

2024 ANNUAL REPORT

Planning Institute of British Columbia

Presented to 2025 PIBC Annual General Meeting



VANCOUVER, BC



The Planning Institute of British Columbia recognizes, acknowledges, and appreciates that our head office operates on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliwətał (Tsleil-Waututh) Nations. We acknowledge the principles of truth and reconciliation and through our ongoing journey and work as an organization and profession, we continue to actively assist and advance the decolonization of the planning profession in BC and Yukon

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MINUTES

2024 ANNUAL GENERAL MEETING PLANNING INSTITUTE OF BRITISH COLUMBIA

1:30 pm Wednesday May 8th, 2024
Millstone River Room
Vancouver Island Conference Centre
101 Gordon St.,
Nanaimo, B.C.

ATTENDANCE:

There were twenty-six (26) corporate members in good standing present and four (1) non-corporate member present.

1. CALL TO ORDER

The President called the meeting to order at 1:37 pm; 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 Snuneymuxw First Nation.

It was noted that copies of the meeting Agenda, and the Annual Report, including the Minutes of the previous Annual General Meeting and the 2023 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. MINUTES OF PREVIOUS GENERAL MEETINGS

3.1 ANNUAL GENERAL MEETING OF JUNE 2ND, 2023

MOTION: It was moved and seconded:

That the minutes of the June 2nd, 2023, Annual General Meeting be adopted.

Carried

4. REPORT OF THE BOARD & COMMITTEES – ANNUAL REPORT

The President noted and briefly reviewed the 2023 Annual Report of the Board & Committees, as distributed. Key activities and developments from the previous year, as outlined in the report, were highlighted.

MOTION: It was moved and seconded:

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

Carried

5. 2023 AUDITED FINANCIAL STATEMENTS

The Secretary-Treasurer presented the 2023 Audited Financial Statements as distributed.

MOTION: It was moved and seconded:

That the 2023 Financial Statements be accepted.

Carried

6. APPOINTMENT OF AUDITORS – 2024 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 2024 fiscal year.

Carried

7. ADJOURNMENT

The President thanked members for attending the meeting. It was noted that next year's annual conference would be taking place in Vancouver, BC.

The meeting adjourned at 2:02 pm.



BC LAND SUMMIT ATTENDEES ENJOYING CONFERENCE ACTIVITIES



PRESIDENT'S REPORT

Emilie K. Adin RPP, FCIP



Another year older, another President's Report wiser. On behalf of the Board of Directors, I'm honoured to present my second and final annual report to the membership. I do so with a mix of gratitude, pride, and a touch of disbelief at how quickly this term has passed. I hope I've delivered on your expectations for an engaged and attentive President. Despite the occasional irreverence, many of you know I take the planning profession very seriously—in the way a cheerleader might seriously love her pom-poms and her squad. I hope that shone through.

Serving as President over the past two years has offered a unique vantage point to witness the resilience, growth, and generosity of our Institute and its members. I've been chuffed to represent PIBC across a variety of regional, provincial, and national gatherings, including my efforts in dialogue with the leadership of planning bodies from across Canada.

The Board In Service To Our Members

The year 2024 marked a particularly meaningful milestone—PIBC's 65th anniversary as a registered non-profit society. What an honour to serve during such a landmark year. We built on the momentum of 2023 and worked together to make a sustained impact.

The Board stayed focused on our 2023-2025 strategic priorities, undertaking an ambitious slate of activities. We did our best to avoid the phrase "unprecedented times" even as we felt it to our core. Thanks to the strength of our staff, committees, local chapters, and our broader network of dedicated volunteers, we got a lot done. Together, we are the collective engine room that makes the Institute hum.

To my fellow Board members: thank you for your generous leadership and spirited contributions throughout 2024. And to all members—across BC and the Yukon—who have helped advance our collective work, hosted events,

mentored or sponsored your peers, or participated in our Institute's chapters and committees: your efforts have powered this organization in ways both seen and unseen.

I'm delighted to share a few highlights from a very full year.

Reconciliation, Justice, Equity, Diversity, Decolonization & Inclusion

JEDDI remains a major focus for the Institute—yes, the acronym makes us sound more powerful than we usually feel, but the work is serious, sustained, and necessary. We launched a JEDDI Working Group in late 2023, and in 2024 the group clarified its mandate, built a foundation, and initiated a process to bring in external expertise. This is the start of a deeper, critical review of where we are—and where we need to go.

In parallel, the Planning Practice & Reconciliation Committee (PPRC) continued its thoughtful and steady work on decolonization in the profession. The PPRC's efforts are helping us reflect on how Indigenous knowledge, experience, and approaches can be more meaningfully integrated into planning practice.

Housing & the Peer Learning Network

In January 2024, we launched the provincially funded Peer Learning Network (PLN)—an initiative designed to support local governments and practitioners navigating BC's evolving housing policy landscape. Guided by our Housing Task Force (a subcommittee of the Policy and Public Affairs Committee, or PPAC), and with support from consultants, staff, and member volunteers, the PLN delivered a robust suite of offerings: regional peer learning sessions, online forums, legal resources, webinars, and ongoing dialogue with the Province. While "PLN" may never roll off the tongue, the work it represents is deeply practical and deeply appreciated. Implementation continues into 2025.



“ I want to repeat my heartfelt thanks to the volunteers – the Board members, committee members, chapter leads and movers-and-shakers, mentors, and more – whose time, intellect, and goodwill keep the Institute moving forward.”

Government Relations & Policy Engagement

A significant focus of the year was outreach to government. The Executive Committee has been meeting with a number of Ministers, Deputy Ministers and Assistant Deputy Ministers across the entire Provincial government. And in January, we met in person with officials from the Ministry of Housing and Municipal Affairs—bookending a full Board meeting in Victoria (because nothing says “fun” like policy discussions in a hotel conference room). These meetings, along with regular check-ins, help ensure planners’ voices remain part of key housing policy conversations. We’re in the room—if not as far into the centre of the room as we would like to be.

Governance & Professional Standards

PPAC’s Registered Professional Planner (RPP) Regulation Subcommittee led early-stage engagement around professional governance—exploring the possible relevance of BC’s Professional Governance Act. This work remains exploratory and member-driven: no conclusions drawn, no paths predetermined—just the kind of open-ended policy exploration that warms a planner’s heart.

The Professional Conduct Review Committee finished an internal overhaul of policies and procedures and has now embarked on reviewing the Code of Ethics and Professional Conduct—because even ethics, it turns out, need a little spring cleaning now and then.

The Member Engagement Committee, meanwhile, has been working to bring more transparency, humility, and responsiveness to how we connect with members. The Governance and Nominating Committee has been particularly active in this term of office. And many other Institute committees—too numerous to list here—have continued their work with steady effort and verve. We value your work.

Milestones, Celebrations & Looking Ahead

Our biggest event was the **2024 BC Land Summit**—the fifth in this collaborative, interdisciplinary series. With strong attendance and excellent feedback, the Summit reaffirmed the value of cross-professional dialogue among those who shape and steward land in BC.

We commemorated PIBC’s 65th anniversary, in part, by a special convening of Past Presidents. This informal yet thoughtful forum offered an opportunity for planners from across the generations of leadership to air perspectives, insights, and advice on the now and future of our Institute.

World Town Planning Day was—as usual—celebrated in style with our annual gala in November. In 2024, we welcomed 61 newly certified Registered Professional Planners and honoured 16 long-serving members. Their commitment reminds us why professional standards and peer recognition matter so deeply.

Final Reflections

As my term comes to a close, I want to repeat my heartfelt thanks to the volunteers—the Board members, committee members, chapter leads and movers-and-shakers, mentors, and more—whose time, intellect, and goodwill keep the Institute moving forward. And to our professional staff team: thank you for your tireless work and steadfast support. We heart you. Without these strong roots, the tree wouldn’t stand.

Thank you for the opportunity to serve. It has been a joy, a challenge, and above all, a mighty privilege.

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

EXECUTIVE DIRECTOR'S REPORT

Dave Crossley

Throughout a busy and active 2024 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, as well as support advancement of key strategic objectives.

One of the most significant strategic and operational activities undertaken throughout 2024 was the development and implementation of various events, activities and elements of the new provincially funded Peer Learning Network (PLN) for practitioners, providing learning and support related to new housing legislation and policies in British Columbia. Working with the Board, volunteer committee members, and key consultants brought on board to assist with this major initiative, implementation involved delivery of several in-person peer learning events, online webinars, launching an online forum, compiling and disseminating key resources (including resources on the PIBC website), providing legal information and support to practitioners, and ongoing liaison with the Province of BC throughout the year.

The staff team, working with the Board, Committees and volunteers continued help support and advance other key strategic activities over the course of 2024. Those included helping to stand-up, populate, coordinate, and begin initial meetings and work of the new Justice, Equity, Diversity, Decolonization and Equity (JEDDI) working group – including helping with orientation for the working group, and initial work to prepare a request for proposals to engage a consultant to help deliver the planned equity and diversity review or audit, which is expected to take place in 2025.

Additionally, other strategically oriented activities supported in 2024 included: continuing to help advance the Institute's work related to truth, reconciliation and decolonization – working with the Planning Practice & Reconciliation Committee and external consultants; outreach and raising the profile of the profession and Institute with key government officials (including with key BC Provincial Ministries at both the elected official and senior staff levels); ongoing support and advancement of policy and public affairs work – in particular moving forward with member engagement and research on professional regulation and the new BC Professional Governance Act (and its potential impacts on/opportunities for PIBC), and continued support for the Institute's Climate Action Sub-Committee (including working with our student interns on completing an analysis of PIBC's operations and opportunities to make the Institute more carbon neutral).

