP

Meeri Durand RPP, MCIP

Gordon Easton RPP, MCIP

Kristen Elkow RPP, MCIP

Brent Elliott RPP, MCIP

Elicia Elliott RPP, MCIP

Cherie Enns RPP, MCIP

Katherine Fabris RPP, MCIP

Lawrence Frank RPP, MCIP

Lee-Ann Garnett RPP, MCIP

Mike Gau RPP, MCIP

Kira Gill-Maher

Kenny Gobeil RPP, MCIP

Michael Gordon RPP, MCIP

Lisa Grant RPP, MCIP

Ed Grifone RPP, MCIP

Amanda Grochowich RPP, MCIP

Mark Groulx

Kim Grout RPP, MCIP

Thomas Gunton RPP, MCIP

Tomoko Hagio RPP, MCIP

Teresa Hanson RPP, MCIP

Devon Harlos

Michael Hartford RPP, MCIP

Robin Hawker RPP, MCIP

Dana Hawkins RPP, MCIP

Shaun Heffernan RPP, MCIP

Yazmin Hernandez-
Banuelas RPP, MCIP

Ian Holl RPP, MCIP

Mark Holland RPP, MCIP

Robyn Holme RPP, MCIP

Christina Hovey RPP, MCIP

Emily Huang

Daniel Huang RPP, MCIP

Paula E. Huber RPP, MCIP

Andrea Hudson RPP, MCIP

Clarissa Huffman RPP, MCIP

Kari Huhtala RPP, MCIP

Ingrid Hwang RPP, MCIP

John Ingram RPP, MCIP

Michael Irg RPP, MCIP

Carl Isaak RPP, MCIP

Katherine Janota-Bzowska

Arlene Janousek

Deborah Jensen RPP, MCIP

Jessica Jiang RPP, MCIP

Carole Jolly RPP, MCIP

Laura Jones RPP, MCIP

Kenna Jonkman RPP, MCIP

Chani Joseph Ritchie RPP, MCIP

Michelle Kam RPP, MCIP

Joaquin Karakas RPP, MCIP

Heather Kauer RPP, MCIP

Lisa King RPP, MCIP

Jonathan Kitchen

FINANCIAL STATEMENTS

**PLANNING INSTITUTE OF
BRITISH COLUMBIA**

December 31, 2020



INDEPENDENT AUDITOR'S REPORT

To the Members of
Planning Institute of British Columbia

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, 2020, and the statements of operations, changes in fund balances 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, 2020, 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 these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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 related 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.

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.

INDEPENDENT AUDITOR'S REPORT

- 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 Institute 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.

Report on Other Legal and Regulatory Requirements

As required by the British Columbia Societies Act, we report that, in our opinion, the accounting principles used in these financial statements, Canadian accounting standards for not-for-profit organizations, have been applied on a basis consistent with that of the preceding year.

Vancouver, Canada
April 30, 2021

Tompkins Wozny LLP

Chartered Professional Accountants



STATEMENT OF FINANCIAL POSITION

As at December 31

	2020		2019	
	General Fund \$	Internally Restricted Fund \$	Total \$	Total \$
ASSETS				
Current				
Cash and cash equivalents	427,902	271,866	699,768	336,103
Investments <i>[note 3]</i>	—	538,293	538,293	628,675
Accounts receivable <i>[note 4]</i>	35,952	—	35,952	10,564
Prepaid expenses	38,353	—	38,353	58,781
Total current assets	502,207	810,159	1,312,366	1,034,123
Capital assets <i>[note 5]</i>	48,589	—	48,589	51,749
	550,796	810,159	1,360,955	1,085,872
LIABILITIES AND FUND BALANCES				
Current liabilities				
Accounts payable and accrued liabilities <i>[note 6]</i>	221,047	—	221,047	29,909
Deferred revenue	250,970	—	250,970	204,325
Total liabilities	472,017	—	472,017	234,234
Fund balances				
Unrestricted	78,779	—	78,779	50,069
Internally restricted <i>[note 7]</i>	—	810,159	810,159	801,569
Total fund balances	78,779	810,159	888,938	851,638
	550,796	810,159	1,360,955	1,085,872

Commitments *[note 9]*

COVID-19 *[note 11]*

See accompanying notes to the financial statements

On behalf of the Board:



Director



Director

STATEMENT OF CHANGES IN FUND BALANCES

As at December 31

	General Fund \$	Internally Restricted Fund \$	Total \$
2020		<i>[note 7]</i>	
Balance, beginning of year	50,069	801,569	851,638
Excess of revenue over expenses	37,300	—	37,300
Interfund transfers <i>[note 8]</i>	(8,590)	8,590	—
Balance, end of year	78,779	810,159	888,938
2019			
Balance, beginning of year	46,890	803,609	850,499
Excess of revenue over expenses	1,139	—	1,139
Interfund transfers <i>[note 8]</i>	2,040	(2,040)	—
Balance, end of year	50,069	801,569	851,638

