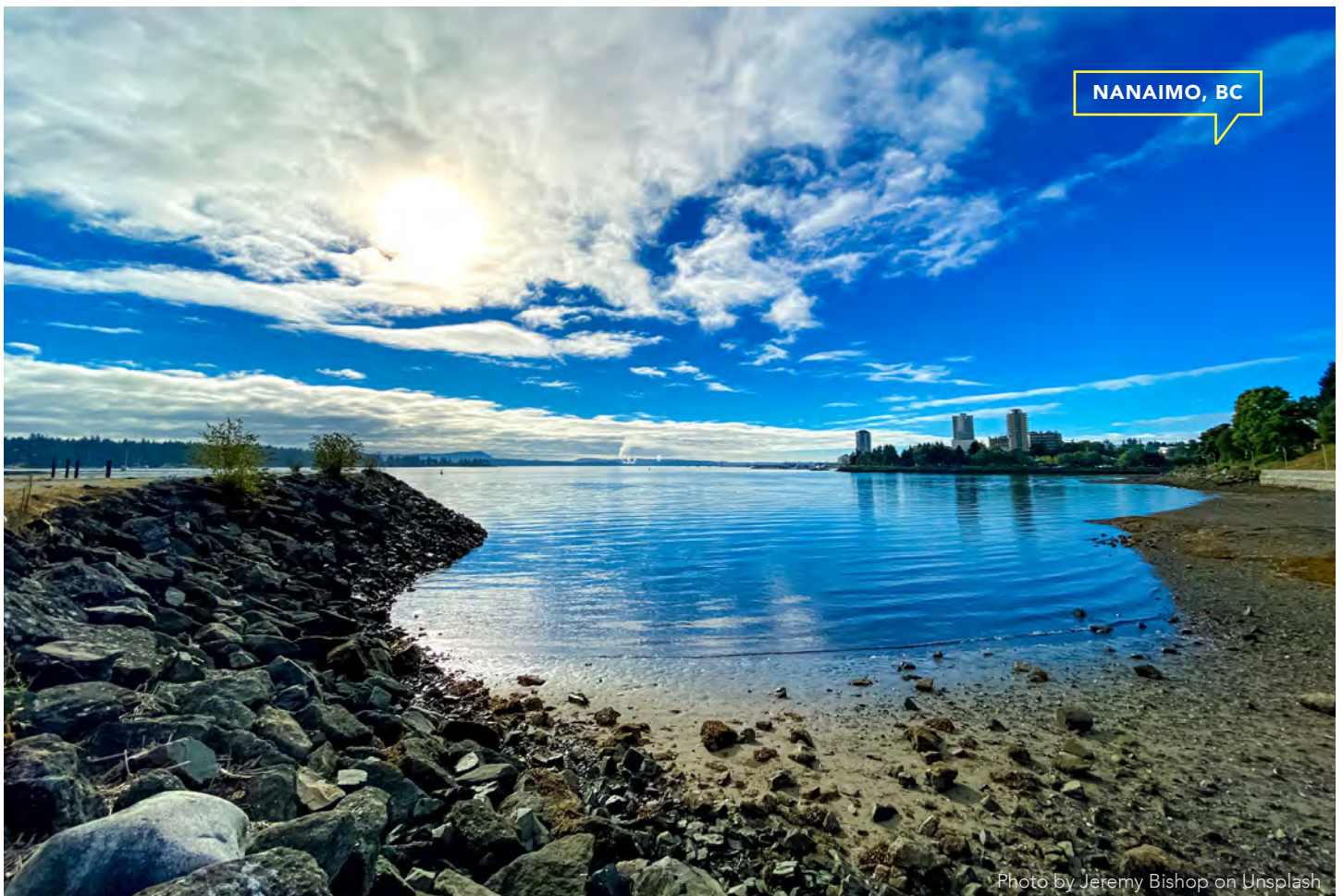


# 2023 ANNUAL REPORT

Planning Institute of British Columbia

Presented to 2024 PIBC Annual General Meeting



The Planning Institute of British Columbia (PIBC) recognizes, acknowledges, and appreciates that we are able to live, work, and learn on the traditional territories of the First Nations and Indigenous peoples of BC and Yukon. Acknowledging the principles of truth and reconciliation, we recognize and respect the history, languages, and cultures of the First Nations, Metis, Inuit, and all Indigenous peoples of Canada whose presence continues to enrich our lives and our country.

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# MINUTES

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## 2023 ANNUAL GENERAL MEETING PLANNING INSTITUTE OF BRITISH COLUMBIA

8:45 am Friday June 2nd, 2023

Sun Peaks Ballroom

Sun Peaks Grand Hotel & Conference Centre

3240 Village Way,

Sun Peaks, BC

### ATTENDANCE:

There were fifty-four (54) corporate members in good standing present and four (4) non-corporate members present. There was also one (1) non-member guest present, as well as three (3) members of the Institute's staff. Additionally, fifty-eight (58) individuals observed the meeting remotely online.

### 1. CALL TO ORDER

The President called the meeting to order at 8:48 am; it was noted that a quorum was present. The traditional territories of First Nations and Indigenous people were acknowledged, including the traditional territories of the Secwépemc peoples.

It was noted that copies of the meeting Agenda, and the Annual Report, including the Minutes of the previous Annual General Meeting and the 2022 Audited Financial Statements, had all been distributed and were also available on the Institute's website.

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

The President welcomed everyone in attendance and those watching remotely. Members of the Board of Directors present were introduced.

### 3. BOARD ELECTIONS – APPOINTMENT OF SCRUTINEERS

The President noted that balloting for the elections was now closed and asked for two members present to volunteer to serve as scrutineers to observe and assist with the compilation of the results of the election.

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

That Gina MacKay RPP, MCIP and Birgid Reynolds RPP, MCIP be appointed as scrutineers.

*Carried*

### 4. MINUTES OF PREVIOUS GENERAL MEETINGS

#### 4.1 ANNUAL GENERAL MEETING OF JULY 5TH, 2022

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

That the minutes of the July 5th, 2022, Annual General Meeting be adopted.

*Carried*

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

The President noted and briefly reviewed the 2022 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*

### 6. 2022 AUDITED FINANCIAL STATEMENTS

The Secretary-Treasurer presented the 2022 Audited Financial Statements as distributed.

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

That the 2022 Financial Statements be accepted.

*Carried*

### 7. APPOINTMENT OF AUDITORS – 2022 FISCAL YEAR

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

That the Institute appoint Tompkins Wozny LLP, Chartered Professional Accountants, as the Institute's auditors for the 2023 fiscal year.

*Carried*



**2023 ANNUAL CONFERENCE, SUN PEAKS, BC**

## **8. BOARD ELECTIONS – REPORT OF ELECTION RESULTS & INTRODUCTION OF 2023-2025 BOARD**

The President reported the results of the elections.

It was noted that Emilie K. Adin RPP, MCIP would automatically assume the position of President for the 2023-2025 term, in accordance with the Institute's Bylaws.

It was further reported that the following members had been elected to the Board of Directors for the 2023-2025 term:

Kenna Jonkman RPP, MCIP, President Elect  
(by acclamation)

Sawngjai (Dear) Bhokanandh RPP, MCIP

Lui Carvello RPP, MCIP

Narissa Chadwick RPP, MCIP

Cleo Corbett RPP, MCIP

Zoe Morrison RPP, MCIP

Sara Muir RPP, MCIP

Alex Taylor RPP, MCIP

Andrew Yan RPP, MCIP

Sarah Foulkes, Candidate Member Representative  
(by acclamation)

Incoming President Emilie K. Adin was invited to say a few words, including congratulating those elected to the Board, and thanking the outgoing President and Board members.

## **9. ADJOURNMENT**

The President thanked the 2024 annual conference committee for their work. It was noted that next year's conference would be the 2024 BC Land Summit in Nanaimo, BC.

The President thanked all members for attending, and acknowledged and thanked the many members who volunteer with the Institute for their contributions. Thanks were also extended to the Executive Director and staff for their service and work for the Institute.

The meeting adjourned at 9:23 am.

# PRESIDENT'S REPORT

Emilie K. Adin RPP, MCIP



A year under my belt as President! I'm honoured to present my inaugural annual report. A big shoutout to our Past President David Block RPP, MCIP. Likewise, my heartfelt appreciation to Board members who concluded their term in 2023. I've been delighted to welcome new Board members who bring fresh perspectives and a sincere commitment to the institute. I'm equally chuffed to be serving alongside several continuing Board members who were re-elected last year. We have a great Board.

Indeed, in 2023, our Board was on fire, deliberating critical issues and working to tackle major challenges facing our profession. Our committees and local chapters buzzed with activity. We saw an uptick in activity from the Governance & Nominating and the Member Engagement Committees, and the Planning Practice & Reconciliation professionals were laying down some serious strategy. The nascent Justice, Equity, Diversity, Decolonization, and Inclusion (JEDDI) task force embarked upon essential work, underscoring our Board's commitment to inclusivity and progress.

The Board's outreach initiatives extended to constructive dialogues with governmental representatives from the BC Ministry of Housing and Ministry of Municipal Affairs. Significantly, our Institute secured substantial funding of \$500,000 from the Province in 2023, all earmarked for our incipient peer learning network' (PLN). The PLN aims to support our members and allied practitioners in navigating the evolving landscape shaped by recent housing legislation. Inaugural efforts in 2023 by our Housing Task Force, operating under the auspices of our Policy & Public Affairs Committee, saw implementation of the PLN rollout in early 2024. These activities continue to accelerate.

And then there was our strategic makeover. Guided by a renewed sense of purpose, we crystallized our vision,

mission, and priorities into a visually captivating one-pager. We've prioritized three key areas: 1) pursuing JEDDI, 2) enhancing membership value, engagement and recruitment, 3) advancing the profession. The one-page summary of our new Strategic Plan guides our collective aspirations and endeavors. We're poised to embrace the challenges and opportunities that lie ahead with optimism and resilience. #Goals

In 2023, we met with planning professionals from across Canada to level up our national certification and accreditation standards. It was tough work, but hey, we love a good challenge. This work continues into 2024 as we look to tuck the stand-alone Membership Standards committee under the governance of the national Professional Standards Board (PSB). These endeavours underscore our dedication to excellence and continuous improvement.

Amidst our strategic pursuits, we took moments to celebrate and honour the achievements of our members. It was particularly important for us to build opportunities for PIBC members from BC and Yukon to gather face-to-face, reconnect and network together.

Our Annual Conference in Sun Peaks was a testament to the power of community and collaboration, rejuvenating our spirits and reaffirming our collective purpose. We extend thanks to the organizing committee from the Okanagan-Interior region and the volunteers, presenters, and staff who made the event a great success.

Similarly, our commemoration of World Town Planning Day served as a reminder of the transformative impact of our profession on communities worldwide. We celebrated our newest planners and the planners who've been at it for 25+ years like they were rockstars (because let's face it, they are).



And then there was our strategic makeover. Guided by a renewed sense of purpose, we crystallized our vision, mission, and priorities into a visually captivating one-pager."

We even named a new Honourary Member – Harold Steves, you're a legend!

We held Board/student social events with UNBC in Prince George, SFU and UBC in Vancouver, and VIU in Nanaimo. Special thanks to our student member representatives from the four accredited programs for their time and involvement helping us build and maintain those relationships.

Sincere thanks and gratitude to the many volunteer members who supported and championed the work of the Institute over the past year—those who served on the Board, on committees and with local chapters and those who served as mentors, sponsors, representatives of the institute, speakers at events, and in many other important capacities. And let's not forget our staff – you're the glue holding this whole operation together. We couldn't do it without you! Thank you to all our members for walking (cycling?) this path with us. Together, we'll continue to make a difference in the world.

**EMILIE K. ADIN** RPP, MCIP  
President  
Planning Institute of British Columbia



**OUR REVAMPED STRATEGIC PRIORITIES ONE-PAGER. VISIT THE PIBC WEBSITE TO CHECK IT OUT**

# EXECUTIVE DIRECTOR'S REPORT

## Dave Crossley

Throughout 2023 we were pleased to continue to successfully maintain the Institute's ongoing operations and the delivery of the Institute's member benefits, services, programs, events, and activities.

Notable operational activities from the past year to highlight include the following: successfully organizing and hosting our full, regular PIBC annual conference in Sun Peaks, BC – including the addition of virtual options for members to access certain conference sessions and content remotely; once again hosting a successful World Town Planning Day gala event celebrating newly certified and long serving 25 year RPPs as well as our newest Honourary Member; continued delivery of the Institute's valued Continuous Professional Learning (CPL) webinar program (with additional webinars in 2023); further implementation of our new shared online membership database or association management system (AMS) (in partnership with CIP and other planning institutes and associations across Canada) including working to improve features such as member CPL reporting tools.

Various regular operational activities that continued through 2023 included: ongoing support for PIBC's various volunteer committees, sub-committees, and working groups; delivery of the Institute's regular communications services and activities (including the PIBC e-News, social media, the PIBC website, *Planning West* magazine, etc.); regular organizational and other support for local PIBC Chapters (including regularized administrative and organizational support for Chapter events and activities, as well as organizing and convening an annual in-person roundtable of Chapter volunteers again in 2023); continued liaison, outreach, collaboration, and coordination with national organizations that PIBC is involved with (CIP, the Professional Standards Board, Standards Committee, other provincial institutes and associations, etc.).

Organizationally we were pleased to support a number of new and ongoing key strategic activities and initiatives through 2023. This included assisting with the development and finalization of a new strategic plan in 2023 created by the Board; continued implementation of the relatively new PIBC Student Internship program (which in turn supported the Institute's work on planning practice and reconciliation, and our work on our professional standards and certification); and successful implementation of the first pilot offering of a new ethics webinar developed by our Professional Standards & Certification Committee, with input from the Professional Conduct Review Committee. Internally we updated some of

our internal staff roles and positions in early 2023. In the latter part of 2023, with the support of the Board, we started the process to hire two new staff team members to fill two new roles – one to assist with policy and research work, and another to support internal administrative and operational functions. These hiring processes continued into early 2024.

Continued support for strategic activities in 2023 also included assisting with the ongoing work of the Institute's Planning Practice & Reconciliation Committee, which undertook significant work this past year to travel to and meet directly with Indigenous people and communities, as well as to engage Indigenous consulting support to move ahead with work to examine recognition and incorporation of Indigenous learning, knowledge, and experience within the membership certification processes and approaches of the planning profession. We also continued to support work in the areas of policy and public affairs – in particular continued government outreach (including a significant new partnership with the Province of BC, Ministry of Housing, for implementation of a new 'peer learning network' focused on housing legislation and practice), continued support for the Institute's Climate Action Sub-Committee, as well as the completion of initial analysis and research into the new BC *Professional Governance Act* and its potential impacts on/opportunities for PIBC. With new leadership from the Board, we worked to move ahead with preliminary work to stand up the new working group/task force on justice, equity, diversity, and inclusion to advance that strategic objective (with volunteer recruitment starting in early 2024). Staff also continued to work with committee chairs and volunteers regularly supporting the ongoing work of the Institute's other standing and operational committees in their respective areas of responsibility.