Noteworthy operational milestones and ongoing activities from 2024 to highlight include: working closely with our BC Land Summit partners to organize and deliver the 2024 BC Land Summit – Collaborations & Connections conference in Nanaimo; continued delivery of our popular and valued Continuous Professional Learning (CPL) webinar program (while supporting and incorporating new online learning activities as part of the PLN); ongoing implementation and further updates to the shared online membership database or association management system (AMS) – in continued collaboration with CIP and other provincial and regional planning institutes and associations; planning and delivering another successful annual World Town Planning day event to acknowledge and celebrate new Registered Professional Planners (RRPs) and long serving 25+ year RPPs in 2024.

Many regular member service and operational activities that continued through the past year included: ongoing maintenance and delivery of the Institute's key communications channels and activities (including the PIBC website, social media, e-News email newsletters, *Planning West* magazine, etc.); continued, regular support for PIBC's many various volunteer committees, sub-committees, and working groups; ongoing coordination and support for PIBC's nine local and regional Chapters across BC and Yukon, and their various events and activities throughout 2024; continued collaboration, outreach and liaison with national organizations that PIBC is involved with (CIP, the Professional Standards Board, other provincial institutes and associations, etc.).

Organizationally and internally, we were pleased to successfully select and onboard two new staff team members for two new roles in 2024 – one focused on governance and administrative support and one on research and policy work. We were happy to welcome Matthew Walshe and Raymond Kan RPP, MCIP to the PIBC team in these roles. Additionally, we onboarded two new student interns (who were engaged in 2024 to work on climate related matters) as part of the continued implementation of our relatively new student internship program. We were also pleased, working with the Professional Conduct Review Committee, to complete our new comprehensive internal policies and procedures manual for our professional conduct and disciplinary processes.

As noted above, several key professional learning related activities were significant achievements in 2024. We were actively engaged in helping (in partnership with the four other land-use related professions that make up the BC Land Summit Society) to plan and deliver the successful BC Land Summit conference in Nanaimo, which brought together over 660 in-person attendees and over 80 virtual attendees. The entirety of our CPL programs and events, including 10 CPL webinars and 21 local chapter events, delivered over 164 Learning Units of activity for members in 2024. Combined CPL events and activities in 2024 involved over 3,000 registrations and/or attendees.

We also continued actively supporting and maintaining our ongoing professional regulatory and membership functions – anaging membership admissions, certification, and other membership administration tasks throughout 2024 (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; and coordination with the national Professional Standards Board (PSB) on applicable membership admissions and other matters).

We also continued supporting the Institute's Professional Conduct Review and disciplinary process work. Two new formal complaints were received in 2024 (with case files being opened) while five ongoing cases (at various stages of the process) carried over from the previous year. Two ongoing cases were fully concluded and closed in 2024, while two others were nearing conclusion. We also again delivered key professional learning and education for members related to ethics and professionalism through an annual conference session and online webinar (continuing to utilize the updated webinar materials developed in 2023). Work was also started in late 2024 to begin a new round of volunteer recruitment for additional new members for the Professional Conduction Review Committee.

Looking forward into 2025 and beyond, anticipated work and priorities include: continued ongoing implementation of the 'Peer Learning Network' (PLN) in partnership with the Province of BC and preparations to wind down the initiative in 2026; planning and delivery of our 2025 annual conference in Vancouver while also preparing for our 2026 annual conference in Penticton; implementation of the Institute's regular bi-annual Board elections and working with the Board to update PIBC's strategic plan; ongoing support for the Institute's work on justice, equity, diversity, decolonization and equity (JEDDI) as well as our continued Planning Practice & Reconciliation work; continued ongoing support for the Board and Institute committees on advancing strategic priorities from the updated strategic plan; and continued successful ongoing management and delivery of Institute operations, key member services and benefits.

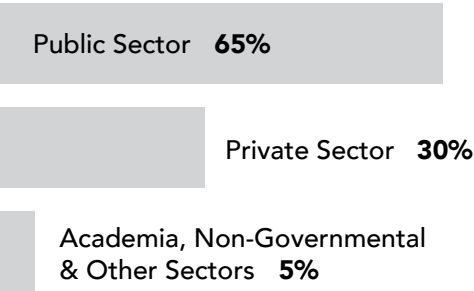
Again this year, I wish to extend my heartfelt thanks and appreciation to the entire PIBC staff team for their dedication, hard work, and passion throughout 2024: Manager of Operations Nina Schmidt; Manager of Professional Learning, Events & Partnerships Sophie King; Senior Communications & Marketing Specialist Cindy Cheung; Manager of Member Programs & Services Kelly Chan; as well as new Manager of Policy & Research Raymond Kan RPP, MCIP and new Administrative & Governance Coordinator Mathew Walshe. Thanks also to the Board of Directors for their leadership and dedication, and to the many volunteer members for their tremendous ongoing work across our various committees and other roles on behalf of the Institute and profession. Thank you!



DAVE CROSSLEY
Executive Director
Planning Institute of British Columbia

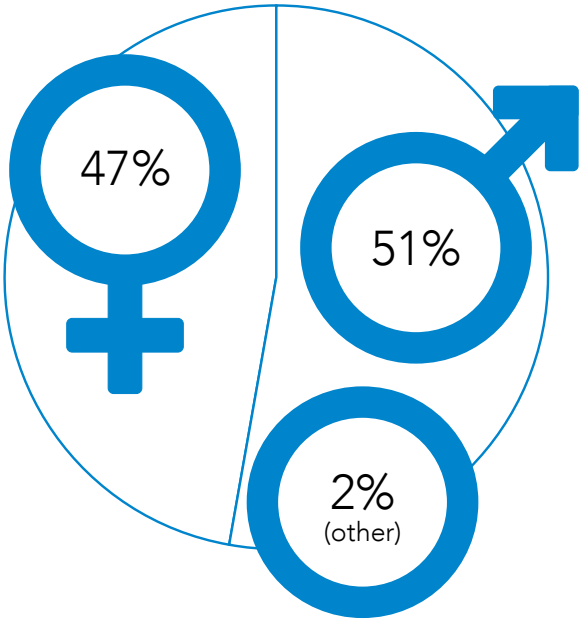
Membership Profile Snapshot

PROFESSIONAL MEMBERSHIP BY EMPLOYMENT SECTOR



Note: Estimate excerpted from current PIBC membership data.

PROFESSIONAL PLANNERS BY GENDER



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

SECRETARY-TREASURER

Sara Muir RPP, MCIP

The audit of PIBC's 2024 fiscal year was conducted in early Spring 2025 by Tompkins Wozny LLP, Chartered Professional Accountants, who were re-appointed as the Institute's external auditors in 2024. The results were reviewed and approved by PIBC's Board of Directors in May 2025. 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, 2024)

Overall, the Institute reported a healthy, financially stable year in 2024. Total financial operations generated a moderate net deficit of \$88,530. General operations included total revenues of \$1,232,567 and total costs and expenses of \$1,321,097. As of December 31, 2024, the Institute's total gross assets were \$2,178,491 with net fund balances of \$1,155,224.

With respect to revenues, there was an overall increase compared to last year. Funds from the Province of BC for the Peer Learning Network (PLN) received in 2023 were booked in 2024 consistent with the ramping up and implementation of PLN activities over the course of the year. Membership revenues continued to be strong and increased slightly at \$511,711 in 2024 (compared to \$485,748 in 2023), while we continued to forego significant increases in membership fees. Conference income and expenditures varied from 2023 due to the fact that we participated in the joint BC Land Summit conference (for which most of the finances are handled and accounted for separately by the BC Land Summit Society).

Advertising revenue was healthy and increased slightly at \$220,884 in 2024 (compared to \$204,707 in 2023). Interest income remained strong in 2024 due to higher interest rates and our healthy financial reserve balances. Local chapter revenue decreased in 2024 at \$12,048 due to a slight reduction in financial activities from events during the year. 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.

In relation to expenditures, staff salary and benefits expenditures increased in 2024, reflecting to the introduction and addition of two new staff positions as well as normal annual adjustments for cost of living, performance, and employment competitiveness.

Conference and event costs were just \$90,832, down compared to last year, again primarily due to the fact that

the annual conference in 2024 was held as the separately organized BC Land Summit conference, as noted. Additionally, expenses related to chapters decreased slightly in 2024, at \$21,356, relative to chapter activities.

Board, committee and related governance expenses were down somewhat in 2024 at \$130,331, primarily due to it not being an election and strategic planning year, while overall the Board and many committees remained quite active with meetings over the course of the year. Administration fees and related expenses remained stable, and professional fees (covering legal fees, accounting, audit, and other professional services) increased slightly compared to last year. Expenses for special projects (excluding the PLN) were relatively consistent as a variety of strategic activities and ongoing initiatives continued to move forward in 2024. PLN direct expenses were \$222,836 in 2024, along with additional amounts in support of staff wages for time allocated and work undertaken delivering PLN activities.

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 continue to monitor and evaluate our reserve policies and internally restricted fund amounts, 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 2024 Audited Financial Statements.