See accompanying notes to the financial statements

STATEMENT OF OPERATIONS

Year ended December 31

	2020	2019
	\$	\$
REVENUE		
Membership fees	416,791	419,176
Advertising sales	103,066	181,214
Conference and event sales	76,948	61,781
Interest and other	13,962	14,574
Other sales	7,524	5,682
Government assistance - wage subsidies <i>[note 11]</i>	6,552	—
Other membership revenue	6,055	8,405
Chapters revenue <i>[schedule]</i>	808	26,318
Gain on disposal of capital assets	350	—
	632,056	717,150
EXPENSES		
Salaries and benefits	324,277	299,593
Office	63,874	69,429
Productions costs	42,274	38,047
Conference costs	38,236	51,101
Professional fees	28,131	17,702
Board travel, meetings and other	27,145	118,639
Amortization	17,980	8,461
Student activities	13,835	20,223
Bank charges and interest	13,578	15,464
National activities	9,175	6,617
Administration fees	6,787	2,968
Special projects	3,501	5,340
Volunteer recognition	3,226	2,186
Staff development	1,223	7,448
Other chapter expenses	1,096	8,735
Chapters expenses <i>[schedule]</i>	418	36,558
Donations and sponsorships	—	7,500
	594,756	716,011
Excess of revenue over expenses	37,300	1,139

See accompanying notes to the financial statements

STATEMENT OF CASH FLOWS

Year ended December 31

	2020	2019
	\$	\$
OPERATING ACTIVITIES		
Excess of revenue over expenses	37,300	1,139
Item not affecting cash		
Amortization	17,980	8,461
Changes in other non-cash working capital items		
Accounts receivable	(25,388)	(2,656)
Prepaid expenses	20,428	(31,981)
Accounts payable	191,138	(118,640)
Deferred revenue	46,645	11,529
Cash provided by (used in) operating activities	288,103	(132,148)
INVESTING ACTIVITIES		
Purchase of capital assets	(14,820)	(29,299)
Purchase of investments, net	90,382	(14,062)
Cash provided by (used in) investing activities	75,562	(43,361)
Increase (decrease) in cash during the year	363,665	(175,509)
Cash, beginning of year	336,103	511,612
Cash, end of year	699,768	336,103

See accompanying notes to the financial statements

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

1. PURPOSE

The 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.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the amounts of revenues and expenses reported during the year. Significant areas requiring the use of management estimates relate to the determination of the deferred portion of grants. Actual results could differ from these estimates.

Fund Accounting

The Society follows fund accounting using 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:

- i) Operating Contingency Fund - Represents funds set aside for urgent and unforeseen expenses.
- ii) Strategic Initiatives Fund - Represents funds set aside for significant special projects, strategic initiatives, or other priority activities.
- iii) Legal Fund - Represents funds set aside for defending or representing the Society in any significant legal action or dispute.
- iv) Capital Fund - Represents funds set aside for the Society's acquisition or replacement of any significant capital assets.
- v) Chapters Fund - Represents the assets, liabilities and net assets related to all of the Society's established local Chapters.

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

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.

Measurement of Financial Instruments

The Society initially measures its financial assets and financial liabilities at fair value. The Society subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, guaranteed investment certificates, and accounts receivable.

Financial liabilities measured at amortized cost includes accounts payable and accrued liabilities.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Cash and Cash Equivalents

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the year-end, and guaranteed investment certificates that are cashable and have maturity terms of three months or less.

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

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.

Capital Assets

Capital assets are recorded at cost. Amortization is provided on a straight-line basis as follows:

- Furniture and equipment 7 years
- Website 5 years
- Computers 3 years

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

Contributed Services

Volunteers contribute their time to assist the Society in carrying out its activities. Due to the difficulty in determining the fair value of such services their value is not recognized in these financial statements.

3. INVESTMENTS

	2020	2019
	\$	\$
Guaranteed Investment Certificates	538,293	628,675

The investments have interest rates of 0.45% to 2.56% [2019 - 2.10% to 2.56%] per annum and have varying maturity dates from March 23 to December 14, 2021. The value of the investments includes the interest accrued to December 31, 2020.