As highlighted above, we were pleased with the success of our PIBC 2023 annual conference in Sun Peaks, BC, at the end of May – our first full, regular PIBC conference since 2018 (due to several joint conferences held and the impacts of the COVID-19 pandemic in the intervening years). We were happy to see in person conference attendance of nearly 300, as well as being able to connect over 100 attendees remotely online with streamed sessions and presentations. With the ongoing demand for planning professionals generally, our very active and popular job opportunity advertising service continued to provide a valuable career development tool for members, a quality service to planning employers, and an ongoing positive source of revenue for the Institute. As previously reported, we continue to maintain and build the online member consultants directory portion of the PIBC website. Our regular CPL webinar program also continues to be a highly successful ongoing member service (with ten webinars and cumulative participation of nearly 2,400 over the course of the year). We continue to be pleased with the Institute's operational stability and financial strength.

Support of the work of the Institute's Professional Conduct Review Committee continued through 2023. Case work continued to be very busy over the past year, with five new formal complaints received in 2023 and one ongoing case carried over from 2022. One of the six active cases was fully concluded in 2023, two were nearly complete by the end of the



year, and three continued into 2024. Other work undertaken in this area included successfully completing a call for new volunteer members to join the Committee (a process that has resulted in a number of new members joining in 2023), as well as continued internal policy and procedures work in support of the complaints and disciplinary process.

Ongoing regular membership activities, including membership admissions, certification, and other membership administration tasks continued as usual in 2023, including: general membership inquiries; supporting the delivery of nationally administered membership exams; out of Institute membership transfers, and membership status changes; ongoing monitoring and administration of the Institute's annual CPL reporting requirements; coordination with the national Professional Standards Board (PSB) on applicable membership admissions and other matters; and continued work implementing the new shared online association management system (AMS). We continued with our ongoing coordination and collaboration with CIP and other provincial planning institutes and associations across Canada regarding relevant membership and other issues at the national level as well.

Looking forward into 2024 and beyond, anticipated work and priorities include: planning and implementation of the new 'peer learning network' (PLN) in partnership with the Province of BC; finalization of our new staff hiring processes; planning and delivery, in partnership with the BC Land Summit Society and our partner land-use professionals, of the interprofessional 2024 BC Land Summit conference; confirming future conference arrangements for 2025 and beyond (expected to be held in the Vancouver and Okanagan regions); ongoing support for the Institute's Planning Practice & Reconciliation activities; work on justice, equity, diversity, decolonization and equity (JEDDI); continued work with the Board and committees on advancing strategic priorities from the updated strategic plan; and continued successful ongoing management and delivery of key member services and benefits.

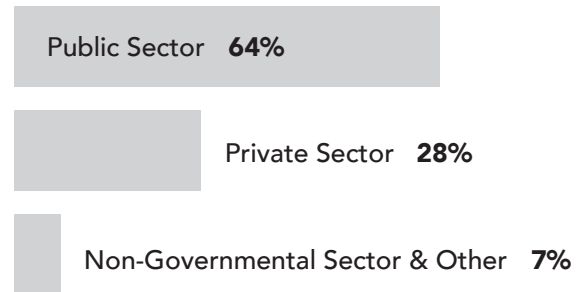
Once again I'd like to extend my sincere and heartfelt thanks and appreciation to the entire PIBC staff team for their hard work, passion, ongoing and dedication in 2023: Manager of Operations Nina Schmidt; Manager of Professional Learning, Events & Partnerships Sophie King; Communications & Marketing Specialist Cindy Cheung, and Manager of Member Programs & Services Kelly Chan. And we look forward to our new team members joining in 2024. Special thanks also to the Board of Directors for their leadership and dedication, and to the many volunteer members for their continued work across our various committees and other roles on behalf of the Institute. Thank you!



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

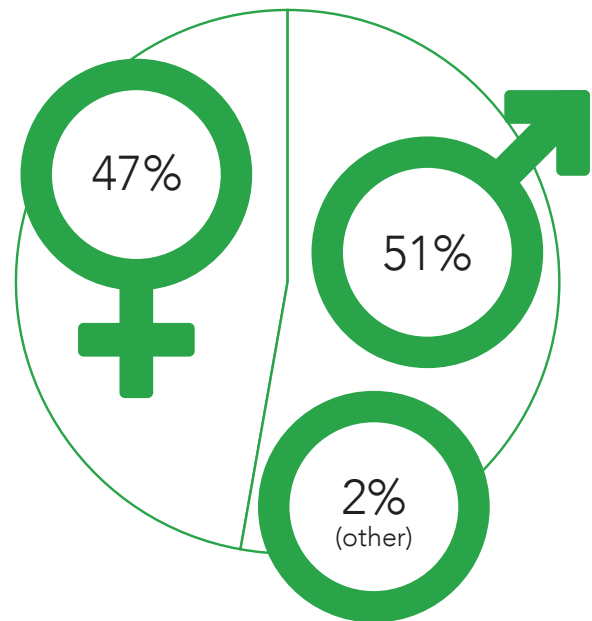
## Membership Profile Snapshot

### 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

Sara Muir RPP, MCIP

The audit of PIBC's 2023 fiscal year was conducted in early Spring 2024 by Tompkins Wozny LLP, Chartered Professional Accountants, who were re-appointed as the Institute's external auditors in 2023. The results were reviewed and approved by PIBC's Board of Directors in April 2024. 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, 2023)

Overall, the Institute reported a very financially stable year in 2023. Total financial operations generated a slight net deficit of -\$1,344. General operations included total revenues of \$1,131,254 and total costs and expenses of \$1,132,598. As of December 31, 2023, the Institute's total gross assets were \$2,417,270 with net fund balances of \$1,243,754.

With respect to revenues, there was an overall increase compared to last year. Membership revenues continued to be strong and stable at \$485,748 in 2023 (compared to \$467,886 in 2022), while there was no increase to membership fees in 2023. Conference and event revenues were up, at \$333,548, reflecting the fact that our regular annual PIBC conference was held, rather than the joint national conference held with CIP in 2022. We continued to see strong uptake of our CPL webinars during the year. Advertising revenues decreased slightly in 2023 at \$204,707 (compared to \$238,029 in 2022) though overall employment advertising activity remained quite strong. Local chapter events and activities generated more revenue in 2023 at \$21,140. Stable membership and ongoing strong non-fee revenues continued to contribute to the Institute's overall healthy financial position while supporting and maintaining key member services and operations. Interest and other revenue was up in 2023 due in part to substantially stronger interest rates.

On the expenditures side, staff salary and benefits expenditures were up in 2023, reflecting continued operation with our full staff team throughout the year, as well as ongoing adjustments for cost of living, performance, and competitiveness. Costs related to hosting conferences and events, at \$253,724, increased significantly compared to last year primarily due to the fact that our annual conference was hosted by PIBC only in 2023, compared to the joint hosting of the national conference in 2022 with CIP (who handled most of the financial operations for that conference).

Additionally, expenses related to chapters continued to grow in 2023, at \$27,664, as chapters continued to be more active.

Board and governance related expenses (including all committees), at \$160,195, were up from last year, due to 2023 being a Board election year (resulting in additional Board meetings associated with orientation and strategic planning). Additionally, there were more in person Board and committee meetings held in 2023. Administration fees and related expenses were up slightly, and professional fees (covering legal fees, accounting, audit, and other professional services) also increased compared to last year. Special project and other similar expenses also increased compared to 2022 as PIBC continued to contribute to national activities and as several key initiatives – such as the work of the Institute's Planning Practice & Reconciliation Committee – advanced over the past year.

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 mitigating risk and also keeping the Institute in line with best management practices for not-for-profit organizations. With the Institute's healthy financial circumstances and an environment of increasing costs, we are starting the process of re-evaluating our reserve policies and internally restricted funds, which may result in policy revisions and changes to the prescribed amounts for some of those funds. Additional details about the various internally allocated funds, including current amounts allocated to each, can be found within the 2023 Audited Financial Statements.

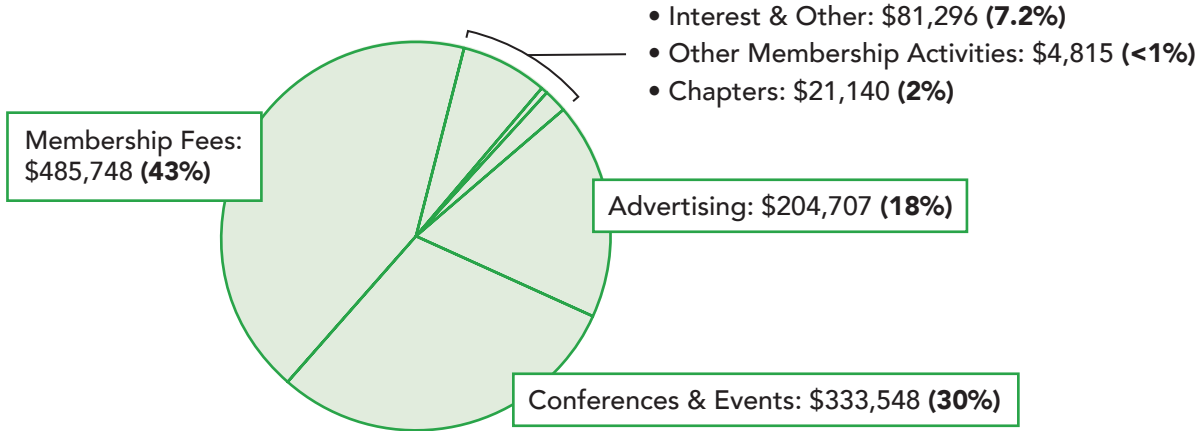
We continue to be pleased to see the Institute's ongoing financial stability and health. The Institute's healthy, stable financial position supports the organization's long-term resilience, and the maintenance of core operations, while keeping PIBC well positioned to make ongoing key strategic investments and maintain operations and valuable member services and benefits.

Thanks and appreciation are extended to our PIBC staff team, as well as to our external accountants at McLaren Trefanenko Inc., and our independent auditors at Tompkins Wozny LLP, for all their work and help successfully and effectively administering and managing the Institute's financial operations.

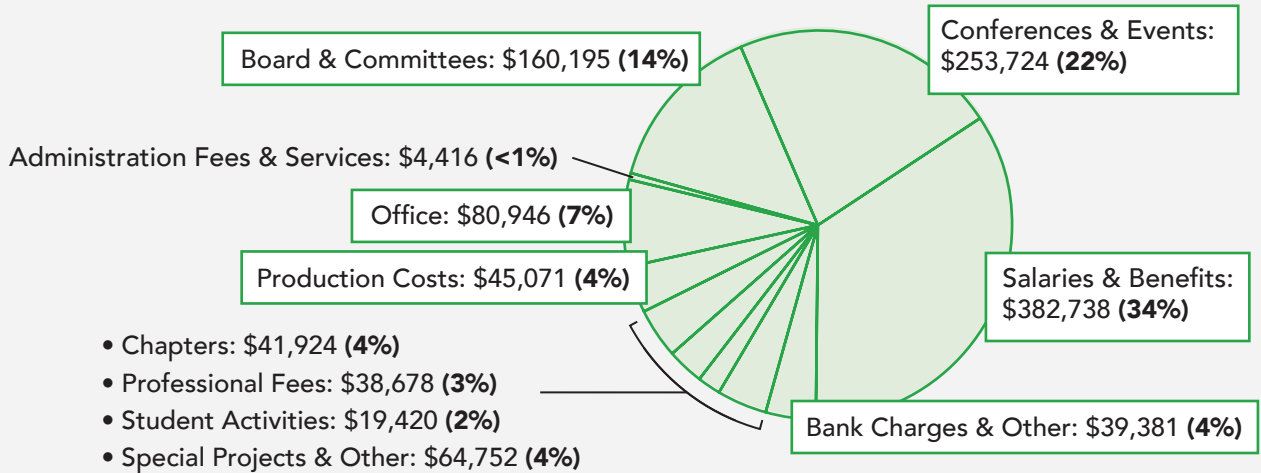
# Financial Operations

Total operations (revenues & expenditures) in 2023, by area (in \$ and % of total):

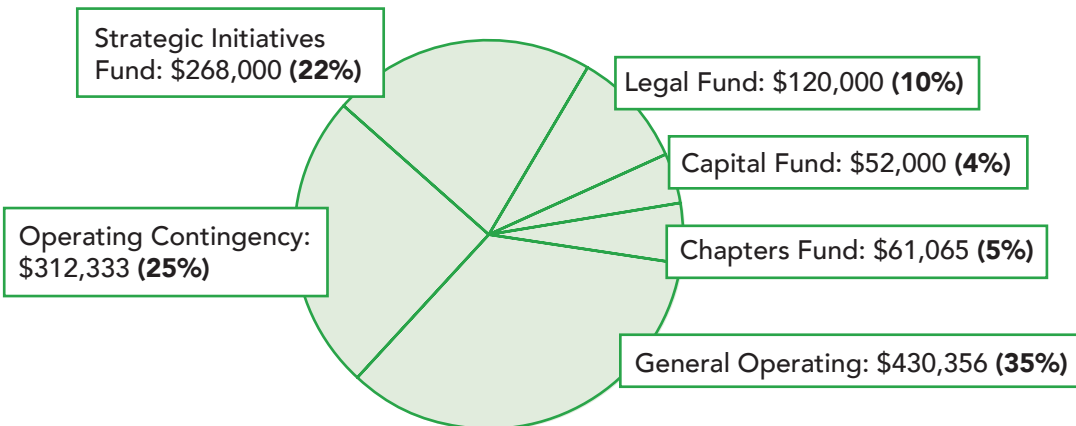
## REVENUES (TOTAL: \$1,131,254)



## EXPENSES (TOTAL: \$1,132,598)



## INTERNAL FUNDS & RESERVES (TOTAL: \$1,243,754)



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

# PROFESSIONAL STANDARDS & CERTIFICATION:

The Institute’s Professional Standards & Certification Committee oversees and manages the Institute’s membership certification work and related activities. This includes membership certification standards and processes, as well as monitoring continuous professional learning (CPL) reporting. It also includes receiving and acting upon recommendations for membership admissions based on assessments undertaken on behalf of PIBC by the national Professional Standards Board (PSB), overseeing membership applications for non-corporate membership categories (not handled by the PSB), and reviewing and making recommendations regarding applications for changes in membership status (such as membership transfers, temporary leave from active membership etc.). Kenna Jonkman RPP, MCIP and Zoë Morrison RPP, MCIP took over as Co-Chairs of the Professional Standards & Certification Committee in 2023, succeeding Pat Maloney RPP, FCIP.