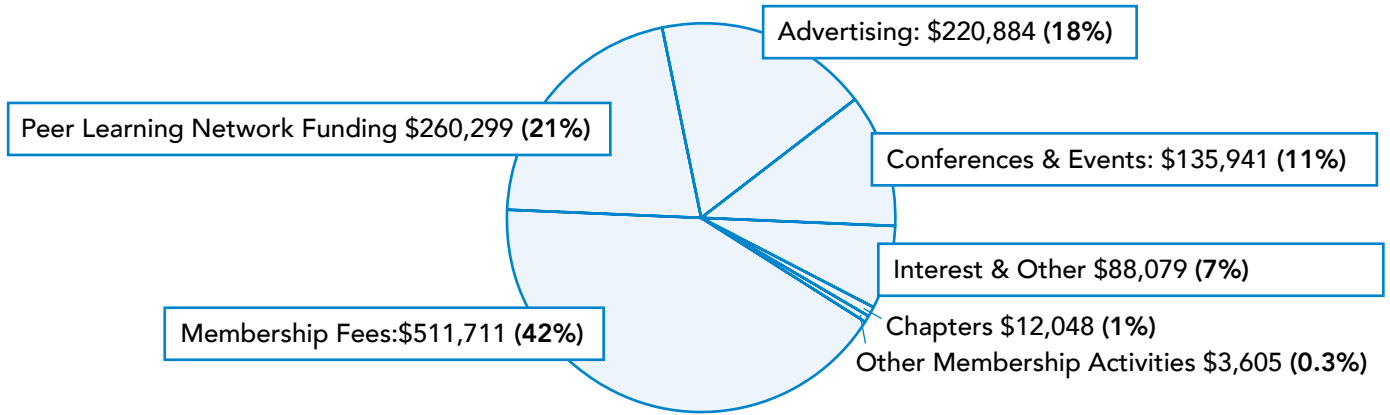
We continue to be pleased to see the Institute's ongoing financial stability and health. The Institute's healthy, stable financial position supports the organization's long-term resilience, and the maintenance of core operations, while keeping PIBC well positioned to make ongoing key strategic investments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

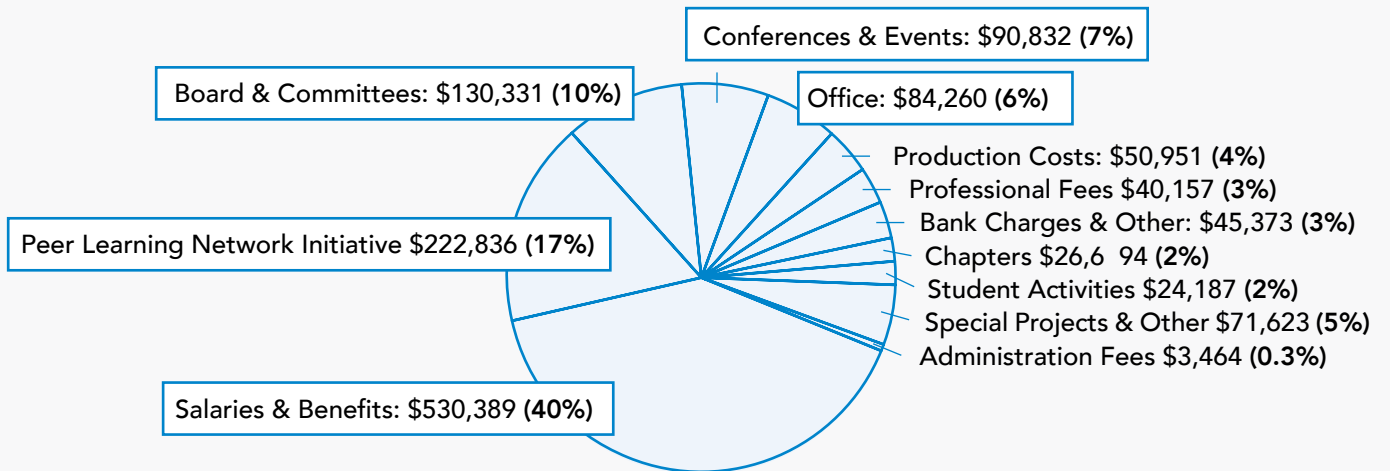
Financial Operations

Total operations (revenues & expenditures)
in 2024, by area (in \$ and % of total):

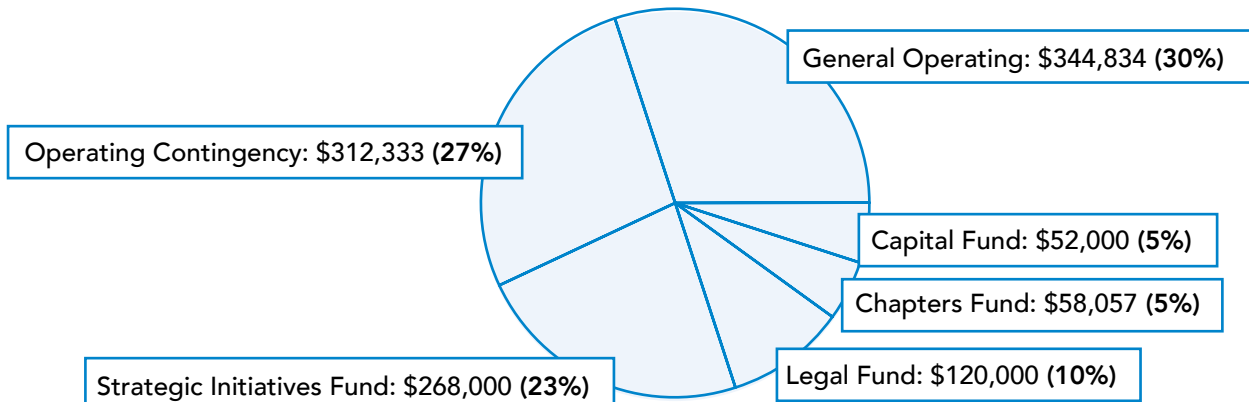
REVENUES (TOTAL: \$1,232,567)



EXPENSES (TOTAL: \$1,321,097)



INTERNAL FUNDS & RESERVES (TOTAL: \$1,155,224)



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

PROFESSIONAL STANDARDS & CERTIFICATION:

The Institute’s Professional Standards & Certification Committee manages and oversees the Institute’s membership certification work and activities. This includes membership certification standards and processes, as well as monitoring and continuous professional learning (CPL) reporting. This 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 continued as Co-Chairs of the Professional Standards & Certification Committee throughout 2024.

MEMBERSHIP APPLICATIONS & ADMISSIONS:

Membership activities continued to be busy in 2024. During the year, the PIBC processed approximately 450 membership applications, admissions, transfers, membership status changes, and other membership actions. This included 188 admissions into Corporate membership categories and 153 Non-Corporate membership admissions.

PIBC MEMBERSHIP:

At December 31, 2024 the total (estimated) Institute membership was as follows:

Corporate Membership:		Non-Corporate Membership:	
Certified (RPPs) *	1,235	Retired **	55
Fellows (Practicing RPPs) *	21	Pre-Candidate	119
Candidate *	353	Student	342
		Honourary	10
Total:	1,609	Total: ***	526

TOTAL MEMBERS: 2,135

Notes:
* Includes members On Leave ** Includes Fellows who are retired *** Non-member ‘Public Subscribers’ not included

Overall membership in the Institute remained stable, with a slight increase in total members. There was a 2.5% increase in the net number of professional (Corporate) members, with a 2.8% increase in the net number of Certified Members (Registered Professional Planners).

PIBC admitted a total of 82 new Registered Professional Planners (RPPs) in 2024, following the successful completion of the certification process. Additionally, new Candidate members continued to join throughout the year. A small number of other Candidate members ceased to be members during 2024 due to the expiry of their prescribed time limits to remain a Candidate and complete certification. There was a total of 106 new Candidate members admitted, reinstated, or transferred in 2024.

In terms of Non-Corporate membership, the net total number of Retired members decreased, while the number of Pre-Candidate members increased in 2024. The number of Student members grew in 2024 by 5.2%, supported by

continued policies for waiving annual student membership fees. As occurs annually, a number of Student members ceased to be members due to the expiry of prescribed time limits on their eligibility to remain as student members.

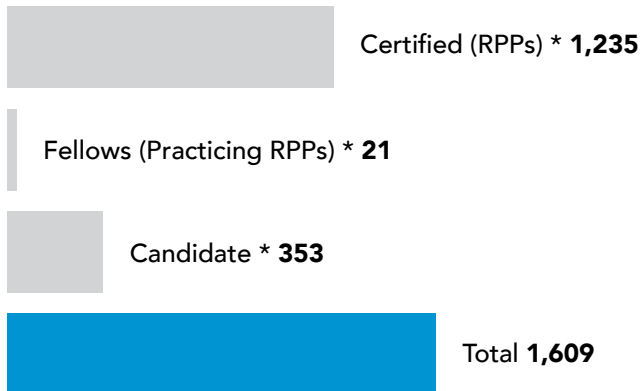
MEMBERSHIP CERTIFICATION:

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 2024, we continued to see a healthy, steady number of new Candidate membership applicants coming through the PSB assessment process, as well as new RPPs completing their requirements and becoming certified as new RPPs. As previously reported, the national professional examination continues to be delivered remotely by the PSB twice each year, through an invigilated process.