4. ACCOUNTS RECEIVABLE

	2020	2019
	\$	\$
Operations	10,321	10,564
Canadian Institute of Planners	25,631	—
Allowance for doubtful accounts	—	—
	35,952	10,564

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

5. CAPITAL ASSETS

	Cost \$	Accumulated Amortization \$	Net Book Value \$
2020			
Furniture and equipment	19,805	13,924	5,881
Website	64,900	34,493	30,407
Computers	27,285	14,984	12,301
	111,990	63,401	48,589
2019			
Furniture and equipment	19,805	12,849	6,956
Website	64,900	25,806	39,094
Computers	18,447	12,748	5,699
	103,152	51,403	51,749

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2020 \$	2019 \$
Operations	38,610	9,166
Canadian Institute of Planners	151,436	—
Wages and vacation payable	20,416	14,253
Payroll tax withholdings	5,412	5,165
GST payable	5,173	1,325
	221,047	29,909

7. INTERNALLY RESTRICTED FUNDS

The Board of Directors has restricted a portion of the Society's funds for the following purposes:

	Balance, beginning of year \$	Interfund Transfers \$	Balance, end of year \$
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 <i>[schedule]</i>	49,236	8,590	57,826
	801,569	8,590	810,159

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

8. INTERFUND TRANSFERS

Interfund transfers are comprised of the following:

\$8,200 [2019 - \$8,200] 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.

During the year, \$390 was transferred from the General Fund to the Internally Restricted Chapters Fund to reflect the surplus from Chapters Fund activities for the year. In 2019, \$10,240 was transferred from the Internally Restricted Chapters Fund to the General Fund to reflect the deficiency from Chapters Fund activities for the year.

9. 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:

	\$
2021	24,860
2022	25,377
2023	25,636
2024	26,154
2025	26,413

10. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments. The following analysis presents the Society's exposures to significant risk as at December 31, 2020.

Credit Risk

The Society is exposed to credit risk with respect to its cash and guaranteed investment certificates and accounts receivable. The Society assesses, on a continuous basis, accounts receivable on the basis of amounts it is virtually certain to receive based on their net realizable value. Cash balances are held by a Canadian Chartered bank.

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

10. FINANCIAL INSTRUMENTS (CONT'D)

Liquidity Risk

Liquidity risk is the risk of being unable to meet cash requirements or fund obligations as they become due. The Society maintains adequate levels of working capital by preparing budgets to ensure all its obligations can be met when they fall due.

Interest Rate Risk

The Society has interest rate risk on its guaranteed investment certificates. Changes in the bank's prime lending rate or other rates can cause fluctuations in interest payments and cash flows. The Society does not use derivative financial instruments to alter the effects of this risk.

11. COVID-19

The Society remained operational during the COVID-19 pandemic (with modified operations, work from home arrangements, etc.). Board meetings continued (remotely) as scheduled throughout the COVID-19 pandemic.

The Society applied for the 10% temporary wage subsidy during the March to May 2020 period. Staffing compliment remained unchanged – no layoffs, no new staff hired, nor changes in normal hours of work during 2020.

SCHEDULE OF CHAPTER ACTIVITY

Year ended December 31

	Balance, beginning of year \$	Revenue \$	Expenses \$	Seed Funding \$	Balance, end of year \$
2020					
Kootenay	12,861	—	65	1,000	13,796
Fraser Valley	9,482	—	230	1,000	10,252
South Coast	6,645	200	(87)	1,200	8,132
Interior/Okanagan	6,745	—	443	1,000	7,302
Vancouver Island South	4,506	—	(96)	1,000	5,602
Yukon	4,510	—	65	—	4,445
Central North	3,632	—	(47)	1,000	4,679
Sunshine Coast	1,283	—	65	1,000	2,218
Vancouver Island North	(428)	608	(220)	1,000	1,400
	49,236	808	418	8,200	57,826
2019					
Kootenay	11,861	—	—	1,000	12,861
Fraser Valley	8,818	—	336	1,000	9,482
South Coast	8,142	6,587	9,284	1,200	6,645
Interior/Okanagan	6,965	8,011	9,231	1,000	6,745
Vancouver Island South	6,423	2,640	4,557	—	4,506
Yukon	3,605	—	95	1,000	4,510
Central North	3,232	2,640	3,240	1,000	3,632
Sunshine Coast	1,193	—	910	1,000	1,283
Vancouver Island North	1,037	6,440	8,905	1,000	(428)
	51,276	26,318	36,558	8,200	49,236

PIBC Volunteers – Thank You! (cont'd)