## MEMBERSHIP APPLICATIONS & ADMISSIONS:

Membership activities were busy again throughout the year. In 2023, the PIBC processed approximately 400 membership applications, admissions, transfers, membership status changes, and other membership actions. This included 186 admissions into Corporate membership categories and 139 Non-Corporate membership admissions.

### PIBC MEMBERSHIP:

At December 31, 2023 the total (estimated) Institute membership was as follows:

<b>Corporate Membership:</b>		<b>Non-Corporate Membership:</b>	
Certified (RPPs) *	1,201	Retired **	63
Fellows (Practicing RPPs) *	18	Pre-Candidate	104
Candidate *	351	Student	325
		Honourary	11
<b>Total:</b>	<b>1,570</b>	<b>Total: ***</b>	<b>503</b>

### TOTAL MEMBERS: 2,073

#### Notes:

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

Overall membership in the Institute increased in the 2023 year with an 11.3% increase in total members. There was a 7.8% increase in the net number of professional (Corporate) members, with a 4.5% increase in the net number of Certified Members (Registered Professional Planners).

PIBC admitted a total of 73 new Registered Professional Planners (RPPs) in 2023, following the successful completion of the certification process. Additionally, new Candidate members continued to join at the same time. A small number of other Candidate members ceased to be members during 2023 due to the expiry of their prescribed time limits to remain a Candidate and complete certification. There was a total of 113 new Candidate members admitted, reinstated, or transferred in 2023.

In terms of Non-Corporate membership, the net total number of both Retired and Pre-Candidate members

increased in 2023. Additionally, there was an increase of 34% in the total number Student members. As occurs annually, a number of Student members ceased to be members due to the expiry of prescribed time limits. PIBC continued its policies of waiving annual membership fees for Student members.

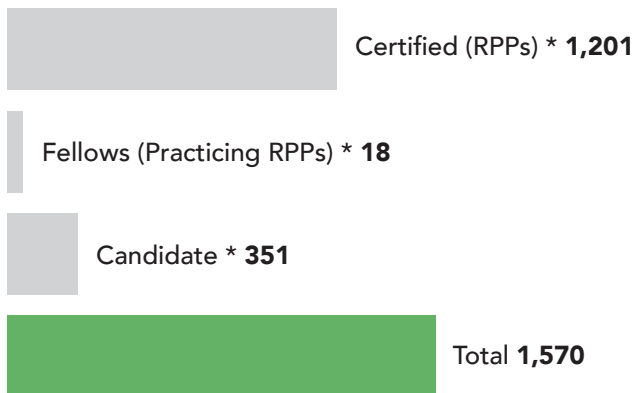
### MEMBERSHIP CERTIFICATION:

The national Professional Standards Board for the Planning Profession in Canada (PSB) continued its work on behalf of PIBC undertaking 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 (RPPs). Throughout 2023, we continued to see a healthy, steady number of new Candidate membership applicants coming through the PSB assessment process, as well as

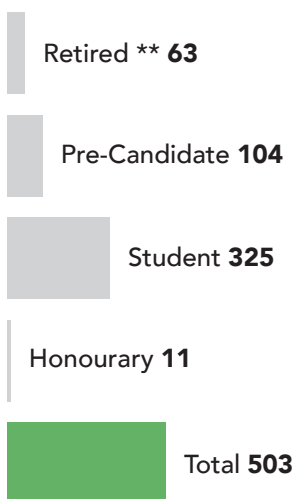
# Membership Numbers By Member Type & Category

At December 31, 2023 the total (estimated) Institute membership was as follows:

## CORPORATE MEMBERSHIP



## NON-CORPORATE MEMBERSHIP



**Notes:**

\* Includes members On Leave

\*\* Includes Fellows who are retired

\*\*\* Non-member Public Subscribers not included

new RPPs completing their requirements and becoming certified as new RPPs. As previously reported, the national professional examination continues to be delivered by the PSB twice each year and continues to be conducted entirely remotely through an invigilated process.

## PROFESSIONAL STANDARDS & NATIONAL COORDINATION:

It was a busy and challenging year for the national Professional Standards Committee (Standards Committee, or SC), which oversees shared national standards for professional certification and university planning program accreditation on behalf of the planning profession across Canada. Emilie K. Adin RPP, MCIP continued as PIBC's representative to the Standards Committee (SC) in 2023. The continued key area of focus of the SC in 2023 was completion of proposed new, updated and more clear, rigorous professional competencies and related indicators for the planning profession in Canada. Unfortunately, the proposed new competencies and indicators developed and proposed through the SC did not receive the required unanimous endorsement of all the signatory parties (the professional planning institutes and associations that make up the SC). Therefore, beginning in the spring of 2023, the signatory parties began work to develop a new structure and model for the important policy work on national professional standards. There was initial agreement in principle to restructure the SC and its functions as part of the already established PSB. Work on this transition continues into 2024.

The PSB continued its ongoing work nationally administering the professional certification processes for members (new applicants for Candidate membership and Candidate members seeking to complete the step and requirements towards certification as new RPPs). The PSB also continues to deliver the accreditation process for Canadian university planning programs on behalf of PIBC and the other professional planning institutes and associations across Canada. The PSB delivered both sittings of the national professional examination in the Spring and Fall of 2023. A total of 46 PIBC Candidates participated over both offerings of the exam.

## CPL REPORTING REQUIREMENTS FOR MEMBERS:

Another key responsibility of the Professional Standards & Certification Committee is the oversight of the policies and administration of the Institute's mandatory Continuous Professional Learning (CPL) and reporting requirements, as stipulated by the Institute's bylaws. Key activities in this area in 2023 again included application of a consistent and structured process for monitoring CPL compliance, including random periodic reviews of individual members' annual CPL reporting (along with associated follow-up) to help ensure

successful compliance. The process of mandatory CPL reporting requirements for practicing Candidate members was fully operational and successful in 2023.

There continues to be a high level of compliance with CPL activity and reporting requirements by members and the Institute appreciates that there were no significant compliance issues stemming from the random reviews that were undertaken in 2023. Similar to previous reporting cycles, the most common CPL reporting issues arising were minor. There were a number of recurring themes identified as part of the CPL reporting review process, such as:

- vague descriptions of un-structured activities.
- reporting of conference activities as one item instead of reporting of each specific session attended.
- over-reporting of Learning Units (LUs) for unstructured activities.
- incorrectly registering and reporting of PIBC webinars, and
- not keeping any proof of registration or attendance.

The knowledge and experience gained from these random reviews has enabled the Committee to develop 'Takeaways from the Annual Continuous Professional Learning Review' and 'Top 5 Mistakes Members Are Still Making with CPL Reporting' articles in the Institute's *Planning West* magazine. These articles help members identify, understand and address common errors that are identified during the CPL reporting process. Additionally, the Committee continues to work on developing a simplified reference guide or "cheat sheet" for members to refer to when completing reporting, as well as updates to the CPL system guide.

The Committee continued moving 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, with a focus ethics and professionalism. Following the engagement of a student intern to assist with the research and development of a new

professional webinar in ethics, the first pilot offering of the 'Ethics and Professionalism for Planners' free professional learning webinar was held in December 2023. Work in this area continues to progress and includes seeking input and further content for additional webinars from the Institute's Professional Conduct Review Committee.

#### **GENERAL MEMBERSHIP ISSUES:**

Throughout 2023, the Committee continued its oversight, 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. The Committee also continued to review and consider the normal, occasional requests from individual members facing unique and extenuating circumstances related to membership time limits, requests for leave from active membership, CPL reporting, and other related issues on a case-by-case basis, as necessary.

#### **COMMITTEE THANKS:**

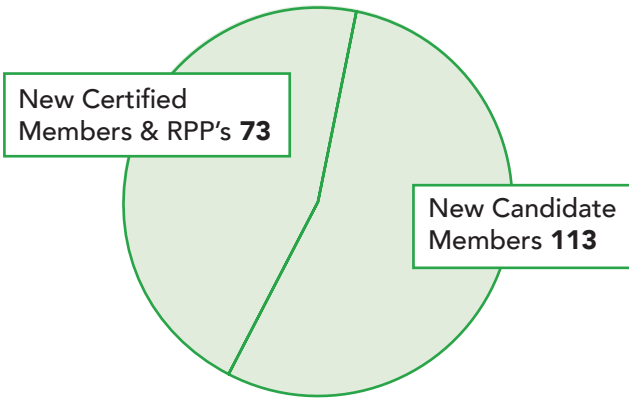
The Institute's membership certification and professional standards deliverables could not be achieved each year without the valued engagement and substantial time and effort contributed by so many volunteer PIBC members carrying out the many membership-related roles and tasks annually. Our thanks are extended to all the volunteer members who served on the Professional Standards & Certification Committee in 2023.

Sincere appreciation and thanks are also extended to those many volunteer members who review membership materials, act as examiners and accreditation reviewers, as well as those many RPP members who serve as mentors and sponsors for Candidate members completing the certification process across BC and Yukon. All of your valued contributions add greatly to the continued success and future of the planning 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, and those working nationally at the PSC and PSB. Thank you all.

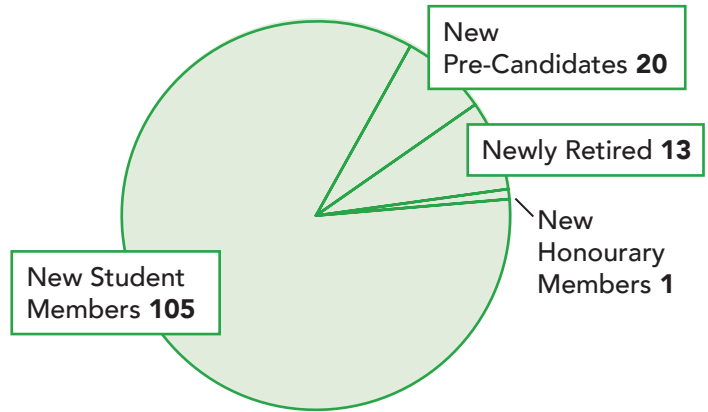
# 2023 Membership Activities

Processed 400 membership admissions and other membership actions, including the following 325 membership admissions...

## NEW CORPORATE MEMBERS (TOTAL: 186)



## NEW NON-CORPORATE MEMBERS (TOTAL: 139)



As well as processing 75 membership status and other changes.



# PROFESSIONAL CONDUCT REVIEW

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Maintaining and upholding standards of ethics and professionalism is a core function of PIBC as a professional organization. As stipulated in PIBC's 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. Through 2023 Alex Taylor RPP, MCIP continued as Chair of the Committee. The Committee also included a number of other new and continuing volunteer members throughout the year who contributed to this valuable work.

## BYLAWS & COMMITTEE ROLE:

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

The responsibilities of the Professional Conduct Review Committee include:

- Managing and administering the Institute's response to formal complaints and 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 was very active and continued its work throughout 2023 handling complaints, to ensure the efficiency and thoroughness of completing investigations. The Committee and staff continued to work on monitoring and adjusting our administrative processes and capacity in support of an effective, fair, and efficient disciplinary process.

Part 14 of the Institute's Bylaws contain the Code of Ethics and Professional Conduct (the Code). The Code is the key policy element that underpins the Institute's ethical standards and expectations for professional members. Members are encouraged to review the Code 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 practice of your planning work.

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

## ADDRESSING COMPLAINTS:

When any formal complaint of alleged professional misconduct by a member is received by PIBC, as outlined in the bylaws, two members of the Committee are assigned by the Committee Chair to act as the case officers for the complaint or case. The assigned case officers carry out an initial investigation to review the complaint, seek a response from the member, gather information, assess the merits of the complaint, and deliver a report and recommendation to the Chair in accordance with the bylaws. The Chair reviews the report received from the case officers and proceeds accordingly, based on the findings and determinations of the initial investigation.

Following the initial investigation, depending on the findings, 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 subject member admits certain misconduct and accepts some agreed 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 2023 there were five new formal complaints received and case files initiated within the Institute's professional conduct review and disciplinary process – the same number of new complaints as in 2022, making for a busy year. Work from one previous complaint and case file initiated also carried over into 2023. As of the end of the year, three of the active cases were closed or nearing completion, while three others remained active. Of the five new complaints initiated in 2023, two were initiated by members of the public, one was initiated by a local government, and two were initiated by members of the Institute. The continued caseload in 2023 required significant volunteer and staff time to manage over the course of the year. To help increase volunteer capacity, a process to recruit several new volunteer members was undertaken in 2023.



Various other inquiries or less formal complaints to the Institute related to the use of the protected RPP designation, misrepresentation of professional qualifications or membership status, or inquiries about non-corporate members. These are often handled directly with the individuals involved without a formal professional conduct review process as appropriate.

### **SUPPORT & POLICY WORK:**

During 2023 there were no substantial policy and process changes (such as further revisions to the bylaws), however the Committee is exploring a potential review and update of the Code and other aspects of the bylaws. With the support of staff, legal counsel, and experienced Committee members, knowledge sharing within the Committee and volunteer training for new members continued in 2023. Additionally, the Committee completed the first draft of a new comprehensive policies and procedures manual.

### **EDUCATION FOR MEMBERS:**

In addition to responding to individual formal complaints of alleged misconduct, one of the Committee's other functions is to assist with the ongoing education and training of PIBC members on matters of ethics and professionalism. In line with this function of the committee, volunteer members organise and deliver a session on ethics at each PIBC annual conference. This took place as part of the 2023 annual conference held in Sun Peaks. Additionally, the Committee participated in the first pilot offering of the 'Ethics and Professionalism for Planners' free professional learning webinar held in December 2023. Previous iterations of PIBC's other online ethics and professionalism webinars continue to be available to members at any time on the Institute's YouTube channel as an ongoing, easily accessible resource.

As in previous years, the Committee continued to respond to and assist individual members in 2023 with specific inquiries on issues related to ethics and professionalism. This continues to be done through designated Committee members connecting with such members to provide occasional confidential general ethical guidance and feedback regarding their ethical questions or dilemmas raised. The Committee responded to several such member inquiries over the past year.

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

Each year, dedicated volunteer members carry out the valuable work of the Professional Conduct Review Committee. Members of the Committee (guided by the Chair and assisted by Institute staff and legal counsel as appropriate) continued work on the Committee's key activity areas such as:

- acting as case officers (conducting initial investigations of complaints);
- contributing to member education and training for members;
- providing ethics and professionalism guidance in response to member inquiries throughout 2023.

Professional disciplinary cases typically require significant time and effort throughout the various stages of the process. The commitment and contributions of all the volunteer members are greatly appreciated. Thank you!