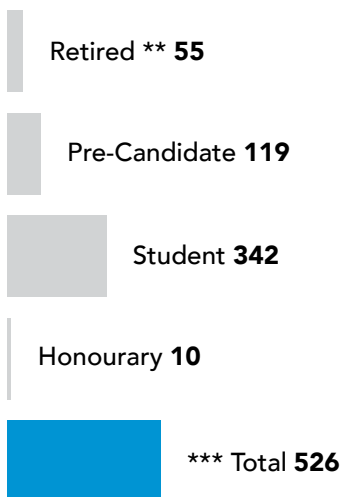
Membership Numbers By Member Type & Category

At December 31, 2024 the total (estimated) Institute membership was as follows:

CORPORATE MEMBERSHIP



NON-CORPORATE MEMBERSHIP



**TOTAL
MEMBERS
2,135**

Notes:

* Includes members On Leave

** Includes Fellows who are retired

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

PROFESSIONAL STANDARDS & NATIONAL COORDINATION:

It was a year of substantial transition for national professional standards for the planning profession in Canada. In the summer of 2024, a new model and structure for the collaborative development and maintenance of our shared national professional certification and university accreditation standards was developed and adopted by CIP and the provincial and territorial professional planning institutes and associations across Canada (including PIBC).

The previous stand-alone national Professional Standards Committee (Standards Committee, or SC), which was established in 2012 to oversee shared national standards on behalf of the planning profession across Canada was wound down, and its functions and responsibilities have now moved to a new committee of the national Professional Standards Board (PSB). This new arrangement will better resource, support and coordinate the important national professional standards work, enabling the advancement of key work in this area related to updated professional competencies, the definition of planning, finalization of an up-to-date comprehensive national professional standards policy manual, and more.

As noted, 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 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 2024. A total of 86 PIBC Candidates participated over both offerings of the exam.

CPL REPORTING REQUIREMENTS FOR MEMBERS:

Overseeing the policies and administration of the Institute's mandatory Continuous Professional Learning (CPL) and reporting requirements, as mandated in the Institute's bylaws, is another key responsibility of the Professional Standards & Certification Committee. Key activities in this area in 2024 included continued implementation of a consistent and structured process for monitoring CPL compliance, including randomly selected periodic reviews of individual members' annual CPL reporting (along with associated follow-up) to help ensure and assist members with compliance.

We continue to be pleased to see high levels of compliance with CPL activities and reporting requirements by members in 2024. The Institute appreciates that there were no

significant compliance issues stemming from the random reviews that were undertaken in the year. As in previous years, 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:

- Unduly vague descriptions of un-structured activities.
- Reporting conference activities as one item instead of reporting of each specific conference session, workshop or program component attended.
- Over-reporting Learning Units (LUs) for some unstructured activities.

The 2024 edition of 'Takeaways from the Annual Continuous Professional Learning Review' was published in the Winter 2024 issue of *Planning West* magazine. This periodic update article reported out on the reviews undertaken of 2023 member CPL reporting, and to help members understand and address common errors that are identified during the CPL reporting process. Additionally, the Committee completed development of the "CPL Quick Reference Guide", a one-page reference guide highlighting the most common types of CPL activities and their associated maximum applicable learning units (LUs), as a quick reference tool.

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. The Committee are currently developing updates to the CPL system guide as part of this process.

GENERAL MEMBERSHIP ISSUES:

The Committee continued its work in 2024, monitoring and enforcing the stipulated time limits for various members to complete membership requirements and/or move forward to the next applicable membership category, as outlined in the Institute's bylaws. As is normally the case each year, the Committee continues to review and consider occasional requests from individual members facing unique and extenuating circumstances related to membership time limits, requests for leave from active membership, CPL reporting requests, and other related issues on a case-by-case basis, as appropriate.

COMMITTEE & VOLUNTEER THANKS:

The Institute's membership certification and professional standards activities rely heavily on the dedication and significant contributions of the many volunteer members carrying out the many membership-related roles and tasks each year. We sincerely thank all those who generously gave their time and effort in 2024, especially those who served on the Professional Standards & Certification Committee.

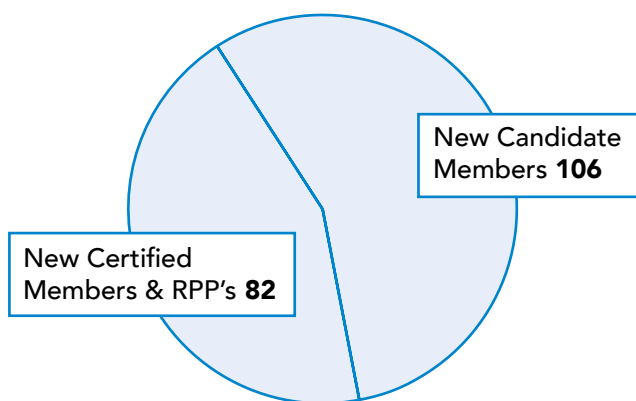
We extend our heartfelt and sincere appreciation to the many dedicated volunteer members who contribute their time and expertise in various roles—reviewing membership materials, serving as examiners and accreditation reviewers, and acting as mentors and sponsors for Candidate members throughout BC and Yukon (and beyond) as they progress through the certification process. Your efforts are instrumental to the ongoing success and advancement of the planning profession. In addition to our valued volunteers, we also acknowledge and thank the support of PIBC staff, as well as those working nationally with the PSB. Thank you all.



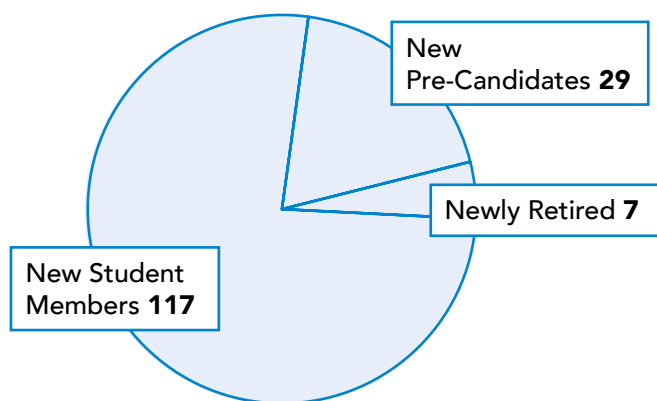
2024 Membership Activities

Processed 450 membership admissions and other membership actions, including the following 341 membership admissions.

NEW CORPORATE MEMBERS (TOTAL: 188)



NEW NON-CORPORATE MEMBERS (TOTAL: 139)



As well as processing 109 membership status and other changes.



PROFESSIONAL CONDUCT REVIEW

Overseeing and upholding high standards of ethics and professionalism is a key function of PIBC as a self-regulating professional organization. As outlined in PIBC's bylaws, the Institute meets this obligation through upholding the Institute's Code of Ethics & Professional Conduct which all Corporate members are required to follow. The bylaws also establish and mandate the Professional Conduct Review Committee to undertake this role. Throughout 2024, Alex Taylor RPP, MCIP continued in his role as Chair of the Committee, which is also supported by volunteer members who contributed to this valuable work throughout the year.

BYLAWS & COMMITTEE ROLE:

Significant portions of 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 remained highly active in 2024 and continued its efforts handling complaints, to ensure that investigations were completed efficiently and thoroughly. Both the Committee and staff focused on monitoring and refining 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:

Upon receipt of any formal written complaint of alleged professional misconduct by a member, in accordance with the bylaws, the Committee Chair assigns two members of the Committee to act as the case officers for the complaint or case. The assigned case officers conduct an initial investigation which includes reviewing the complaint, notifying the subject member and requesting a response to the complaint from them, gathering information, assessing the merits of the complaint under the Code of Ethics & Professional Conduct, and preparing and delivering 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.

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 2024 there were two new formal complaints received, and case files initiated within the Institute's disciplinary process. Work from five previous complaints and case files also carried over into 2024. As of the end of the year, two of the active cases were closed, one was placed in abeyance due to jurisdictional considerations, while four others remained active. The two new complaints initiated in 2024 were initiated by members of the public. The continued caseload in 2024 required significant volunteer and staff time to manage over the course of the year. To help increase volunteer capacity, a process to recruit new volunteer members was commenced in 2024. As a result of this recruitment process, it is expected that new members will be appointed to the Committee in 2025.

Less formal inquiries 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 are occasionally received by the Institute as well. These are normally handled directly with the individuals involved without a formal complaint or professional conduct review process as appropriate.



Photo by Bill Oxford on Unsplash

SUPPORT & POLICY WORK:

During 2024 there were no substantial policy and process changes (such as further revisions to the bylaws), however, the Committee completed and finalized a new comprehensive PCRC policies and procedures manual which was approved by the Board in November 2024. This new formalized internal manual now guides, supports and assists the Committee and staff in their work on professional conduct and disciplinary matters. In tandem with the manual, a large number of templates for regular, recurring documents (letters, reports, etc.) used in PCRC processes have also been developed.

In summer 2024, the Committee also established a working group tasked with reviewing and proposing revisions and updates to the Code to ensure it still meets the needs of the Institute, the profession, and the public interest. Additionally, with the support of staff, legal counsel, and experienced Committee members, knowledge sharing within the Committee and volunteer training for members continued in 2024.

EDUCATION FOR MEMBERS:

In addition to its role in handling individual formal complaints of alleged professional misconduct, the Committee continued to support the ongoing education and training of PIBC members on matters of ethics and professionalism throughout 2024. As part of this work, volunteer members organize and deliver a session on ethics and professionalism at each PIBC annual conference. This took place as part of the 2024 BC Land Summit conference held in May in Nanaimo, BC. Additionally, the Committee helped deliver the second annual offering of the current version of the free 'Ethics and Professionalism for Planners' online webinar, which was held in December 2024. Recordings of this and other previous online ethics and professionalism webinars delivered by PIBC continue to be accessible to members via the Institute's YouTube channel as an ongoing resource.