Anthony Kittel RPP, MCIP
Mark Koch RPP, MCIP
Jane Koepke RPP, MCIP
Alex Kondor RPP, MCIP
Karen Kreis RPP, MCIP
Cory Labrecque RPP, MCIP
Kailey Laidlaw RPP, MCIP
Caroline Lamont RPP, MCIP
Neal LaMontagne RPP, MCIP
Simon Lapointe RPP, MCIP
Blake Laven RPP, MCIP
Katherine Levett
Dale Lindsay RPP, MCIP
Peter Lipscombe
Jason Locke RPP, MCIP
Charlotte Luscombe
Jennifer MacIntyre RPP, MCIP
Gina MacKay RPP, MCIP
Patricia Maloney RPP, FCIP
David Marlor RPP, MCIP
Paris Marshall Smith RPP, MCIP
Duncan Martin RPP, MCIP
Isha Matous-Gibbs
Shadrach Mayne RPP, MCIP
Alanna McDonagh RPP, MCIP
Hannah McDonald RPP, MCIP
Gillian McKee RPP, MCIP
Jennifer McLean RPP, MCIP
Mark McMullen RPP, MCIP
Alison McNeil RPP, MCIP
Henry McQueen RPP, MCIP
Andrew Merrill RPP, MCIP
Brian Miller RPP, MCIP
Devon Miller
Tamsin Mills RPP, MCIP
Gregory Mitchell RPP, MCIP
Lisa Moffatt RPP, MCIP
Hillary Morgan RPP, MCIP
Zoë Morrison RPP, MCIP
Michael Mortensen RPP, MCIP
Sara Muir-Owen RPP, MCIP
Kent A. Munro RPP, MCIP
Ashley Murphey RPP, MCIP

Kathryn Nairne RPP, MCIP
Claire Negrin RPP, MCIP
Greg Newman RPP, MCIP
Jodi-Lyn Newnham RPP, MCIP
Gary Noble RPP, MCIP
Cian O'Neill-Kizoff RPP, MCIP
Teresa O'Reilly RPP, MCIP
Christopher Osborne RPP, MCIP
David Pady RPP, MCIP
Anya Paskovic RPP, MCIP
Kerry Pateman RPP, MCIP
JoAnn Peachey
Lisa Pedrini RPP, MCIP
Kirsten Pichaloff
Barclay Pitkethly RPP, MCIP
Melissa Pryce RPP, MCIP
Andrew Ramlo RPP, MCIP
Karen Ramsay Cline RPP, MCIP
Angel Ransom RPP, MCIP
Joshua Reis RPP, MCIP
Ian Robertson RPP, MCIP
Derek Robinson RPP, MCIP
Aaron Rodgers RPP, MCIP
Jaleen Rousseau RPP, MCIP
Robert Roycroft RPP, MCIP
Cristina Rucci RPP, MCIP
Blaine Russell RPP, MCIP
Karen Russell RPP, FCIP
David Sametz
Maria Sandberg RPP, MCIP
Katrin Saxty RPP, MCIP
Heike Schmidt RPP, MCIP
Cameron Scott RPP, MCIP
Maged Senbel RPP, MCIP
Gwendolyn Sewell RPP, MCIP
Pamela Shaw RPP, FCIP
Leslie Shieh RPP, MCIP
Jessica Shoubridge
Laura Sidi RPP, MCIP
Melodie Simard RPP, MCIP
Courtney Simpson RPP, MCIP
Suzanne Smith RPP, MCIP
Robert Sokol RPP, MCIP

Daniel Sommer RPP, MCIP
Patrick Sorfleet RPP, MCIP
Tanya Soroka RPP, MCIP
Robyn Spencer RPP, MCIP
Lisa Spitalo RPP, MCIP
Emma Squires
Maria Stanborough RPP, MCIP
Justine Starke RPP, MCIP
Hailey Steiger-Tang RPP, MCIP
John Steil RPP, FCIP
Alison Stewart RPP, MCIP
James Stiver RPP, MCIP
Beverly Suderman RPP, MCIP
Steffi Sunny
Alex Taylor RPP, MCIP
Leanne Taylor RPP, MCIP
Amanda Taylor RPP, MCIP
Jan Thingsted RPP, MCIP
Kerry Thompson RPP, MCIP
Margaret-Ann Thornton RPP, MCIP
Erica Tiffany RPP, MCIP
Kacia Tolsma
Brittany Tuttle RPP, MCIP
Sean Tynan RPP, MCIP
Eric Vance RPP, FCIP
Gloria Venczel RPP, MCIP
Dan Wallace RPP, MCIP
Patrick Ward RPP, MCIP
Tania Wegwitz RPP, MCIP
Sam West
Richard White RPP, FCIP
Karen Williams RPP, MCIP
Lynn Wilson RPP, MCIP
Andrea Winkler RPP, MCIP
Andrea Witoszkin
Mary Wong RPP, MCIP
Kasel Yamashita RPP, MCIP
Raymond E. Young RPP, MCIP
Amber Zirnheld RPP, MCIP
Jeff Zukiwsky RPP, MCIP
Brian Zurek RPP, MCIP



PIBC PLANNING
INSTITUTE
OF BRITISH COLUMBIA
*FORWARD THINKING
SHAPING COMMUNITIES*

Planning Institute of British Columbia
1750 - 355 Burrard Street
Vancouver, BC, V6C 2G8
www.pibc.bc.ca