Looking ahead, the Committee will be finalizing its new policy and procedures manual and related administrative resources, continuing to build and train volunteer resources, and move forward with exploring potential bylaw and policy changes. We thank those who have served (and continue to serve) and look forward to the participation of those new volunteer members who will be joining the Committee. Thank you again.



Photo by Bill Oxford on Unsplash

# PIBC Professional Conduct Review

## 2023 Case Summary

Although the Institute fields various general professional practice inquiries each year, typically only a relatively small number result in formal complaints. In 2023 five new formal complaints were received, and one previous case carried over into 2023. No other investigations were initiated in response to any information about potential member misconduct in the public domain. As of December 31, 2023, work on one formal case had been fully concluded, two others were mostly complete, and three remained actively 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 2023:

- A previous case from 2022 resulting from a formal complaint by a PIBC member regarding the conduct of another member in a professional context was nearly concluded, with the successful completion of the initial investigation by the case officers as of the end of the year.
- A new case in 2023 resulting from a formal complaint by a member of the public regarding a local planning process was resolved with the successful completion of the initial investigation by the case officers. No further action was undertaken with respect to the complaint.
- A new case in 2023 resulting from a formal complaint by a member of the public regarding the professional work of a member was nearly concluded, with the successful completion of the initial investigation by the case officers as of the end of the year.
- A new case in 2023 resulting from a formal complaint by a PIBC member regarding the professional work of a member remained under initial investigation as of the end of the year.
- A new case in 2023 resulting from a formal complaint by a local government regarding the conduct and work of a member remained under initial investigation as of the end of the year.
- A new case in 2023 resulting from a formal complaint by a PIBC member regarding the conduct of another member in a professional context remained under initial investigation as of the end of the year.

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

- Providing accurate professional information and advice;
- Professional responsibilities to the profession and other professionals;
- Providing opportunities for meaningful participation in the planning process; and
- Exercising professional judgment independently and without bias.

# GOVERNANCE & NOMINATING:

Overseeing and assisting with the Institute’s governance and key policy matters and managing the nominating process for the Institute’s regular bi-annual elections for the Board of Directors are key responsibilities the Governance & Nominating Committee. These responsibilities are mandated in the bylaws and through policies established by the Board. Other governance matters that fall under the Committee’s responsibilities include consideration of potential significant bylaw amendments and related governance policy work as required from time to time.

In accordance with the current standing policy of the Board – that the current President normally serves as chair of the Committee – the Governance and Nominating Committee was chaired by Emilie K. Adin RPP, MCIP, who took over as chair of the Committee in 2023, succeeding immediate past President David Block RPP, MCIP. Additionally, several new volunteer members joined the Committee in early 2023.

## BOARD ELECTIONS & NOMINATIONS:

As stipulated 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 (AGM) of that year. The most recent Board elections took place in 2023 in conjunction with the AGM, and the next election will take place in conjunction with the 2025 AGM.

For each election, the Committee is required to nominate a minimum number of members for the various positions on the Board of Directors – one Certified member for the position of President Elect; eight Certified members for director positions on the Board; and one Candidate member for the Candidate member representative position. The Committee can also nominate more than the minimum number of members prescribed. 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.

For the 2023 Board elections, as required by the Institute’s bylaws, the Committee worked through the first months of the year to develop potential nominees. This work involved seeking interest and reaching out across many member volunteers, professional networks, and the membership at large to pursue a diverse range of potential nominees. The Committee successfully nominated one Certified member for the position of President Elect, thirteen Certified members for the Board, and one Candidate member for the Candidate member representative position. The Board elections were successfully conducted via online voting, and concluded with the results reported to the 2023 AGM in Sun Peaks on June 2<sup>nd</sup>.

Thanks are extended to all those members who stepped forward and were nominated to stand for election, and to those whose terms on the Board concluded in 2023. Additionally, congratulations are extended to those who were successfully elected or re-elected to the Board in 2023. Thanks are also extended to all the eligible Institute members who took time to participate and vote in the 2023 Board elections.

## BYLAWS & POLICY WORK:

The Institute did not undertake any formal bylaw revisions or amendments in 2023. As reported previously, the most recent major amendments to the bylaws took place in 2016 and 2017 (driven in part by the new *Societies Act* adopted in British Columbia at that time). Additionally, the most recent minor amendments were to Part 13 of the bylaws (updating some of the structures and processes for the Institute’s Professional Conduct Review Committee and the disciplinary process) took place in 2018.

In late 2023, the Committee met and began work to develop and or update a number of internal administrative policies. This work includes reviewing and updating the Institute’s committees’ terms of reference, as well as looking at new policies related to volunteers, volunteer recognition, and internal stipends and honouraria. This internal policy work is expected to continue into 2024.

## COMMITTEE VOLUNTEERS & THANKS:

The Institute’s important governance, policy, and nominating work could not be successfully undertaken without the dedicated work of the many valued volunteers who serve on the Committee. Thanks and appreciation are extended to all members who served on the Committee in the 2023 year. Additional thanks are again extended to those members from across BC and the Yukon who stood for election to the Institute’s Board of Directors, or who might be considering doing so in the future. Thank you.



# POLICY & PUBLIC AFFAIRS:

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Overseeing and assisting with the Institute’s policy and public affairs matters, including relevant government outreach, external relations, and potential advocacy on issues or identified areas of interest to the Institute, and providing related advice and assistance to the Board, is the responsibility of the Policy & Public Affairs Committee. Board members Lui Carvello RPP, MCIP and Narissa Chadwick RPP, MCIP took over as the Co-Chairs of the Committee in 2023, succeeding Sara Muir RPP, MCIP who previously chaired the Committee.

The Committee met regularly throughout 2023 to coordinate and follow up on various key activities, including relevant strategic objectives and tasks identified and delegated through the Board’s strategic priorities (updated in 2023). This work continued to focus on a few key areas of interest, including monitoring and considering professional regulation and legislation, government relations related to development approvals and other public policy matters, and continued work on climate issues through the Climate Action Sub-Committee. The Committee also established a new Housing Task Force to focus on new Provincial housing legislation, and to help develop and oversee the Institute’s development of a new ‘peer learning network’, for which the Province of BC provided funding to the Institute.

## RPP REGULATION & PROFESSIONAL LEGISLATION:

A small sub-committee of the Policy & Public Affairs Committee is responsible for monitoring matters related to the potential regulation of professional planners and regulation or legislation related to the Registered Professional Planner (RPP) designation. Throughout 2023, this work continued through monitoring and consideration of the continued implementation of the BC ‘Professional Governance Act’ (the Act).

As previously reported, following the implementation of the Act with the five professions originally 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)), the Office of the Superintendent of Professional Governance (OSPG) continued to move ahead with the incorporation of architects (the Architectural Institute of British Columbia), and landscape architects (the BC Society of Landscape Architects) under the Act as well. The Superintendent has the authority to both consider requests from professional bodies to become regulated under the Act, and to compel professional bodies to become regulated under the Act.

Under guidance and strategic direction from the Board the Committee (and sub-committee) continued work to investigate and analyze the opportunities, challenges, and implications of potential ‘right to practice’ regulation for RPPs in BC and Yukon under the Act. Currently, the Registered Professional Planner (RPP) title and designation continue to remain protected exclusively for PIBC under the Occupational Titles Protection provisions of the ‘Societies Act’.

The Committee made a recommendation to the Board in early 2023 to further engage the services of legal counsel to specifically undertake an analysis and report on how the new Act might apply to PIBC (should PIBC become subject to it

at some point in the future), how PIBC’s current organization and operations might align (or not) with the requirements of the Act, and what some of the opportunities, advantages, risks and challenges of operating under the Act might be for PIBC.

With the support of the Board, Legal Counsel carried out a review and analysis of the impacts of PIBC coming under the Act. An initial report was provided to the Committee and forwarded to the Board in December 2023. The Board reviewed and considered the findings from this analysis and the potential impacts should PIBC become subject to the Act and endorsed moving forward with recommendations from the Committee. The Committee will be undertaking further work in this area, including reporting to and engagement with the membership, further legal analysis, and communication with the OSPG.

## PEER LEARNING NETWORK:

It was announced in September 2023 that the Province of B.C., Ministry of Housing is partnering with PIBC to develop and implement a new ‘peer learning network’ (PLN) to support local government and other practitioners across the province working on addressing housing challenges and implementing new housing legislation. The need for a PLN was identified during consultation with stakeholders as part of the Province’s Development Approvals Process Review (DAPR). Through the PLN, participants will:

- Share knowledge, best practices, and experiences with adjusting to new development approvals-related legislation.
- Receive education and capacity building about DAPR initiatives.
- Learn about local government-initiated improvements to aspects of their own development approvals process.

The Housing Task Force developed an initial action plan, which was endorsed by the Board in late 2023, and implementation of a variety of actions – including



engagement, webinars, regional sessions, online resources and discussion forums, and legal information support – are being rolled out in early 2024 and beyond.

### **OTHER LEGISLATIVE MATTERS & GOVERNMENT RELATIONS:**

During January 2023, the Institute held meetings with both the new BC Ministry of Housing, as well as the BC Ministry of Municipal Affairs. The purpose of these meetings is to maintain and build ongoing relationships between the profession and key government officials and to provide opportunities for feedback and input to government from the planning profession. Through these engagements, the Institute will continue to build upon these outreach opportunities and continue to seek opportunities to engage with key government officials.

### **CORE PLANNING ISSUES:**

As part of its ongoing role supporting and advising the Board on potential advocacy, the Committee works to identify possible broad topic or issue areas of relevant interest or concern for PIBC and the planning profession from time to time. There continues to be a strong focus on the areas of climate action (through the Climate Action Sub-Committee) and Indigenous reconciliation and planning practice (through the Planning Practice & Reconciliation Committee).

### **CLIMATE ACTION:**

The Climate Action Sub-Committee continued its active work in the core advocacy area of climate and climate action throughout 2023. Patricia Dehnel RPP, MCIP served as Chair of the Sub-Committee during the year. Sara Muir RPP, MCIP also continued to serve on the Sub-Committee in a Board liaison role. Key work undertaken this past year included developing plans for an internal climate assessment of the Institute and its operations to help move the Institute towards carbon neutrality, in line with goals outlined in the revised Climate Action Policy adopted in 2022 (the Policy is available on the Institute’s website). The Sub-Committee also continued to respond to opportunities for stakeholder feedback and input to government on climate related matters, as well as continued ongoing external engagement, outreach and liaison with relevant external organizations, bodies, and processes in the climate action space. As in previous years, the Sub-Committee continued working to deliver ongoing climate related planning education and professional development for members through occasional CPL webinar offerings and climate focused articles in *Planning West* magazine.

### **COMMITTEE THANKS:**

The advancement of the Institute’s policy advocacy and public affairs work continues thanks to the time and contributions of the many volunteer members of the Policy & Public Affairs Committee, its sub-committees, and working groups, as well as the various volunteer members who serve as external representatives and liaisons. Our thanks are extended to all the members who volunteered and served in these roles in 2023. Finally, thanks are extended to PIBC staff for their work supporting the work of the Committee, its sub-committees and working groups. Thank you.

# PLANNING PRACTICE & RECONCILIATION:

The Institute's Planning Practice & Reconciliation Committee was established as a standing committee in 2021 as an evolution from the previously established Indigenous planning working group. The Committee was created in keeping with the Institute's ongoing strategic goals and objectives related to truth and reconciliation with respect to Indigenous peoples and communities. It is responsible for acting as representatives of the Institute and the planning profession in BC and Yukon who are asked to seek truth, to assist in the active decolonization of planning practices in BC and Yukon, and to support members in advancing this work. The volunteer membership of the Committee continued to be chaired throughout 2023 by Sarah Atkinson RPP, MCIP.

## INITIAL RESEARCH WORK:

The Committee previously reviewed and considered Canada's *Truth and Reconciliation Commission Final Report* and *Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls*. The Committee identified that throughout those documents, the message that came through is a demand for the fundamental right for respect for: First Nations, and First Nations rights, culture, knowledge, and traditions. A continuation of the 'business, as usual', is not going to heal these deep wounds that affect us all. And the positive impact that these lessons can have for the profession is profound.

## TRUTH & LEARNING:

The Committee continued to acknowledge and recognize that its work was still, in many respects, at the 'truth' stage. The Committee continued its learning journey by further engaging in opportunities to hear about Indigenous experience with planning and planning institutions. With the continued support of the Board, the Committee continued its ongoing process of engaging, listening, and learning with various Indigenous and other sources, to undertake various truth and learning sessions and activities.

During the summer of 2023, the Committee travelled to northern BC, and attended listening and learning sessions from Angel Ransom and Crystal Millard, from Nak'azdli Whut'en First Nation, Theresa Tait-Day, Wet'suwet'en Hereditary Chief and Mike Robertson and Janet Whitford from Cheslatta Carrier Nation.

Sarah Atkinson RPP, MCIP and Angel Ransom RPP, MCIP delivered presentation on Planning Practice and Reconciliation, reflecting on PPRC learnings thus far at the PIBC annual conference in Sun Peaks. A video recording of the presentation is available on the PIBC YouTube channel.

## INDIGENOUS KNOWLEDGE & EXPERIENCE AND PROFESSIONAL MEMBERSHIP:

In 2023, the Committee worked with staff build a call for expressions of interest to find a consultant to research and help define potential criteria which acknowledge and recognize the types of knowledge and experience an Indigenous planner should hold, such that inclusive paths to professional membership within PIBC can be created.

The call for expression of interest was launched in February 2023 and Sanala Planning were selected as the successful proponent. Sanala Planning delivered a Phase I report during the year and the PPRC are continuing to work on the relevant next steps following this report. It is expected that Phase II will be progressed during the 2024 year.

## UBC RESEARCH PROJECT

In the fall of 2023, the Committee connected with Christopher Lamb, researcher and sessional lecturer from the UBC Geography Department to work on two key projects:

The first project was an investigation into how planning students in BC are being educated about Indigenous rights, self-determination, reconciliation, and decolonization. This direction will, for example, help the PPRC and PICB develop accreditation requirements that align with the TRC and PPRC's work towards reconciliation.

The second project was an investigation into current professional planners' knowledge and attitudes towards Indigenous rights, self-determination, reconciliation, and decolonization in their practice. This direction will, for example, help the PPRC and PICB understand and support the work that planners in the Province are doing towards reconciliation in planning. It will also provide a solid benchmark of the work that needs to be done through PIBC's Continuous Professional Learning Program to support practicing planners in their journeys towards reconciliation.

## CONTINUED STRATEGIC SUPPORT:

Support and resources have continued to be allocated and provided by the Board to assist in the Committee's ongoing work and the strategic importance of the work is carried forward by the Board in the organisation's Strategic Plan.