As in past years, the Committee continued in 2024 to provide support to individual members with specific inquiries on

issues and questions related to ethics and professionalism. Designated Committee members offered occasional confidential general ethical guidance and feedback regarding members' ethical questions or dilemmas raised with the Institute.

COMMITTEE VOLUNTEERS & THANKS:

The important and valuable work of the Professional Conduct Review Committee is made possible each year through the dedication and valuable contributions of volunteer members. Under the guidance of the Chair, and with the assistance of Institute staff and legal counsel as appropriate, members of the Committee 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 2024; and
- Commencing a review of the Code of Ethics and Professional Conduct.

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 continue its work to review of the Code of Ethics & Professional Conduct, implement its new policy and procedures manual and templates, and enhance other related administrative resources, while continuing to strengthen and train volunteer resources, and explore any potential bylaw and policy changes. We thank those who have served (and continue to serve) and look forward to the participation of new volunteer members who will be joining the Committee in the future.

Thank you again.

PIBC Professional Conduct Review

2024 Case Summary

Although the Institute fields various general professional practice inquiries each year, typically only a relatively small number result in formal complaints. In 2024 two new formal complaints were received, and five previous cases carried over into 2024. No other investigations were initiated in response to any information about potential member misconduct in the public domain. As of December 31, 2024, work on two formal cases had been fully concluded, one was placed in abeyance due to lack of jurisdiction, and four remained actively open at various stages of the process.

The following provides a general summary status update on cases addressed or under review at various stages in the professional conduct review process during 2024:

- 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 concluded at the beginning of the year, following successful completion of the initial investigation by the case officers at the end of the previous year. This case was resolved by consent discipline.
- A previous case from 2023 resulting from a formal complaint by a PIBC member regarding the professional work of a member was concluded following successful completion of the initial investigation by the case officers. There was no further action with respect to the complaint.
- A previous case from 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.
- A previous case from 2023 resulting from a formal complaint by a local government regarding the conduct and work of a member was near completion, with the successful conclusion of the initial investigation by the case officers as of the end of the year.
- A previous case from 2023 resulting from a formal complaint by a PIBC member regarding the conduct and work of a former member was placed in abeyance.
- A new case in 2024 resulting from a formal complaint by a member of the public regarding the conduct and work of a member remained under initial investigation as of the end of the year.
- A new case in 2024 resulting from a formal complaint by a member of the public regarding the conduct and work of a member was underway with the initial investigation nearing completion as of the end of the year.

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

The Institute's Governance & Nominating Committee is responsible for assisting with the Institute's internal governance and key major policy matters as well as for undertaking the nominating process for the Institute's regular bi-annual elections for the Board of Directors. 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 internal and administrative 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, FCIP. Additionally, several new volunteer members joined the Committee in 2024.

BOARD ELECTIONS & NOMINATIONS:

As mandated by the Institute's bylaws, elections for the Board of Directors are held every two years (every odd numbered year) leading up to the Annual General Meeting (AGM) of that year. The most recent Board elections took place in 2023 in conjunction with the AGM, therefore, the next election is taking place in conjunction with the 2025 AGM.

For each election, the Committee is required to nominate a minimum number of qualified members for the various positions on the Board of Directors. 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 diversity factors, regional representation, sector of employment, professional background, skills and knowledge, and volunteer experience. As part of its work in this area, the Committee, with support from staff, curated and developed a series of videos promoting the 2025 Board elections and encouraging members to consider standing for election or volunteering with the Institute in some other capacity.

The chair and Committee began their nominating work in late 2024 to prepare for the 2025 regular Board elections. Due to volunteer turnover on the Committee from the previous term, initial efforts focused on seeking out and securing additional new volunteer members to join the Committee itself. This work took place through a membership-wide call for expressions of interest and recruitment process coordinated by the chair. As a result of this work, three new volunteer members were appointed to the Committee during 2024.

The Committee continued its work on the Board election nomination process into 2025, in accordance with the

Institute's bylaws. This involved membership-wide communications to all members and outreach through existing Institute volunteer networks (committees, local chapters, etc.). The objective was to nominate: at least one Certified member to stand for election to the position of President-Elect for the coming term; at least eight Certified members to stand for election as directors on the Board for the coming term; and at least one Candidate member to stand for election as the Candidate member on the Board for the coming term.

Following the Committee's nomination process, additional at-large nominations for all available positions on the Board are sought from the membership, after which the voting process takes place online leading up to the 2025 AGM. Thanks are extended to all those members who step forward for nomination to stand for election to the Board.

BYLAWS & OTHER POLICY WORK:

Throughout 2024, the Committee focused on developing and updating several internal administrative policies. This included reviewing and revising the terms of reference for most committees, revising expense and reimbursements and Board meetings policies, as well as developing new policies related to volunteer recognition, stipends, and honoraria, and sponsorship. Several of these updated or new internal policies were approved by the Board in late 2024, with remaining internal policy work continuing into 2025.

The Institute did not undertake any formal bylaw revisions or amendments in 2024. 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) as well as some 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) which took place in 2018.

Additionally, the Board has asked the Committee to explore and consider the current Board structure and terms of office (currently the Board is elected bi-annually for terms of two years). As of the end of 2024 this work has only just begun and, if any revisions are recommended, might result in proposed bylaw changes to implement any such changes.

COMMITTEE VOLUNTEERS & THANKS:

The Institute's vital governance, policy, and nominating work relies on the commitment and contributions of the dedicated volunteers who serve on the Governance & Nominating Committee. Sincere thanks and appreciation are extended to all members who served on the Committee in 2024. Additional gratitude is extended to those members across BC and the Yukon who have stood—or are considering standing—for election to the Institute's Board of Directors. Your engagement is deeply valued. Thank you.

POLICY & PUBLIC AFFAIRS:

The Institute's Policy & Public Affairs Committee is responsible for overseeing and supporting the Institute's policy and public affairs related work, including relevant government outreach, external relations, and potential advocacy on issues or identified areas of interest to the Institute. The Committee also provides advice and assistance related to these matters to the Board. Board members Lui Carvello RPP, MCIP and Narissa Chadwick RPP, MCIP continued as the Co-Chairs of the Committee in 2024.

The Committee, and its subcommittees, met in 2024 to advance various key activities aligned with the Board's strategic priorities. The Committee's efforts continued to focus on a number of key areas of interest, including: overseeing the work of the Housing Task Force – responsible for guiding the implementation of the new provincially funded Peer Learning Network (PLN) related to housing legislation and policy; monitoring and considering professional regulation and legislation for Registered Professional Planners (RPPs) and the planning profession through the RPP Regulation Sub-Committee, and continued work on climate issues through the Climate Action Sub-Committee.

HOUSING TASK FORCE & PEER LEARNING NETWORK (PLN):

A major area of work in 2024 was the roll-out and implementation of the provincially funded Peer Learning Network (PLN), under the guidance of the Housing Task Force of the Policy & Public Affairs Committee. This significant initiative is aimed at providing peer-oriented learning, resources, and information to support practitioners in navigating and implementing new provincial housing legislation and policies introduced and passed by the Province of BC in 2023.

Based on the PLN workplan developed by the Housing Task Force and endorsed by the Board, and with support from Institute staff, external consultants and volunteer members, key PLN activities developed and implemented in 2024 included:

- Five in-person (and one virtual) roundtable peer learning events held in regions across BC, including a virtual session focused on rural areas and regional districts.
- An online survey of planning practitioners and others on key questions and topics relevant to the PLN and housing.
- Four online PLN webinars on topics including: legal considerations, infrastructure and servicing, affordability, and housing needs requirements.
- Launching and curating a dedicated PLN webpage as a resource hub.
- Launching and curating an online PLN discussion forum to facilitate peer learning and share information and resources.

- Providing support for access to key relevant legal resources.
- Regular liaison with the BC Ministry of Housing & Municipal Affairs.

Following further workplan development, implementation and ongoing PLN activities (including additional learning events, further resource development, research, etc.) are continuing into 2025, with the PLN initiative expected to wrap up in early 2026.

RPP REGULATION & PROFESSIONAL GOVERNANCE:

In late 2023, the PIBC Board approved direction to undertake outreach and education about the governance of the profession, the BC Professional Governance Act, and possible opportunities and implications for PIBC and the planning profession. The PIBC Board has not made any decisions on whether the planning profession should or should not be regulated under the Professional Governance Act. In 2024, the Policy & Public Affairs Committee assigned the RPP Regulation Sub-Committee to guide the work of engaging the membership about professional governance and the Professional Governance Act. The purpose of the work is to inform and engage the membership, without any pre-determined outcome, decision, or course of action.

In August 2024, the Sub-Committee convened an all-committee session to receive a presentation from PIBC's external legal counsel about the PGA. Subsequently, the RPP Regulation Subcommittee convened to create a work plan for the 'Professional Governance Research and Engagement Project' which sets out engagement and research activities. In November 2024, the Board endorsed the Phase 1 Work Plan and directed the Chair of the RPP Regulation Subcommittee to provide quarterly updates to the Policy & Public Affairs Committee and Board. The Board also directed staff to distribute these quarterly reports internally for information, and to post them on the project webpage as well.

In early December, an engagement survey was launched. Opened for two months, the survey garnered 323 responses and a response rate representing approximately 18 percent of Certified (RPP) and Candidate members. The RPP Regulation Sub-Committee will be busy throughout 2025 guiding the implementation of the Phase 1 Work Plan priorities such as focus groups, strategic assessment of professional governance options, and webinars. For more information about the project, please visit: <https://www.pibc.bc.ca/professionalgovernance>

OTHER LEGISLATIVE MATTERS & GOVERNMENT RELATIONS:

In January 2024, the Institute met with representatives from both the BC Ministry of Housing and the BC Ministry of



ATTENDEES AT ONE OF SEVERAL PIBC PEER LEARNING NETWORK (PLN) EVENTS HELD IN 2024.

Municipal Affairs for feedback and input to government from the planning profession. These meetings aimed to strengthen relationships between the Institute and planning profession and key government officials, while also providing a platform for feedback and input to government from the planning profession. The Institute remains committed to building on these outreach efforts and actively seeking further opportunities for engagement with government officials.

CLIMATE ACTION:

The Climate Action Sub-Committee continued its active work in 2024 in the areas of climate and climate action. Patricia Dehnel RPP, MCIP continued to serve as Chair of the Sub-Committee during the year, and Sara Muir RPP, MCIP also continued in a Board liaison role with the Sub-Committee. Key work undertaken this past year included implementing 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). This project was undertaken with the valuable work and contributions of two student interns (through the Institute's student internship program). And involved reviewing and assessing a range of Institute activities and operations in terms of carbon impact, with an aim to inform potential recommendations to update

operations and make the Institute's operations more carbon neutral. A draft report has been prepared and shared with the Sub-Committee and is being finalized. Based on the report, the Sub-Committee will consider and advance specific recommendations for the Institute.

The Sub-Committee continued through 2024 working to facilitate, support, or deliver ongoing climate related planning education and professional development for members through occasional CPL webinar offerings and climate focused articles in *Planning West* magazine. Additionally, the Sub-Committee continued to take advantage of opportunities to provide external input and feedback related to planning and climate issues to government or other external organizations.

COMMITTEE THANKS:

The Institute's policy advocacy and public affairs initiatives continue to advance thanks to the invaluable time and efforts of volunteer members serving on the Policy & Public Affairs Committee, its sub-committees, working groups, as well as its external representatives and liaisons. We gratefully acknowledge and thank all those who contributed in these roles throughout 2024. Appreciation is also extended to PIBC staff for their ongoing support of the Committee its sub-committees, working groups and activities.

PLANNING PRACTICE & RECONCILIATION:

The Institute's Planning Practice & Reconciliation Committee was formally established as a standing committee in 2021, evolving from the previous Indigenous Planning Working Group. The Committee was created in keeping with the Institute's ongoing strategic priorities 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 2024 by Sarah Atkinson RPP, MCIP.

The Committee also underwent a recruitment campaign in late 2024. Following a successful call for expressions of interest during the year, a number of new committee members were appointed in January 2025. The Committee looks forward to continue advancing its plans and initiatives during the course of 2025 and beyond.

INDIGENOUS KNOWLEDGE & EXPERIENCE AND PROFESSIONAL MEMBERSHIP:

The Committee continues to work with Saṇala Planning on Phase 2 work exploring pathways for Indigenous Planning Membership, and continues to work through the recommendations in the Phase 1 report. As part of this work, Saṇala Planning and the PPRC hosted a panel-style discussion at the CIP Connections Conference in Edmonton to share findings and lessons learned from Phase 1 and encourage planners' self-reflection on the role of planning in colonization, and toward reconciliation. It is expected that Phase 2 will conclude and Phase 3 will be begin and progress throughout 2025.

RESEARCH PROJECT

The partnership and funding agreements were finalized this year to support relevant research work led by Dr. Christopher Lamb, Postdoctoral Research Fellow in the School of Community and Regional Planning at UBC. The scope of work was refined, and focuses on investigating how planners in BC are educated about Indigenous land use and planning principles, reconciliation, and decolonization.

The study involves four phases: 1) interviews with key informants to explore the possibilities and challenges for decolonial planning education and practice in BC; 2) focus groups with Indigenous and decolonial planning educators and knowledge holders to a) delineate knowledge critical to reconciliatory and decolonial planning in BC and Canada and b) co-design surveys to provide benchmarking and to measure the impact of planning education on students' awareness about Indigenous land use and planning principles, reconciliation, and decolonization; 3) delivery of surveys to students in the four accredited planning schools in BC; and 4) reports on findings from the first three phases to planning institutes in BC and Canada. Interviews and research work will progress throughout 2025.

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; focusing energy to working through Phase 1 recommendations and advancing the additional work of Phases 2 and 3. 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. Thanks and gratitude are extended the volunteer members and other valued contributors who have participated and given their time and knowledge in support of the work of the Committee. Thank you.

JUSTICE, EQUITY, DIVERSITY, DECOLONIZATION, AND INCLUSION (JEDDI) WORKING GROUP

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The Justice, Equity, Diversity, Decolonization and Inclusion (JEDDI) Working Group, under the direction of and with the support of the Board, is responsible for undertaking work and providing recommendations to assist in the advancement of the Institute’s broad objectives to enhance understanding, build capacity, and implement actions related to justice, equity, diversity, decolonization, and inclusion. With respect to decolonization the working group coordinates with and supports the role of the Planning Practice & Reconciliation Committee. The working group was formed initially as a task force, then revised to its current working group structure in support of the Board’s strategic priority area: Pursue Justice, Equity, Diversity, Decolonization and Inclusion.

The new working group was stood up and began to advance its work in 2024. The Board established initial terms of reference, and PIBC Board member Sawngjai (Dear) Bhokanandh RPP, MCIP was designated as the initial chair of the working group. The chair and staff worked to launch and conduct a membership-wide call out for expressions of interest starting in February 2024, to seek a diverse range of members to join the working group. Over the course of the spring of 2024 submissions were received and individuals identified and added to the working group.

Once populated, the working group began meeting in July 2024 and moved forward with its work. This included reviewing, discussing and proposing revisions to the

working group’s terms of reference to align with the group’s goals and approach, as well as identifying and designating a co-chair – Eve Hou RPP, MCIP – from the working group. Additionally, the working group met internally to gain initial insight and knowledge with respect to the current operational activities and scope of the Institute as an organization.

Following these initial start-up activities, the group then began its work on one of the key strategic objectives identified and assigned by the Board – to undertake an equity audit or review of the Institute. Through the latter part of 2024 and into 2025 work was undertaken to develop a suitable request for proposals (RFP) to seek appropriate outside consulting support and expertise to assist with delivering this objective. The work to seek out and select a successful proponent and begin the work on the audit continues in 2025.

Thanks are extended to the volunteers who responded to the call for expressions of interest, and to those who have joined and participated in the working group over the past year. Your time, effort and valuable experiences and contributions are greatly appreciated. Special thanks to Sawngjai (Dear) Bhokanandh RPP, MCIP, who served as co-chair until the end of 2024, and to Eve Hou RPP, MCIP, for taking on the role of co-chair during the year as well. Finally, thanks are also extended to the Institute staff for their operational support for the working group.



MEMBER ENGAGEMENT

The Institute's Member Engagement Committee, working with Institute staff, oversees key elements of 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 specific liaison sub-committee. The volunteer membership of the Committee continued to be co-chaired throughout 2024 by Andrew Yan RPP, FCIP, & Cleo Corbett RPP, MCIP. Sawngjai (Dear) Bhokanandh RPP, MCIP stepped down from her role as a co-chair of the Committee during the year.

MEMBER ENGAGEMENT & OTHER ACTIVITIES

Student & Academic Liaison:

The Academic Liaison Sub-Committee continued to be co-chaired Mark Holland RPP, FCIP as the faculty representative, and was joined by German Ocampo as the student representative. The sub-committee continued to work on key activities and guide initiatives in support of student members 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.

In particular, through efforts in 2024 continued to focus on creating and publishing regular, rotating features and profiles highlighting accredited university planning programs and their people—both students and faculty—in *Planning West* magazine. Additional featured profiles and updates were also shared through the PIBC e-News and on the PIBC website. The Committee also undertook activities to support students by helping to inform and guide them through their career development and the transition from academic studies to professional practice.

Support for Student Members:

The Committee continued in 2024 collaborating with our Student Member Representatives, staff, and others to ensure PIBC funding opportunities and other supports for students were promoted and delivered to Student members. These opportunities include continued financial support for student events and activities (including social and networking activities with all four planning programs in 2024). Further support was provided through the Institute's annual conference student funding program – facilitating the subsidized 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.

Other Member Engagement Activities

The Member Engagement Committee also worked to organize and activate in-person engagement with PIBC members attending the 2024 BC Land Summit through a 'Let's Chat' outreach initiative at the conference. This involved Committee and other volunteer members staffing the PIBC table at the conference seeking input, answering questions, and assisting members with various inquiries. Additionally, engagement was undertaken on certain ongoing or emerging Institute activities and initiatives, to seek informal member feedback and input.

Additionally, with the support of the Board, the Committee began the initial stages of work to consider and scope out a potential research project on the state of the profession. Subject to further work, and the engagement of potential external expertise, the research project would likely examine issues such as the economic context of and demand for professional planners in BC and Yukon, the demographic make-up of the profession, and other key aspects of the profession currently. Further work on this scoping and a potential 'request for proposals' for the initiative will carry forward through 2025.