## LOOKING AHEAD:

The Committee continues to move ahead with its deliberative and meaningful truth and learning work and is looking ahead to the anticipated work on Indigenous knowledge and experience in the context of professional membership. The Committee also continues to explore ways in which the Institute can further develop and implement truth and reconciliation for the planning profession in BC and Yukon.

# MEMBER ENGAGEMENT

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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 through a key liaison sub-committee. In 2023 existing Chair Andrew Yan RPP, MCIP, was joined by Cleo Corbett RPP, MCIP and Sawngjai (Dear) Bhokanandh RPP, MCIP as the Co-Chairs of the Committee.

The Committee also underwent a recruitment campaign in late 2023. Following a successful call for expressions of interest during the year, a number of new committee members were appointed in December 2023. The Committee, including its newly appointment members, met in January 2024 and look forward to progressing its plans and initiatives during the course of 2024 and beyond. Throughout 2023, the Committee's active sub-committees and other related committees progressed activities related to student and academic liaison, and work implementing the Institute's new student internship program.

## **STUDENT & ACADEMIC LIAISON:**

The Academic Liaison Sub-Committee continued to be chaired by Mark Holland RPP, MCIP in 2023. The sub-committee continued to work on key activities and initiatives related to planning students over the course of the year. This work focused on highlighting and communicating the work of both planning students and academic planners at the four accredited university planning programs at UBC, UNBC, SFU and VIU to the wider membership and profession.

Work in 2023 continued to include developing and publishing regular, ongoing, rotating features and profiles of the accredited university planning programs and their people (students and faculty) in *Planning West* magazine, as well as featured profiles and information about individual students and faculty of the programs on the PIBC website and in the regular PIBC e-News. The Committee also undertook activities to help inform and support students in their career development and transition from academia to the professional working world.

## **SUPPORT FOR STUDENT MEMBERS:**

The Committee continued working with our Student Member Representatives, staff, and others in 2023 to ensure PIBC funding opportunities and other supports for students are being delivered to our Student members. These include continued financial support for student events and activities (including social and networking activities with all four planning programs in 2023). Further support was provided through the Institute's annual conference student funding program – facilitating the complimentary participation of several Student members as attendees at the conference and giving them full participation and access to the sessions, networking, and learning opportunities that made up the full conference program.

## **COMMITTEE THANKS:**

Appreciation and thanks are extended to all the volunteer members who have contributed to the Member Engagement Committee and on its sub-committees throughout the year. Thanks are also extended to PIBC staff for their ongoing support and assistance.





# STUDENT INTERNSHIP PROGRAM COMMITTEE:

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The Student Internship Program Committee, working with Institute staff, is responsible for the oversight, coordination, direction, and implementation of the Institute's Student Internship Program. Board member Kenna Jonkman RPP, MCIP continued as Chair of the Committee in 2023.

## **PIBC-LED INTERNSHIP PROGRAM:**

Led by the Professional Standards & Certification Committee (PSCC), the first student internship was completed in 2023. Neha Nair was selected as the Research & Development Assistant to undertake the development of a webinar focused on ethics and professionalism. The PSCC and the Professional Conduct Review Committee (PCRC) jointly delivered the initial pilot of this new webinar to members on December 6, 2023. A recording of this webinar is also available on the PIBC YouTube channel.

Staff worked with the Planning Practice and Reconciliation Committee (PPRC) to implement the second PIBC-led internship by developing and distributing the internship posting. Jennifer Poole was selected as the Planning Practice and Reconciliation Committee Assistant to assist with the work of the PPRC throughout 2023 and 2024.

## **STUDENT-LED INTERNSHIP PROGRAM LAUNCH:**

After the successful completion of the first PIBC-led internship, the Committee launched the call for student-led internship applications in April 2023. Several formal proposals were submitted to the Committee to review and consider. The Committee selected two applications: Matthew Henderson, for the project, "*Rural Challenges in Agricultural Policies in the Cariboo Region*", and Tira Okamoto, for the project, "*Evaluating Equity and Justice Within Urban Coastal Adaptation Planning Processes*". Both internships concluded in 2023, and more information about these projects will be shared in *Planning West* articles in 2024.

## **COMMITTEE THANKS:**

Thanks are extended to the professional, academic, and student members who volunteered and contributed their time and effort to this committee in 2023. Appreciation is also extended to staff for their support of the work of the Committee. Thank you.



# CONTINUOUS PROFESSIONAL LEARNING

The Institute’s Continuous Professional Learning (CPL) Committee is an operational committee of the Institute responsible for the oversight and management of the Institute’s member continuous professional learning programs, activities, and events. Gloria Venczel RPP, MCIP continued as chair of the Committee in 2023.

Throughout 2023, the Institute’s online CPL programming continued to be a strong and successful service and benefit to members, with continued enhanced capacity and more online webinars delivered than in the previous year. Enhancing programming and the delivery of professional learning opportunities for members, and related support for and coordination with the Institute’s local chapters across BC and Yukon, continued to guide the work of the CPL Committee in 2023. Additionally, the Committee worked to develop and deliver CPL programming in support of the topics and areas of interest in alignment with the Board’s strategic priorities.

## CPL WEBINAR PROGRAM:

The success of the Institute’s CPL webinar programming continued to be a key member service deliverable in 2023 – having another highly successful year in terms of webinars delivered and overall levels of participation. Working with PIBC staff, the Committee continued in its role helping to identify and develop topic areas, identify potential presenters, and suggest possible partners for CPL webinars. The Committee and staff continued to work to identify and incorporate emerging issues and relevant best practices into CPL webinar programming. Additionally, we continued to enhance the technical quality of webinars (sound, recordings) by updating current technology, processes and capacity during the year.

In 2023, the Institute developed and implemented a total of ten regular online webinars on a variety of diverse planning topics, including: Annual Planning Outlook 2023, BC Building Code Changes & Carbon Pollution Standard - Ministerial

Update & More, a Legal Update on Development Permits & Development Variance Permits Climate Action, Cohousing: Recreating the Village, UNDRIP and the Indigenous Voice in Local Government Planning, Balancing Act - Addressing Policy Priorities in a Challenged Environment (with UDI), Water & the City, AI - Opportunities, Challenges & Legal Considerations, Ethics in Planning. Additionally, a new segment called “President’s Minute” with PIBC President Emilie K. Adin RPP, MCIP, was created which is normally delivered at the start of each webinar.

The total number of learning units that webinars delivered in 2023 came to 16.5 hours of structured professional learning for PIBC members. Webinar capacity continued to expand in 2023 with webinars bringing together a total of 35 different speakers and presenters and reaching more than 2,384 participants across all of the ten webinars delivered. The shared group registration option continued to be popular in 2023 (with at least 267 group registrations over the

## CPL Events & Activities in 2023

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

**1** Annual Conference (National Conference with CIP) **73** LUs

**10** CPL Webinars **16.5** LUs

**24** Local Chapter Events **58** LUs

course of the year, in addition to the over 1,500 individual registrations). We continued to offer the option to purchase recorded copies of PIBC's CPL webinars for those unable to attend at the time of the webinars. This option continued to expand the accessibility and reach of the webinar program. Through ongoing coordination with the Institute's Student member representatives, we continue to provide optional coordinated complimentary group access to webinar programming and recordings for Student members at each of the four accredited university planning programs in BC and Yukon throughout the year.

The Institutes popular CPL webinar programming continues to generate additional revenue for the PIBC, helping to offset the resources and capacity (staff, technical resources, etc.) invested in planning, developing, and delivering the webinars. This past year we continued to achieve success in securing several external sponsors and learning partners for our CPL webinar programming from key external organizations. In 2023 some of our partners included: CMHC, BC Ministry of Housing, REFBC, MOABC, UDI, FBC, BlueHealth Project, UBC.

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

Supporting PIBC's nine local chapters across British Columbia and Yukon continues to be an ongoing strategic priority, including supporting the delivery of local professional learning opportunities for members. In 2023, we were pleased to see a wide range of diverse professional learning and networking events delivered across our local chapters. Throughout the year, there were at least 24 or more local chapter events that delivered a minimum of 58 learning units of activity for members across BC and Yukon.

The Institute continues to provide resources and capacity (including a dedicated Zoom subscription exclusively for chapters' use, continued staff support, registration and administrative resources, and communications support) to help chapters organize and deliver professional learning, networking, and other events/activities. We have been working internally and with chapters to streamline the provision of these logistical supports while reducing financial and administrative impacts on chapters as well.

In November 2023, we held the annual in-person roundtable meeting of local chapter committee volunteers. These meetings continue to provide an excellent opportunity for volunteer leaders from our chapters to connect with PIBC and each other, share experience and knowledge, and help coordinate activities for the membership.

Thanks and appreciation are extended to the dedicated volunteer members at the local chapter level who help keep local Institute activities and events happening across BC and Yukon. Thank you all!

#### **2023 ANNUAL CONFERENCE – IT TAKES A VILLAGE:**

We were pleased to hold our annual conference in the summer of 2023 in Sun Peaks. The conference took place between May 30 – June 2, 2023 at the Sun Peaks Grand Hotel & Conference Centre and included over 422 total attendees (including those who were able to participate virtually, thanks to the online streaming of certain program content).

It involved over 116 presenters who helped us deliver 34 conference sessions, 6 workshops, and 4 learning tours, providing 73 learning units of professional development. Additionally, the conference included a number of unique and memorable social, networking and cultural elements – including a fun trivia night, local village walking tours, and an Indigenous led cultural hike. Thanks to the staff and volunteer teams from PIBC, along with all the other volunteers, presenters, sponsors, attendees, and others who made this conference such a success.

#### **PROFESSIONAL LEARNING ACTIVITIES BY THE NUMBERS:**

The Institute was pleased to see the delivery of at least 35 different professional learning activities and events over the course of 2023, representing a total of 147.5 units of structured professional learning for PIBC members. The Institute continues to measure and monitor professional learning activities during each year.

#### **MOVING FORWARD:**

Looking ahead into 2024 and beyond, the Committee will continue its work on: actively exploring and increasing partnership opportunities and offering an increased number of free webinars; work with the new 'peer learning network' (PLN) consultants to host a number of topical and informative webinars for members and non-members alike; planning and implementing PIBC's ongoing CPL webinar programming; continued support for local chapters; and the development and implementation of potential new professional learning opportunities (including potential new in-person learning activities).

#### **COMMITTEE THANKS:**

Thanks are extended to the many volunteers who contributed to the Institute's local chapters and to the annual conference this past year, as well as to the presenters, sponsors, and partners who again helped make all the Institute's CPL programming and other events such a success in 2023. Appreciation and thanks are also extended to the dedicated volunteer members of the CPL Committee and to PIBC staff for their valued contributions and participation helping to guide and deliver the Institute's CPL programs and activities. Thank you all!

# COMMUNICATIONS

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The Institute's Communications Committee is an operational committee responsible for overseeing PIBC's communications activities and services. Heike Schmidt RPP, MCIP continued to serve as Chair of the Committee in 2023. Communications & Marketing Specialist Cindy Cheung of the Institute's staff team supports the Committee and assists with implementing much of our communications work.

Work continued through the year to maintain and advance PIBC's communications activities and services. Similar to previous years, there was a continued focus on communicating to highlight the value and benefits of professional membership and Institute benefits and services to PIBC members, and on promoting PIBC and the Institute's profile externally. Throughout 2023, the Committee continued to work on advancing the strategic goals identified in the Institute's overall Strategic Plan.

## **PLANNING WEST MAGAZINE:**

The Institute again successfully published and delivered four regular seasonal issues of our primary publication, *Planning West* magazine throughout 2023. As always, the magazine included a range of diverse planning-related articles, recurring features (such as legal updates and spotlights on PIBC members), regular news and information about Institute activities, book reviews, timely and thoughtful commentary, feature articles, and more. Some of the themes and topics that were covered in 2023 included: overcoming barriers to climate action, rethinking and repairing the development approvals process, legal update on the *Housing Supply Act*, the essential role of RPPs in supporting community-based food security, to highlight a few. Additionally, the Committee introduced two new regular features in the magazine, "What Membership Means to Me" and "Planning Podcasts". The podcast information, curated by the Committee, also became a new section on the PIBC Resources section of the website.

Kristin Agnello, RPP, MCIP, continued as the Editor of *Planning West* during 2023. The Committee is actively engaged in providing sustained support to Kristin in this role. This support extends beyond content creation to encompass a comprehensive approach that includes outreach and curation efforts. By collaborating closely with the Editor, the Committee ensures that *Planning West* continues to deliver high-quality content that resonates with readers and aligns with the strategic objectives of the Committee. Through ongoing communication and coordination, the Committee remains dedicated to enhancing the visibility and relevance of *Planning West* within the planning community and beyond.

Our thanks are extended to Kristen for her ongoing work ensuing the magazine continues to be a success. Additional thanks are extended to the many members and other authors who contributed articles and content to the magazine in 2023, as well as to our continuing and new advertisers and subscribers for their ongoing support of *Planning West*. Online past issues of the magazine continue to be publicly posted (within six months of initial publication) in order to provide broader, more timely public access to past issues (and their diverse and valuable content).

## **OTHER COMMUNICATIONS MATERIALS & WORK:**

The Committee continued to provide comprehensive coverage of the PIBC 2023 Annual Conference by contributing articles on the conference sessions and activities (*Planning West*, Summer 2023 issue). This became the largest issue of 2023. The Committee also oversaw the updates to the Awards section of the magazine to increase coverage and highlights of award-winning planning projects, teams and members. Additional work was carried out by the Committee in relation to completing a revised proposal for an updated PIBC Subject Matter Expert list to improve media outreach, making it easier for journalists and reporters to connect with diverse and qualified planners for interviews on timely topics.

The Committee continues to collaborate with internal stakeholders including other committees, subcommittees, and staff to develop and distribute communications regarding the Institute's activities across a range of relevant areas. During 2023, the Committee began collaborating with the co-chairs of the Institute's Member Engagement Committee (MEC) to explore ways to engage in learning about planning as a career. The Committee delivered a document outlining resources (listing videos, social media and existing materials links) that the MEC can use to explore ideas for secondary student outreach. Communications continues to play a vital and central role in supporting the work of the Institute across many areas, while helping to keep members and others informed and engaged.

## **PIBC WEBSITE:**

PIBC's website continued to serve as the primary online hub for Institute communications and virtual resources for members and others looking for information about the Institute. In addition to keeping ongoing sections and information on the website up to date (job postings, event listings, Institute news and information etc.) efforts focused on improving the visibility and access to the RPP certification process and continuous professional learning (CPL) sections as well as adding new pages and updates to encourage more student members to access PIBC's website for resources, including the Student Internship Program.

# Communications Activities in 2023



## PLANNING WEST MAGAZINE

**4 quarterly issues** containing a total of 152 pages of content, with a total of **5,748 copies** produced and distributed.

## PIBC E-NEWS

32 regular editions and notices, **84 special editions**, and 63 local chapter editions produced and distributed. **Average open rate of 47% - 73%**.

## PIBC WEBSITE

**77,715 visits/users** over 132,172 sessions, with **242,988 page views**. Top 3 most popular pages/sections: Current job postings; RPP Certification; and Annual Conference.

## SOCIAL MEDIA: X (FORMALLY TWITTER)

**1,739 total X followers**, 193 posts, and 2,054 re-posts, comments, and engagement.

## SOCIAL MEDIA: LINKEDIN

**7,570 total LinkedIn followers**, 275 posts, and approx. 10,175 direct & indirect engagements.

## SOCIAL MEDIA: FACEBOOK

**849 total Facebook followers**, over one main PIBC page (739 connections) and a local chapter page (110 connections).

## SOCIAL MEDIA: INSTAGRAM (ACCOUNTS CREATED IN MID 2023)

PIBC main account: **146 Instagram followers** on one main PIBC account with 67 posts and 220 engagements/likes.

Local Chapter accounts: **218 Instagram followers** over two local chapter accounts (South Cost and Vancouver Island Chapters) with 23 posts and 220 engagements/likes.

The website also continued to be a main tool for communicating and promoting key professional development tools including PIBC's CPL webinars, job postings and Chapter events. Near the end of 2023, we also begun preparation for the initial launch of the PIBC 'peer learning network' (PLN), starting with the official announcement of our partnership with the Province of BC, Ministry of Housing, in September 2023.

As part of the PLN initiative, a new section of the website has now been developed which provides a platform for key information and updates regarding the network. These include upcoming sessions and webinars, past events, educational resources and other details regarding the network.

Over the course of 2023 the PIBC website had more than 77,000 user visits over more than 132,000 sessions, generating almost 243,000 page views. The three most popular pages or sections of the PIBC website in 2023 were: current job postings, RPP Certification, and the Annual Conference. Looking ahead we will continue to work to update and revise key Institute information on the website (such as membership information, CPL information, etc.) to keep it current and accessible for members and we will continue to explore opportunities to further enhance and integrate our website and other communications with the online association management system.

### **PIBC E-NEWS:**

The Institute's regular bi-weekly email newsletter, PIBC e-News, continued throughout 2023 as the Institute's main channel for ongoing direct and timely electronic communication with PIBC members. E-News continues to keep members informed and up to date on a wide range of topics such as, Institute news, member announcements, chapter news and events, current job postings, national news from CIP, and other external events and information. In 2023 there were 32 regular editions of the PIBC e-News, 84 special editions and member notices, as well as 63 local chapter-specific editions.

### **SOCIAL MEDIA:**

The Institute again continued to be engaged and active across several key social media platforms throughout 2023, sharing key information, communicating, and interacting with members and others affiliated with and beyond the planning profession. Twitter, LinkedIn, and Facebook continued to be the primary social media channels for PIBC's activities and outreach. Where local chapters express an interest in engaging on social media platforms, PIBC supports a social media presence with these chapters.

In 2023 PIBC's LinkedIn following continued to grow to over 7,500 followers. Followers on X (formerly Twitter) grew to just over 1,700. The Institute's Facebook page, which largely restates existing information and messaging disseminated through our other social media channels, currently has connections with more than 730 users. The Institute and two local chapters also created Instagram accounts during 2023 and continues to maintain a presence on this platform also.

The Institute also maintains a YouTube channel that currently hosts 37 videos. It is a valuable platform to permanently share Institute video content, including certain CPL webinars and events, and other Institute video content in a convenient and accessible way. Several new pieces of video content were added to the channel in 2023.

### **COMMITTEE THANKS:**

Appreciation and thanks are extended to all the volunteer members who contributed to the Communications Committee and to the Institute's various communications activities throughout 2023. Thanks also to the Institute's staff, in particular Communications & Marketing Specialist Cindy Cheung, for their ongoing work in supporting and implementing the Institute's communications activities.



# AWARDS & RECOGNITION

The Institute's Awards & Recognition Committee is responsible for overseeing and administering PIBC's various awards and recognition programs, including the Awards for Excellence in Planning and Awards for Individual Achievement. The Committee also oversees the Institute's Honourary and Life Member recognition activities and assists with the Institute's Student Fellowship Award program.

Each year the Committee issues calls for submissions or nominations for a number of award types and 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.

The Committee continues to iterate on the awards process and program based on the objectives of the Institute's Strategic Plan and feedback from the membership at large. Based on feedback, member input, and experience from each annual awards process, the Committee reviews and considers potential revisions to the awards categories, submission requirements, selection criteria, and approaches to recognition.

## 2023 WINNERS OF THE AWARDS FOR EXCELLENCE IN PLANNING:

### Awards For Enduring Planning Performance

- Gold: Canada Lands Company, City of Chilliwack, MVH Urban Planning & Design, and Ankenman Associates Architects Inc. – Garrison Crossing
- Silver: City of Richmond – Richmond City Centre Area Plan

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

- Gold Winner: City of New Westminster and BC Poverty Reduction Coalition – Community Action Network – Transforming Planning Practice Through an Innovative Partnership to Engage People with Lived and Living Experience
- Silver Winner: EcoPlan and City of Vancouver – Sea2City Design Challenge

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

- Gold Winner: MVH Urban Planning & Design, City of Grand Forks, Bluerock Planning, Selkirk Planning & Design, Rynic, Amy Clarke Consulting, and LARCH Landscape Architecture – Grand Forks OCP Update + Implementation Projects: The Three in One Plan
- Silver Winner: O2 Planning & Design and City of Mission – Mission Waterfront Revitalization Master Plan
- Honourable Mention: Tsawwassen First Nation – Connecting to Our Roots Through c̓əl̓isəl̓əm
- Honourable Mention: Village of Masset and Urban Systems – Main Street Vision & Action Plan



CELEBRATING 2023 PIBC AWARD WINNERS

### **Excellence in Policy Planning (Cities & Urban Areas):**

- Gold Winner: City of Nanaimo and LANARC – City Plan – Nanaimo ReImagined
- Silver Winner: City of Burnaby – HOME: Burnaby’s Housing + Homelessness Strategy

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

- Gold Winner: Resort Municipality of Whistler – Whistler Accessibility Action Plan
- Silver Winner: City of Salmon Arm and Urban Systems – Connect Salmon Arm: City of Salmon Arm’s Active Transportation Network Plan

### **Research & New Directions**

- Gold Winner: TransLink and Urban Systems – Rapid Implementation Design Guide for Bikeways in Metro Vancouver
- Silver Winner: Cowichan Valley Regional District and Kerr Wood Leidal – Cowichan Lake – Forecasting Future Regulatory Boundaries in Light of Climate Change
- Honourable Mention: Resilience Planning Ltd. and Aboriginal Housing Management Association – Data Collection Framework and Recommendations for a BC Strategy for Indigenous Peoples Experiencing Homelessness

### **2023 Annual Student Fellowship Award Winners**

- Author: Madelaine Parent – University of British Columbia, School of Community and Regional Planning Tenant Protections in Redevelopment
- Author: Mikhaila Carr – University of Northern British Columbia, School of Planning & Sustainability Parks, Accessible Spaces and Storytelling
- Author: Courtenay Miller – Vancouver Island University, Master of Community Planning Longstanding Sustainability: Addressing the Downfalls of Green Infrastructure Planning
- Author: Nathan Zemp – Simon Fraser University, School of Resource & Environmental Management Quantifying the Effect of Single-Family Zoning on Housing Prices in Metro Vancouver, BC

### **CONGRATULATIONS & THANKS:**

Congratulations to all the 2023 award winners and to everyone who participated in the 2023 awards and recognition programs. Special thanks are extended to all the volunteer members of the Awards & Recognition Committee for their time and contributions to the Committee and their significant efforts and thoughtful deliberations in reviewing and evaluating the many different award submissions and nominations. We wish to particularly acknowledge the members who stepped back from the Committee in 2023, as well as the new volunteers who have joined the Committee for the 2023 awards program. Thank you all.



**DELEGATES AT THE 2023 ANNUAL CONFERENCE**



# LOCAL PIBC CHAPTERS:

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PIBC's nine local chapters across all regions of BC and Yukon continued to with their regular activities this past year, with more in-person events (as well as continued online activities as well) throughout 2023. Local and regional events organized and held by chapters included both professional learning activities, as well as social and networking opportunities for members.

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. As previously noted, PIBC continues to provide support and resources, including a dedicated Zoom subscription exclusively for chapters' use, communications support, and registration and administrative resources to help chapters with their events and activities. We were pleased to organise and host the in-person annual roundtable meeting of local chapter committee representatives again in November 2023, and we continue to look at opportunities to expand it with additional networking activities for chapter volunteers and PIBC representatives.

## CHAPTER ACTIVITIES & EVENTS:

We are pleased to report that many of PIBC's local chapters expanded their delivery of local events and activities for members throughout the regions of BC and Yukon. A number of examples included:

### Central North Chapter:

- Feb. 1 - Security Webinar Series (1 of 3)
- Feb. 15 - Food Security Webinar Series (2 of 3)
- Mar. 9 - PIBC-UNBC Social
- Mar. 15 - Food Security Webinar Series (3 of 3)
- Dec. 8 - NW Planners Holiday Social

### Fraser Valley Chapter:

- Dec. 1 – Chapter Social

### Kootenay Rocky Mountain Chapter:

- May 25 - PIBC Kootenay Rocky Mountain Chapter Spring Social - West Kootenays
- May 25 - PIBC Kootenay Rocky Mountain Chapter Spring Social - East Kootenay Region

### Okanagan-Interior Chapter:

- May 11 - Kamloops Networking Social
- Jun. 27 - Westbank First Nation Land Tour in Kelowna
- Jul. 13 - Summer Social
- Sep. 22 - Current Topics in Planning Law
- Oct. 27 - ITE BC Interior Section & PIBC Joint Fall Conference
- Nov. 8 - World Town Planning Day Social Events
- Dec. 21 - Holiday Trivia Social

### South Coast Chapter:

- Feb. 28 – Sketch Club Special Edition with The Sneaky Artist, Nishant Jain
- Mar. 25 - Mt. Pleasant Industrial Area Walking Tour
- Apr. 20 – Chapter and Institute of Transportation Engineers Joint Social
- Jun. 13 – Sketch Club - Strathcone
- Jul. 11 - Summer Sketch School: Plein Air Drawing Fundamentals with Erick Villagomez - Session 1
- Jul. 12 - Summer Sketch School: Plein Air Drawing Fundamentals with Erick Villagomez - Session 2
- Jul. 19 - Summer Sketch School: Plein Air Drawing Fundamentals with Erick Villagomez - Session 3
- Sep. 20 – Sketch Club - SFU Campus
- Nov. 4 - Vancouver Mural & Street Art Walk Walking Tour
- Nov. 28 - Annual Winter Social
- Dec. 4 – Sketch Club – Brentwood Mall

### Vancouver Island North Chapter

- Feb. 2 - West Coast Affordable Housing Conference
- May 11 - Nanaimo Downtown Walking Tour Series - Part 1: Development Past, Present, and Future
- Aug. 17 - Nanaimo Downtown Walking Tour and Night Market
- Sep. 15 - VIN Chapter & VIU: International Park(ing) Day
- Oct. 5 - Comox Valley Planner Social
- Dec. 7 - Planning & Development on Steep Slopes

### Vancouver Island South Chapter:

- Jun. 23 - CRD Waste Management Tour (Hartland Landfill & Residual Treatment Facility)
- Jul. 20 - Ləkʷəŋən (Lekwungen) Walking Tour
- Jul. 20 - Chapter Summer Social
- Sep. 22 - Ləkʷəŋən (Lekwungen) Walking Tour
- Oct. 27 - Earthquake Workshop for Planners and Chapter Social
- Nov. 16 - World Town Planning Day Trivia Night
- Dec. 13 - Chapter Holiday Social

### Yukon Chapter:

- Nov. 6 - World Town Planning Day Event

### Chapter Committee Chairs & Co-Chairs:

- Central North: Ashley Murphey RPP, MCIP
- Fraser Valley: Amanda Grochowich RPP, MCIP
- Kootenay Rocky Mountain: Rhiannon Barbour RPP, MCIP & Santana Patten

- Okanagan-Interior Chapter: Odessa Cohen RPP, MCIP, (Chair), Amanda Haeusler, RPP, MCIP, (Deputy Chair), Steven Collyer, RPP, MCIP, (Deputy Chair)
- South Coast: Devon Harlos RPP, MCIP & Jessica Jiang RPP, MCIP
- Sunshine Coast: Ian Holl RPP, MCIP
- Vancouver Island North: Chris Osborne RPP, MCIP
- Vancouver Island South: Kailey Quirk RPP, MCIP & Kelsey Tyerman
- Yukon: Jane Koepke RPP, MCIP

### VOLUNTEER THANKS:

The time and efforts of the volunteer members keep PIBC's local chapters active and engaged with fellow members across BC and Yukon. 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 local regions. Thank you all!



**PIBC SOUTH COAST CHAPTER SKETCH CLUB MEET UP**



# NATIONAL AFFAIRS

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Throughout the 2023 year, PIBC continued to be actively engaged at the national level, working with our partners and participating in key national activities. This included PIBC's ongoing involvement and collaboration with the Canadian Institute of Planners (CIP) – the national Institute – as well as with the national Professional Standards Committee (SC) and Professional Standards Board (PSB). PIBC also continued our work collaborating and coordinating with allied provincial, territorial and regional professional planning institutes across Canada at both the leadership and staff levels.

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

Throughout 2023, CIP continued to deliver its various national and key member benefits and services. This included the continued provision of the national professional liability insurance program for all professional members; production and distribution of *Plan Canada* magazine; the monthly Plan-It email newsletter; CIP's national awards programs; scholarships and support for students; national professional learning opportunities and resources; and ongoing policy work.

## **PROFESSIONAL STANDARDS COMMITTEE:**

The Professional Standards Committee (Standards Committee, or SC) 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 functions as a partnership that includes PIBC, CIP and all of the other provincial, territorial and regional professional planning institutes in Canada (except the OUQ). In 2023 Emilie K. Adin RPP, MCIP served as PIBC's volunteer representative on the Committee.

The SC completed substantial engagement, deliberation, and work throughout 2022 developing a revised set of professional competencies and related key indicators to underpin the membership and accreditation standards for the planning profession in Canada. In early 2023 the SC forwarded the proposed new draft competencies framework to the signatory parties (the provincial, territorial and regional professional planning institutes in Canada that comprise the SC) for review and initial endorsement. While the majority of parties (including PIBC) supported the new competencies framework, they did not receive unanimous endorsement as required, and therefore the new framework could not proceed.