COMMITTEE THANKS:

Sincere thanks and appreciation are extended to all the volunteer members who contributed to the Member Engagement Committee and its sub-committee over the past year. Our appreciation also goes to the PIBC staff for their continued support and assistance.

STUDENT INTERNSHIP PROGRAM COMMITTEE

STUDENT INTERNSHIP PROGRAM COMMITTEE:

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 2024.

PIBC-LED INTERNSHIP PROGRAM:

The Institute's Climate Action Sub-Committee engaged two student interns under the program (Namuun Bat-Urnult from UNBC and Brooke Clark from UBC) to support the Institute in achieving climate resilient operations. The interns were responsible for developing a baseline inventory of estimated greenhouse gas emissions for Institute operations, exploring tools for ongoing monitoring, researching best practices for, and making recommendations on potential actions to achieve carbon neutral operations. This year-long internship concludes in early 2025, and it is expected that, in addition to the final report and recommendations to the Climate Action Sub-Committee, an accompanying article will be drafted and published in a future issue *Planning West* to report on the project.

STUDENT-LED INTERNSHIP PROGRAM LAUNCH:

The Committee launched the call for student-led internship applications in July 2024. Of the proposals submitted to the Committee to review and consider, Isabel Espanol from UBC was selected for the project, "Food Accessibility in Burnaby". It is expected an article will be drafted and published in *Planning West* in 2025 to report out on the project.

The selected interns from the 2023 internship program cycle reported back on and summarized their work in the Summer 2024 issue of *Planning West*. The articles were entitled: "Evaluating Equity and Justice in Vancouver's Sea2City Design Challenge", by Tira Okamoto, and "Rural Challenges in Agricultural Policies in the Cariboo Region", by Matt Henderson.

COMMITTEE THANKS:

Thanks are extended to the professional, academic, and student members who volunteered and contributed their time and effort to this committee in 2024. Appreciation is also extended to staff for their support of the work of the Committee. Thank you.



PIBC STUDENT PLANNER SOCIAL EVENT FROM OCTOBER 2024.

CONTINUOUS PROFESSIONAL LEARNING

PIBC's Continuous Professional Learning (CPL) Committee is an operational committee of the Institute responsible for the oversight and management of the organization's member continuous professional learning programs, activities, and events, including the Institute's CPL webinar programming. Gloria Venczel RPP, MCIP continued as chair of the Committee in 2024.

CPL PROGRAMMING

During 2024, the Institute's online CPL programming continued to be a strong and successful service and benefit to members, with a notable increase in group registrations for online CPL webinars during the year. Focus was maintained on enhancing professional learning opportunities for members and supporting the coordination of programming with the Institute's local chapters, as well as with other Institute programs and initiatives in 2024, such as the provincially funded Peer Learning Network (PLN). The development and implementation of CPL activities also aimed to deliver CPL content broadly aligned with and in support of the Board's strategic priorities, addressing key topics and areas of interest to the profession.

SUPPORT OF STRATEGIC PRIORITIES:

The Committee continues its work to develop and deliver CPL programming in support of the topics and areas of interest in alignment with the Board's strategic priorities by: ensuring justice, equity, diversity, decolonization and inclusion (JEDDI) principles were incorporated and considered in CPL programming; continuing to build profile and partnerships with governments, allied external organizations and others through CPL programming and activities; and continuing to support member value and

connection with the continuation of the "President's Minute" update presentations from PIBC President Emilie K. Adin RPP, FCIP as part of regular CPL webinars. Additionally, and to ensure CPL programming remains current, relevant and beneficial to members, the Committee is beginning work on a member CPL needs survey, which is expected to be undertaken in early fall 2025.

CPL WEBINAR PROGRAMMING:

The success of the Institute's CPL webinar programming continued to be a key pillar of member services in 2024, delivering another productive year of regular CPL webinars delivered and strong participation. The CPL Committee, with support of staff, continued to help identify and develop topic areas, identify potential presenters, and suggest possible partners for CPL webinars. Additionally, work continued to ensure the incorporation of emerging issues and topics in CPL programming throughout the year.

In 2024, the Institute developed and implemented a total of ten regular online webinars on topical and diverse planning themes. The 2024 edition of the popular Annual Planning Outlook webinar featured partnership with CMHC, Rennie, and the Pooni Group. Other webinars and topics from 2024 included: Planning for Food Security and Ministry of Agriculture Updates; Streamlining Missing Middle Housing Delivery; Joint PIBC / ULI BC Webinar – Building Towards Tomorrow: How New Legislation Will Impact Housing Supply Throughout British Columbia in 2024 & Beyond; Annual Legal Update and How to Read & Interpret a Survey Plan; Annual Webinar in Recognition of National Day of Truth and Reconciliation: Realizing UNDRIP in Planning and Accessibility & Inclusion in Planning.

CPL Events & Activities in 2024

47 CPL events & activities delivering
164.75 CPL Learning Units (LUs)

1 Annual Conference (BC Land Summit Conference) 85 LUs
10 CPL Webinars 15 LUs
21 Local Chapter Events 40 LUs

The total amount of professional learning delivered in 2024 via CPL webinars was equal to 15 hours (i.e. 15 structured learning units) for PIBC members. Webinar capacity continued to expand in 2024 with webinars bringing together a total of 31 different speakers and presenters, reaching more than 2,678 participants across ten CPL webinars. The shared group registration option continued to be popular in 2024 (with at least 298 group registrations over the course of the year, in addition to over 1,115 individual registrations).

We continued to add value and enhance accessibility to CPL programming by capturing and sharing links to webinar recordings and slide presentations to CPL webinar registrants, as well as providing the option for the purchase of past CPL webinar recordings for those unable to attend webinar. Through ongoing coordination with the Institute's Student member representatives, we continue to provide optional coordinated complimentary group access to CPL webinar programming and recordings for Student members at each of the four accredited university planning programs in BC and Yukon.

In 2024, our diverse presentation partners included: CMHC, Pooni Group, Rennie, B.C. Agricultural Council, University Professors, BC Ministry of Agriculture and Food, City of Vancouver, Urban Options Planning Group, B.C. Association of Building Designers, City of White Rock, Channel Consulting, Eyford Partners, Young Anderson, Polaris Land Surveying, Modern Formline Design, Urban Arts Architecture, Hlimoo Sustainable Solutions, CityHive Vancouver, Cardea Health Consulting, Vancouver Island University, as well as the numerous volunteer members who participated as CPL presenters and speakers. Thank you to all the individuals and organizations for their valued participation.

WORK WITH PIBC LOCAL CHAPTERS:

Supporting PIBC's nine local chapters across British Columbia and Yukon remains an ongoing strategic priority and key member service. This includes supporting the delivery of local professional learning opportunities for members. In 2024, we were pleased to see a broad range of diverse professional learning, networking and other events delivered across our local chapters. Over the course of the year, there were at least 21 or more local chapter events that delivered a minimum of 40 structured 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 and activities.

Additionally, in November 2024, we again hosted our annual in-person roundtable meeting of local chapter committee volunteers. These regular meetings continue to serve an excellent opportunity for volunteer leaders from our chapters to connect with one another and PIBC, share insights and experience, and help coordinate activities for the membership in local regions across BC and Yukon.

Sincere 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!

2024 BC LAND SUMMIT:

We were pleased to again participate, through the BC Land Summit Society, in the joint professional BC Land Summit conference – Collaborations & Connections – as our annual conference in 2024. The conference took place between May 8 – May 10, 2024, headquartered at the Vancouver Island Conference Centre (VICC) in Nanaimo, BC and included over 740 total attendees (including those who were able to participate virtually, thanks to the online streaming of certain program content).

More than 150 diverse presenters contributed to delivering over 62 multi-disciplinary conference sessions and program elements, providing at least 85 structured learning units. Additionally, the conference included a variety of engaging and memorable social, networking and cultural elements – including a fun trivia night, food truck welcome, and walking and biking learning tours. Thanks to our partner organizations, the staff, volunteers, presenters, sponsors, attendees, and others who made the 2024 BC Land Summit such a success.

PROFESSIONAL LEARNING ACTIVITIES BY THE NUMBERS:

The Institute was pleased to see the delivery of at least 47 different professional learning activities and events over the course of 2024, representing a total of 164.7 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 to 2025 and beyond, the Committee will continue its work on: expanding partnership opportunities with other organizations, including local governments, non-profits, First Nations, educational institutions, and members of the private sector; continue to coordinate activities with the 'Peer Learning Network' (PLN) to host informative webinars for both members and non-members; implementing PIBC's ongoing regular CPL webinar programming; continued support for local chapter in-person and on-line events; and a planned 2025 member survey to guide continued professional learning programming on key and emerging priority topics for members.

COMMITTEE THANKS:

Sincere thanks are extended to the volunteers who supported PIBC's local chapters and contributed to the success of the 2024 BC Land Summit conference. Our gratitude also goes to the presenters, sponsors, and partners whose involvement helped ensure the success of the Institute's CPL programming and events throughout the year. Special appreciation is extended to members of the CPL Committee and to PIBC staff for their continued commitment and support in guiding and delivering the Institute's CPL programs and activities. Thank you all for your invaluable contributions!

COMMUNICATIONS

The Institute's Communications Committee is an operational committee responsible for overseeing PIBC's communications activities and services. Kali Holahan RPP, MCIP served as Chair of the Committee in 2024, taking over from Heike Schmidt RPP, MCIP who continues to sit on the Committee. Senior Communications & Marketing Specialist Cindy Cheung of the Institute's staff team supports the Committee and assists with implementing much of our communications work.