As a result of the difficulties and challenges experienced through the SC's work to develop and successfully adopt and implement the new competencies framework in 2023, the signatory parties began exploring potential new more robust and well-resourced structures and processes to advance the national standards work of the profession going forward. This work is continuing as we look to consolidate and streamline this work under the national Professional Standards Board (PSB), rather than having this work fall under the existing separate, stand-alone national committee (SC). It is hoped that this transition will be completed in 2024.

## **PROFESSIONAL STANDARDS BOARD:**

The Professional Standards Board (PSB) operates as the administrative body that processes the assessment of applications for Candidate membership, membership certification (for Candidates to become certified as Registered Professional Planners), 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 (SC). In 2023 Lindsay Chase RPP, MCIP concluded here time as PIBC's representative on the Board of Directors of the PSB, and was succeeded by Patricia Maloney RPP, FCIP in this role. 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 ongoing work of the PSB in 2023 included: continuous and ongoing evaluation and revisions to the national Professional Examination (such as improvements to existing questions and expanding the overall 'question bank' for the examination as well as the development of sample questions); continued and ongoing work on study resources and support materials for Candidates looking to complete the Examination; involvement with the continued implementation of the new shared online member association management system; and implementing new data collection from university planning programs. Additionally, and importantly, the PSB has been actively engaged with the professional planning institutes and associations across Canada regarding the transition to move the national Standards Committee (SC) and its professional standards role to become part of the PSB and its areas of responsibility. This important transition work will continue through 2024.

## **OTHER NATIONAL ACTIVITIES:**

PIBC remained active and engaged at the national level through other established and ongoing collaborative forums, bodies, and initiatives with CIP and the other provincial, territorial, and regional professional planning institutes in Canada in 2023. This included ongoing participation with the Planning Alliance Forum (PAF) – the liaison and coordinating

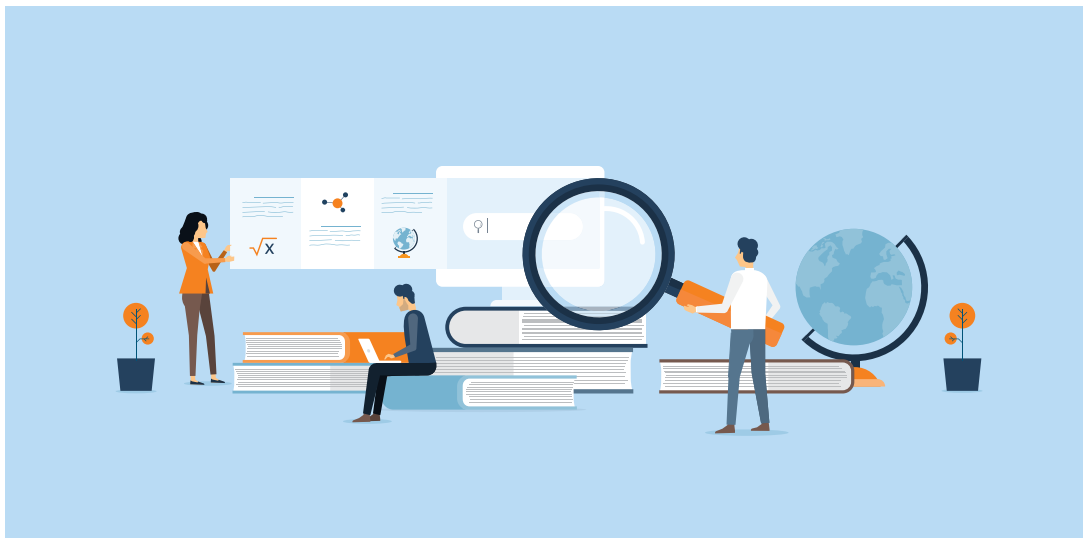


Special thanks to the many volunteer Registered Professional Planners (RPPs) who serve as mentors and sponsors for new Candidate members navigating the certification process seeking to become certified as RPPs themselves.”

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. Both groups held several meetings throughout 2023 in which PIBC participated – including in person meetings at the national planning conference in Halifax. Ongoing participation in these forums and groups continues to enable PIBC to coordinate activities, collaborate, and share strategies and best practices on projects and initiatives for the profession.

**VOLUNTEER THANKS:**

Thanks are again extended to the volunteer member representatives that were engaged in various roles at the national level throughout 2023. Special thanks to the many volunteer Registered Professional Planners (RPPs) who serve as mentors and sponsors for new Candidate members navigating the certification process seeking to become certified as RPPs themselves. Your support and engagement is greatly appreciated. Thank you!



## Board of Directors

<b>President</b>	Emilie K. Adin RPP, MCIP	Vancouver
<b>President-Elect</b>	Kenna Jonkman RPP, MCIP	Prince George
<b>Secretary-Treasurer</b>	Sara Muir RPP, MCIP	Vancouver
<b>Member</b>	Sawngjai (Dear) Bhokanandh RPP, MCIP	Vancouver
<b>Member</b>	Lui Carvello RPP, MCIP	Victoria
<b>Member</b>	Narissa Chadwick RPP, MCIP	Victoria
<b>Member</b>	Cleo Corbett RPP, MCIP	Campbell River
<b>Member</b>	Zoë Morrison RPP, MCIP	Whitehorse
<b>Member</b>	Alex Taylor RPP, MCIP	Vancouver
<b>Member</b>	Andrew Yan RPP, MCIP	Vancouver
<b>Candidate Member Rep.</b>	Sarah Foulkes	Nanaimo

## Staff & Other Appointed Positions

<b>Executive Director</b>	Dave Crossley	Vancouver
<b>Member Services</b>	Kelly Chan	Vancouver
<b>Communications &amp; Marketing</b>	Cindy Cheung	Vancouver
<b>Professional Learning &amp; Events</b>	Sophie King	Vancouver
<b>Operations</b>	Nina Schmidt	Vancouver
<b>Editor (<i>Planning West</i>)</b>	Kristin Agnello RPP, MCIP	Sidney
<b>UBC Student Rep.</b>	Maya Korbynn	Vancouver
<b>UNBC Student Rep.</b>	Jennifer Poole	Prince George
<b>SFU Student Rep.</b>	Carley Termeer	Grande Prairie
<b>VIU Student Rep.</b>	Aishwarya T. Ashok Kumar	Nanaimo

# PIBC Committees

## **Executive:**

Emilie Adin RPP, MCIP (Chair)  
Kenna Jonkman RPP, MCIP  
Sara Muir RPP, MCIP  
Dave Crossley (Staff)

## **Governance & Nominating:**

Emilie Adin RPP MCIP (Chair)  
Alex Taylor RPP MCIP  
David Block RPP MCIP  
Rob Roycroft RPP MCIP  
Jennifer MacIntyre RPP MCIP  
Lesley Cabott RPP MCIP  
Katherine (Katy) Fabris RPP MCIP  
Emma Taylor RPP MCIP  
Emily Johnson  
Lee Ann Garnett RPP MCIP  
Annie Girdler  
Dave Crossley (Staff)

## **Professional Conduct Review:**

Alex Taylor RPP MCIP (Chair)  
John Steil RPP FCIP  
Eric Vance RPP FCIP  
Lisa Spitale RPP MCIP  
Kathryn Nairne RPP MCIP  
Linda Adams RPP MCIP  
Kent Munro RPP MCIP  
Jaqueline East RPP MCIP  
Lindsay Chase RPP MCIP  
Brent Elliott RPP MCIP  
Dan Wallace RPP MCIP  
James Stiver RPP MCIP  
William (Bill) Buholzer RPP FCIP  
Richard White RPP FCIP  
Chi Chi Cai RPP MCIP  
Chris Osborne RPP MCIP  
Sawngjai (Dear)  
Bhokanandh RPP MCIP  
Dave Crossley (Staff)

## **Policy & Public Affairs:**

Lui Carvello RPP MCIP (Co-Chair)  
Narissa Chadwick RPP  
MCIP (Co-Chair)  
Brian Miller RPP MCIP  
Sara Muir RPP MCIP  
Erica Tiffany RPP MCIP

Tim Shah RPP MCIP  
Aaron Rodgers RPP MCIP  
Heather Kauer RPP MCIP  
Jared Kassel RPP MCIP  
Patricia Dehnel RPP MCIP  
Aishwarya Thabitha Ashok Kumar  
Dave Crossley (Staff)

## **Professional Standards & Certification:**

Zoë Morrison RPP MCIP (Co-Chair)  
Kenna Jonkman RPP  
MCIP (Co-Chair)  
Alex Kondor RPP MCIP  
Patricia Maloney RPP, FCIP  
Brian Miller RPP MCIP  
Claire Negrin RPP MCIP  
Katrin Saxty RPP MCIP  
Patricia Dehnel RPP MCIP  
Patricia Maloney RPP MCIP  
Sarah Foulkes  
Kelly Chan (Staff)

## **Member Engagement:**

Andy Yan RPP, MCIP (Co Chair)  
Cleo Corbett RPP, MCIP (Co Chair)  
Sawngjai (Dear)  
Bhokanandh RPP, MCIP  
Mairi Bosomworth  
Kasel Yamashita RPP, MCIP  
Kelly Chan (Staff)

## **Planning Practice & Reconciliation:**

Sarah Atkinson RPP, MCIP (Chair)  
Angel Ransom RPP, MCIP  
Caroline Lamont RPP, MCIP  
Isha Matous-Gibbs  
Robert Sokol RPP, MCIP  
Robyn Holme RPP, MCIP  
Kelly Chan (Staff)

## **Communications:**

Heike Schmidt RPP MCIP (Chair)  
Kristin Agnello RPP MCIP (Editor)  
Alison McNeil  
Kali Holahan RPP MCIP  
Lindsay Allman RPP MCIP

Maya Korbynn  
Steffi Sunny  
Cindy Cheung (Staff)

## **Continuous**

### **Professional Learning:**

Gloria Venczel RPP, MCIP (Chair)  
Brent Elliott RPP, MCIP  
Deborah Jensen RPP, MCIP  
Jan Thingsted RPP, MCIP  
Jaleen Rousseau RPP, MCIP  
Sophie King (Staff)

### **Student Internship**

#### **Program Committee:**

Kenna Jonkman RPP MCIP (Chair)  
Aishwarya Thabitha Ashok Kumar  
Kira Gill-Maher  
Mark Groulx RPP MCIP  
Kelly Chan (Staff)

### **Awards & Recognition:**

Lisa Colby RPP, MCIP (Chair)  
Emilie K. Adin RPP, MCIP  
Larry Beasley CM, RPP, FCIP  
Nicole Capewell RPP, MCIP  
Kerri Clark RPP, MCIP  
Gordon Easton RPP, MCIP  
Margaret Eberle  
Matthew Roddis RPP, MCIP  
Leanne Taylor RPP, MCIP  
Lynn Wilson RPP, MCIP  
Jill Collinson RPP, MCIP  
Laura Frank RPP, MCIP  
Kelly Chan (Staff)

### **2023 Annual Conference:**

Nola Kilmartin RPP, MCIP (Chair)  
Odessa Cohen RPP, MCIP  
Allyson Friesen RPP, MCIP  
Rylan Graham RPP, MCIP  
Amanda Haeusler RPP, MCIP  
Hayley Inglis  
Sean O'Flaherty RPP, MCIP  
Linda Piroddi RPP, MCIP  
Sophie King (Staff)



DELEGATES AT THE 2023 ANNUAL CONFERENCE

## Other PIBC Representatives

**Professional Standards Committee (PSC):**

Emilie K. Adin RPP, MCIP

**Professional Standards Board (PSB):**

Lindsay Chase RPP, MCIP  
& Patricia Maloney RPP, FCIP

**BC Land Summit Society:**

Dave Crossley

**Climate Change – Professional Association  
Adaptation Working Group:**

Iain Bourhill RPP, MCIP

**Asset Management BC**

Dave Crossley  
& Christine Callihoo RPP, MCIP

**Community Energy Association**

Vacant

**BC Energy Step Code Council**

Norm Connolly RPP, MCIP

**BC Development Finance Review Committee**

Dan Huang RPP, MCIP

**City of Vancouver Chinatown Historic Area  
Planning Committee**

Vacant

# 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 2023 for their many contributions – thank you!

## 2023 PIBC VOLUNTEERS:

Linda Adams RPP,MCIP	Odessa Cohen RPP,MCIP	Alex Hallbom
Eric Aderneck RPP,MCIP	Lisa Colby RPP,MCIP	Devon Harlos RPP,MCIP
Emilie K. Adin RPP,MCIP	Jill Collinson RPP,MCIP	Robin Hawker RPP,MCIP
Kristin Agnello RPP,MCIP	Steven Collyer RPP,MCIP	Dana Hawkins RPP,MCIP
Lindsay Allman RPP,MCIP	Norm Connolly RPP,MCIP	Nancy Henderson RPP,MCIP
Aishwarya Thabitha Ashok Kumar	Cleopatra Corbett RPP,MCIP	Ryan Hennessey RPP,MCIP
Sarah Atkinson RPP,MCIP	Bill Corsan RPP,MCIP	Kali Holahan RPP,MCIP
Tina Atva RPP,MCIP	Barbara Crawford	Virginia Holden RPP,MCIP
Xerxes Au	Craig Dedels RPP,MCIP	Ian Holl RPP,MCIP
Dominica Babicki RPP,MCIP	Patricia Dehnel RPP,MCIP	Mark Holland RPP,FCIP
Rhiannon Barbour RPP,MCIP	Bryce Deveau	Robyn Holme RPP,MCIP
Justin Barer RPP,MCIP	Michael Dickinson RPP,MCIP	Peter Holton RPP,MCIP
Larry Beasley CM RPP,FCIP	Andréanne Doyon RPP,MCIP	Michael Hooper RPP,MCIP
Kristopher Belanger RPP,MCIP	Jacqueline East RPP,MCIP	Caleb Horn
Robin Beukens RPP,MCIP	Gordon Easton RPP,MCIP	Daniel Huang RPP,MCIP
Sawngjai (Dear)	Carla Eaton RPP,MCIP	Dilys Huang RPP,MCIP
Bhokanandh RPP,MCIP	Margaret Eberle	Emily Huang
David Block RPP,MCIP	Hussein Elhagehassan	Andrea Hudson RPP,MCIP
Mairi Bosomworth	Brent Elliott RPP,MCIP	Clarissa Huffman RPP,MCIP
Lisa Brinkman RPP,MCIP	Geoff England RPP,MCIP	Jake Hughson RPP,MCIP
Jessica Brodeur	Cherie Enns RPP,MCIP	Hayley Inglis
William (Bill) Brown RPP,MCIP	Katherine Fabris RPP,MCIP	Katherine Janota-Bzowska
William (Bill) Buholzer RPP,FCIP	Cara Fisher RPP,MCIP	Arlene Janousek RPP,MCIP
Lesley Cabott RPP,FCIP	Sarah Foulkes-Watson	Deborah Jensen RPP,MCIP
Chi Chi Cai RPP,MCIP	Laura Frank RPP,MCIP	Jessica Jiang RPP,MCIP
John Calimente RPP,MCIP	Allyson Friesen RPP,MCIP	Emily Johnson
Christine Callihoo RPP,MCIP	Lee-Ann Garnett RPP,MCIP	Courtney Johnson
Nicole Capewell	Mike Gau RPP,MCIP	Gosselin RPP,MCIP
Lui Carvello RPP,MCIP	Kira Gill-Maher	Kenna Jonkman RPP,MCIP
Narissa Chadwick RPP,MCIP	Annie Girdler	Michelle Kam RPP,MCIP
Lindsay Chase RPP,MCIP	Jessica Glover	Jared Kassel RPP,MCIP
Lilian Chau RPP,MCIP	Michael Gordon RPP,MCIP	Heather Kauer RPP,MCIP
Jeff Chow RPP,MCIP	Rylan Graham RPP,MCIP	Nola Kilmartin RPP,MCIP
Kerri Clark RPP,MCIP	Amanda Grochowich RPP,MCIP	James Knight
Melissa Clements RPP,MCIP	Mark Groulx RPP,MCIP	Mark Koch RPP,MCIP
Dallas Clowes RPP,MCIP	Amanda Haeusler RPP,MCIP	Jane Koepke RPP,MCIP
	Susan Hallatt RPP,MCIP	Alex Kondor RPP,MCIP



## PIBC Volunteers – Thank You! (cont'd)

Maya Korbynn  
Dave LaBerge  
Caroline Lamont RPP, MCIP  
Simon Lapointe RPP, MCIP  
Blake Laven RPP, MCIP  
Kelly Learned RPP, MCIP  
Amy Liebenberg  
Jason Llewellyn RPP, MCIP  
Tove Lundsten  
Jennifer MacIntyre  
Gina MacKay RPP, MCIP  
Patricia Maloney RPP, FCIP  
Isha Matous-Gibbs  
Adam Mattinson RPP, MCIP  
Hannah McDonald  
Hollie McKeil RPP, MCIP  
Mark McMullen RPP, MCIP  
Alison McNeil  
Chelsea Medd  
Helene Miles  
Brian Miller RPP, MCIP  
Devon Miller RPP, MCIP  
Lisa Moffatt RPP, MCIP  
Scott Monroe  
Zoë Morrison RPP, MCIP  
Sara Muir RPP, MCIP  
Alana Mullaly RPP, MCIP  
Kent A. Munro  
Ashley Murphey RPP, MCIP  
Kathryn Nairne RPP, MCIP  
Claire Negrin RPP, MCIP  
Mike Newall RPP, MCIP  
Greg Newman RPP, MCIP  
Sean O'Flaherty RPP, MCIP  
Cian O'Neill-Kizoff RPP, MCIP  
Christopher Osborne RPP, MCIP  
Andrew Palmer  
Santana Patten  
Brian Patterson RPP, MCIP  
Linda Piroddi RPP, MCIP  
Troy Pollock RPP, MCIP  
Jennifer Poole  
Jean Porteous  
Kailey Quirk RPP, MCIP  
Angel Ransom RPP, MCIP  
Matthew Roddis RPP, MCIP  
Aaron Rodgers RPP, MCIP  
Alannah Rodgers RPP, MCIP  
Jaleen Rousseau RPP, MCIP  
Robert Roycroft RPP, MCIP  
Ryan Roycroft RPP, MCIP  
Jaime Sanchez RPP, MCIP  
Katrin Saxty RPP, MCIP  
Heike Schmidt RPP, MCIP  
Stirling Scory RPP, MCIP  
Tim Sellars  
Timothy Shah RPP, MCIP  
Pamela Shaw RPP, FCIP  
Chris Sholberg RPP, MCIP  
Joel N. Short RPP, MCIP  
Jessica Shoubridge  
Courtney Simpson RPP, MCIP  
Robert Sokol RPP, MCIP  
Lisa Spitale RPP, MCIP  
John Steil RPP, FCIP  
Lainy Stevenson RPP, MCIP  
Alison Stewart RPP, MCIP  
Carla Stewart RPP, MCIP  
James Stiver RPP, MCIP  
Dean Strachan RPP, MCIP  
Steffi Sunny  
Shannon Tartaglia RPP, MCIP  
Alex Taylor RPP, MCIP  
Emma Taylor RPP, MCIP  
Leanne Taylor RPP, MCIP  
Carley Termeer  
Jan Thingsted RPP, MCIP  
Erica Tiffany RPP, MCIP  
Brittany Tuttle RPP, MCIP  
Kelsey Tyerman RPP, MCIP  
Eric Vance RPP, FCIP  
Robert Veg RPP, MCIP  
Gloria Venczel RPP, MCIP  
William Volpe  
Charlotte Wain RPP, MCIP  
Dan Wallace RPP, MCIP  
Richard White RPP, FCIP  
Karen Williams RPP, MCIP  
Lynn Wilson RPP, MCIP  
Graham Winterbottom RPP, MCIP  
Kaeley Wiseman RPP, MCIP  
Kasel Yamashita RPP, MCIP  
Andrew (Andy) Yan RPP, MCIP  
Nathan Zemp  
Jeff Zukiwsky RPP, MCIP

**Thank You  
Volunteers!**

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**FINANCIAL STATEMENTS**

**PLANNING INSTITUTE OF  
BRITISH COLUMBIA**

**December 31, 2023**



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## INDEPENDENT AUDITOR'S REPORT

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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, 2023, 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, 2023, 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.

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## INDEPENDENT AUDITOR'S REPORT

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- 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

Chartered Professional Accountants

STATEMENT OF FINANCIAL POSITION

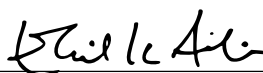
As at December 31

	2023		2022	
	General Fund \$	Internally Restricted Fund \$	Total \$	Total \$
<b>ASSETS</b>				
<b>Current</b>				
Cash and cash equivalents	672,307	64,820	737,127	639,635
Investments [note 3]	857,813	748,578	1,606,391	867,858
Accounts receivable [note 4]	25,470	—	25,470	77,198
Prepaid expenses	35,120	—	35,120	46,864
<b>Total current assets</b>	<b>1,590,710</b>	<b>813,398</b>	<b>2,404,108</b>	<b>1,631,555</b>
Capital assets [note 5]	13,162	—	13,162	19,848
Long investments [note 3]	—	—	—	201,205
	<b>1,603,872</b>	<b>813,398</b>	<b>2,417,270</b>	<b>1,852,608</b>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>Current liabilities</b>				
Accounts payable and accrued liabilities [note 6]	337,274	—	337,274	227,139
Deferred revenue	836,242	—	836,242	380,371
<b>Total liabilities</b>	<b>1,173,516</b>	<b>—</b>	<b>1,173,516</b>	<b>607,510</b>
<b>Fund balances</b>				
Unrestricted	430,356	—	430,356	429,175
Internally restricted [note 7]	—	813,398	813,398	815,923
<b>Total fund balances</b>	<b>430,356</b>	<b>813,398</b>	<b>1,243,754</b>	<b>1,245,098</b>
	<b>1,603,872</b>	<b>813,398</b>	<b>2,417,270</b>	<b>1,852,608</b>

Commitments [note 9]

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 \$
<b>2023</b>		<i>[note 7]</i>	
<b>Balance, beginning of year</b>	429,175	815,923	1,245,098
Excess of expenses over revenue	(1,344)	—	(1,344)
Interfund transfers <i>[note 8]</i>	2,525	(2,525)	—
<b>Balance, end of year</b>	<b>430,356</b>	<b>813,398</b>	<b>1,243,754</b>
<b>2022</b>			
<b>Balance, beginning of year</b>	236,113	814,088	1,050,201
Excess of revenue over expenses	194,897	—	194,897
Interfund transfers <i>[note 8]</i>	(1,835)	1,835	—
<b>Balance, end of year</b>	<b>429,175</b>	<b>815,923</b>	<b>1,245,098</b>

*See accompanying notes to the financial statements*

STATEMENT OF OPERATIONS

Year ended December 31

	2023	2022
	\$	\$
<b>REVENUE</b>		
Membership fees	485,748	467,886
Advertising sales	204,707	238,029
Conference and event sales	333,548	142,043
Other sales	9,636	14,706
Interest and other	71,660	10,888
Other membership revenue	4,815	3,335
Chapters revenue <i>[schedule]</i>	21,140	8,469
Gain on disposal of capital assets	—	800
	<b>1,131,254</b>	<b>886,156</b>
<b>EXPENSES</b>		
Salaries and benefits	382,738	343,454
Office	80,946	72,957
Board travel, meetings and other	160,195	62,412
Conference costs	253,724	52,007
Productions costs	45,071	45,483
Professional fees	38,678	25,220
Bank charges and interest	27,382	23,704
Student activities	19,420	20,391
Amortization	11,999	16,179
Chapters expenses <i>[schedule]</i>	27,664	18,415
Other chapter expenses	14,260	1,096
Special projects	54,217	2,186
Administration fees	4,416	3,210
Volunteer recognition	2,964	2,002
National activities	7,571	1,337
Staff development	1,353	1,206
	<b>1,132,598</b>	<b>691,259</b>
<b>Excess of expenses over revenue</b>	<b>(1,344)</b>	<b>194,897</b>

See accompanying notes to the financial statements

## STATEMENT OF CASH FLOWS

Year ended December 31

	2023	2022
	\$	\$
<b>OPERATING ACTIVITIES</b>		
Excess of expenses over revenue	(1,344)	194,897
Item not affecting cash		
Amortization	11,999	16,179
Changes in other non-cash working capital items		
Accounts receivable	51,728	(52,625)
Prepaid expenses	11,743	(6,213)
Accounts payable	110,135	(31,939)
Deferred revenue	455,871	110,209
<b>Cash provided by operating activities</b>	<b>640,132</b>	<b>230,508</b>
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	(5,312)	(4,563)
Purchase of investments, net	(537,328)	(526,980)
<b>Cash provided by (used in) investing activities</b>	<b>(542,640)</b>	<b>(531,543)</b>
<b>Increase (decrease) in cash during the year</b>	<b>97,492</b>	<b>(301,035)</b>
Cash, beginning of year	639,635	940,670
<b>Cash, end of year</b>	<b>737,127</b>	<b>639,635</b>

*See accompanying notes to the financial statements*



NOTES TO FINANCIAL STATEMENTS

December 31, 2023

**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

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December 31, 2023

### 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 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, 2023

### 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

	2023	2022
	\$	\$
Guaranteed Investment Certificates		
Short term	1,671,211	867,858
Long term	—	201,205
<b>Total</b>	<b>1,671,211</b>	<b>1,069,063</b>

The investments have interest rates of 4% to 5.7% [2022 - 1.07% to 5%] per annum and have varying maturity dates from February 8 to December 9, 2024. The value of the investments includes the interest accrued to December 31, 2023.

### 4. ACCOUNTS RECEIVABLE

	2023	2022
	\$	\$
Operations	5,182	3,344
Canadian Institute of Planners	5,562	73,854
GST receivable	14,726	—
Allowance for doubtful accounts	—	—
	<b>25,470</b>	<b>77,198</b>

## NOTES TO FINANCIAL STATEMENTS

December 31, 2023

### 5. CAPITAL ASSETS

	Cost \$	Accumulated Amortization \$	Net Book Value \$
<b>2023</b>			
Furniture and equipment	25,356	17,979	7,377
Website	64,900	60,557	4,343
Computers	27,005	25,563	1,442
	<b>117,261</b>	<b>104,099</b>	<b>13,162</b>
<b>2022</b>			
Furniture and equipment	20,043	16,110	3,933
Website	64,900	51,869	13,031
Computers	27,005	24,121	2,884
	<b>111,948</b>	<b>92,100</b>	<b>19,848</b>

### 6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2023 \$	2022 \$
Operations	114,922	18,507
Canadian Institute of Planners	171,814	171,814
Wages and vacation payable	43,903	26,228
Payroll tax withholdings	6,635	6,466
GST payable	—	4,124
	<b>337,274</b>	<b>227,139</b>

### 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>	63,590	(2,525)	61,065
	<b>815,923</b>	<b>(2,525)</b>	<b>813,398</b>

NOTES TO FINANCIAL STATEMENTS

December 31, 2023

8. INTERFUND TRANSFERS

Interfund transfers are comprised of the following:

\$4,000 [2022 - \$5,200] 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, \$6,525 was transferred from the Internally Restricted Chapters Fund to the General Fund to reflect the deficiency from Chapters Fund activities for the year. In 2022, \$3,366 was transferred from the General Fund to the Internally Restricted Chapters Fund to reflect the surplus 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:

	\$
2024	26,154
2025	26,413
2026	26,931
2027	27,190
2028	27,190

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, 2023.

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

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December 31, 2023

### 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. WAGE AND CONTRACTOR RENUMERATION

Pursuant to the British Columbia Societies Act, the Association is required to disclose remuneration paid to employees and contractors who are paid over \$75,000 or more during the fiscal year. Wages and benefits expense includes \$99,232 [2022 - \$100,200] paid to one employees [2022 - one employees] during the year.

## SCHEDULE OF CHAPTER ACTIVITY

Year ended December 31

	Balance, Beginning of Year \$	Revenue \$	Expenses \$	Seed Funding \$	Balance, End of Year \$
<b>2023</b>					
Kootenay	14,547	—	7	1,000	15,540
Fraser Valley	10,115	—	7	—	10,108
South Coast	9,032	2,320	3,375	—	7,977
Interior/Okanagan	8,816	3,428	5,863	1,000	7,380
Vancouver Island South	5,722	517	3,140	—	3,099
Yukon	5,666	—	548	—	5,118
Central North	4,943	1,390	601	—	5,732
Sunshine Coast	2,788	—	6	1,000	3,782
Vancouver Island North	1,961	13,485	14,117	1,000	2,329
	<b>63,590</b>	<b>21,140</b>	<b>27,664</b>	<b>4,000</b>	<b>61,065</b>
<b>2022</b>					
Kootenay	14,724	—	177	—	14,547
Fraser Valley	10,180	—	65	—	10,115
South Coast	8,502	3,300	3,970	1,200	9,032
Interior/Okanagan	7,976	3,034	3,194	1,000	8,816
Vancouver Island South	6,530	165	1,973	1,000	5,722
Yukon	4,906	—	240	1,000	5,666
Central North	5,607	—	664	—	4,943
Sunshine Coast	3,002	—	214	—	2,788
Vancouver Island North	328	1,970	1,337	1,000	1,961
	<b>61,755</b>	<b>8,469</b>	<b>11,834</b>	<b>5,200</b>	<b>63,590</b>



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