Throughout 2024, work continued to maintain and advance PIBC's communications activities and services. As in previous years, efforts focused on continuing to emphasise 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. During the year, the Committee continued to work on advancing strategic objectives in alignment with the Institute's overall strategic priorities.

PLANNING WEST MAGAZINE:

Over the course of 2024, the Institute once again successfully published and delivered four regular seasonal issues of our primary publication, *Planning West* magazine. 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, timely and thoughtful commentary, feature articles, and more.

Some of the themes and topics that were covered in 2024 included: advancing climate action and improving resilience through land use planning in Metro Vancouver, hit and miss middle housing legislation, 12 effective ways to create more affordable housing in BC, spectrums in planning – a way to think about how to act in the world. Additionally, the Committee worked with the *Planning West* Editor to deliver four "What Membership Means to Me" profiles and eight "Planning Podcasts" pieces. Planning related podcast information, curated by Communications Committee members, was also published and maintained on the Resources section of the PIBC website.

The Committee is actively engaged in providing continued support to the Editor of *Planning West* in 2024 including: advice on topics of interest and help with outreach and article curation; providing comprehensive coverage of the 2024 BC Land Summit conference with both the Editor and committee members providing articles that covered a diverse and interesting selection of sessions. The Committee and staff also worked to support the successful transition to new Editor Jared Kassel RPP, MCIP, who officially took over the magazine in November, 2024. Thanks are extended Kristin Agnello RPP, MCIP, for her valued and impactful work as Editor from 2023 to 2024.

Our thanks are extended to Jared for his ongoing work ensuring 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 2024, 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).

PIBC WEBSITE:

PIBC's website continued to serve as the central online platform for communications and resources, supporting both members and others seeking information about the Institute. Alongside regular updates to key sections—such as job postings, event listings, and Institute news—focused efforts were made to enhance the visibility and accessibility of content related to the RPP certification process and continuous professional learning (CPL).

In 2024, the new Peer Learning Network (PLN) portion of on the PIBC website became the hub for PLN information and resources, including events, webinar recordings, as well as relevant PLN resources and materials. In this first year of implementation the PLN webpage became the fifth most visited page (with the top visited pages being Job Postings, RPP Certification and Planning School Programs). Due to the growing volume of PLN-related information, at the end of 2024 work was direct to undertake the development of an expanded PLN "mini-website" to provide a more structured and navigation-friendly online portal. This work will be completed in 2025.

Also in 2024, the Professional Governance Engagement and Research Project webpage was also launched to support PIBC's strategic engagement and exploration of the BC Professional Governance Act. This webpage was launched along with the first Professional Governance Member Engagement Survey in early December 2024.

Over the course of 2024 the PIBC website had more than 83,000 user visits over more than 150,000 sessions, generating almost 273,000 page views. As noted, the three most popular pages or sections of the PIBC website in 2024 were: current job postings, RPP Certification, and the Planning School Programs. As we look to the future, efforts will continue to ensure that essential website content—such as membership details and CPL resources—remains accurate, up to date, and accessible for members.

PIBC E-NEWS:

The Institute's regular bi-weekly email newsletter, PIBC e-News, continued throughout 2024 as the Institute's main channel for ongoing direct and timely electronic

Communications Activities in 2024



PLANNING WEST MAGAZINE

4 quarterly issues containing a total of **184 pages** of content, with a total of **5,854 copies** produced and distributed.

PIBC E-NEWS

24 regular editions and notices, **107** special editions, and **65** local chapter editions produced and distributed. **Average open rate of 58% - 72%.**

PIBC WEBSITE

84,436 visits/users over **149,805 sessions**, with **273,385 page views**. Top 3 most popular pages/sections: Current job postings; RPP Certification; and Planning School Programs.

SOCIAL MEDIA: LINKEDIN

8,524 LinkedIn followers, **255 posts**, and approx. **9,527** direct & indirect engagements.

SOCIAL MEDIA: FACEBOOK

844 total Facebook followers, over one main PIBC page (**753** connections) and a local chapter page (**91** connections).

SOCIAL MEDIA: INSTAGRAM

PIBC main account: **296 Instagram followers** on one main PIBC account with **155 posts** and **325** engagements/likes.

Local Chapter accounts: **295 Instagram followers** over two local chapter accounts (South Cost and Vancouver Island Chapters) with **25 posts** and **281** engagements/likes.

communication with PIBC members. E-News bulletins continue 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 2024 there were 24 regular editions of the PIBC e-News, 107 special editions and member notices, as well as 65 local chapter-specific editions.

SOCIAL MEDIA:

Throughout 2024, the Institute maintained an active presence across key social media platforms, using these channels to share important updates, engage with members, and connect with a broader audience with others affiliated and beyond the planning profession. Twitter/X, LinkedIn, and Facebook remained the primary social media platforms for PIBC's activities and outreach.

In 2024 PIBC's LinkedIn following continued to grow significantly to over 8,500 followers. 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 753 users. The Institute and two local chapters also maintained Instagram accounts during 2024 and continues to provide a presence on this platform also. There has been an internal focus in 2024 to move our major social media outreach to LinkedIn and expand our presence on Instagram.

The Institute also maintains an active YouTube channel, currently featuring 49 videos. This platform serves as a convenient and accessible space to host a range of Institute content, including CPL webinars, event recordings, PLN webinars and events, and other video materials. In 2024, several new videos were added, expanding channel content.

OTHER COMMUNICATIONS MATERIALS & WORK:

Committee members and staff also supported and helped implement PIBC's first onsite exhibit booth at the 2024 Union of BC Municipalities (UBCM) conference. This was an important step to increasing PIBC's profile and raising awareness at this key event for local government elected officials and senior staff. The Committee and staff also continued to carry out work in relation to the Institute's media relations activities throughout the year – work that will continue through 2025.

COMMITTEE THANKS:

Sincere appreciation is extended to all the volunteer members who contributed to the Communications Committee and supported the Institute's communications efforts throughout 2024, including our current and past *Planning West* Editors Jared and Kristin. Special thanks also go to Institute staff—particularly Senior Communications & Marketing Specialist Cindy Cheung—for their continued dedication in delivering and supporting the Institute's communications activities.



AWARDS & RECOGNITION

PIBC's Awards & Recognition Committee oversees and administers 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 update and manage the awards process and program based on the Institute's strategic objectives, member feedback and regular evaluation of each awards cycle. The Committee reviews and considers potential revisions to the awards categories, submission requirements, selection criteria, and approaches to recognition. The Committee continued to be chaired by Lisa Colby RPP, MCIP in 2024.

2024 WINNERS OF THE AWARDS FOR EXCELLENCE IN PLANNING:

Excellence in Planning Practice: Cities & Urban Areas

- Gold Winner: Plassurban Consulting Inc.; Province of British Columbia – Ministry of Housing; BC Housing – Home suite Home: Guidelines on How to Add and Manage a Secondary Suite or Accessory Dwelling Unit in British Columbia
- Silver Winner: University of Victoria – University of Victoria - Student Housing and Dining Project

Excellence in Planning Practice: Small Town & Rural Areas

- Gold Winner: *City of Rossland, CitySpaces Consulting Ltd, Lower Columbia Affordable Housing Society* – Rossland Yards – Net Zero ready, Mixed-use Affordable Workforce Housing and City Hall
- Silver Winner: *Xwí7ski (representing Squamish Nation Elders), Squamish Nation, and Beringia Community Planning* – Chet wa í7sun "We Pull Together:" Skwxwú7mesh Úxwumixw Elder's Program Plan



PIBC MEMBERS IN ATTENDANCE AND RECEIVING RECOGNITION AT THE 2024 WORLD TOWN PLANNING DAY GALA EVENT.

Excellence in Policy Planning: Cities & Urban Areas

- Gold Winner: Resilience Planning and YWCA Vancouver – Municipal Equity Kickstart Guide
- Silver Winner: City of Richmond – Richmond Circular City Strategy

Excellence in Policy Planning: Small Town & Rural Areas

- Gold Winner: City of Pitt Meadows, Upland Agricultural Consulting, Urban Food Strategies – Grown in Pitt Meadows: Our Agricultural Viability Strategy
- Silver Winner: Town of Ladysmith, Ahne Studios, Sustainability Solutions Group, Watt Consulting – Ladysmith Unparalleled
- Honourable Mention: Barefoot Planning + Design, Uchucklesaht Tribe Government – Uchucklesaht Tribe Government Active & Alternative Transportation Plan

Research & New Directions

- Gold Winner: *City of Vancouver* – Building the Case for Removing Minimum Off-Street Parking Requirements
- Silver Winner: *City of Kelowna, CitySpaces Consulting, rennie group* – City of Kelowna Housing Needs Assessment 2021-2031

CONGRATULATIONS & THANKS:

Congratulations to all the 2024 award winners and to everyone who participated in the 2024 awards and recognition programs. Special thanks are extended to all the dedicated 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. Thank you all.



**ATTENDEES AT THE 2024 BC LAND SUMMIT
CONFERENCE IN NANAIMO, BC**

LOCAL PIBC CHAPTERS:

PIBC's nine local chapters across all regions of BC and Yukon continued to with their regular activities this past year, with a range of in-person and some online events throughout 2024. Local and regional events organized and held by chapters included professional learning activities and presentations, and earning tours, as well as social and networking opportunities for members.

Local chapters and their activities are each managed by a 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, registration and administrative resources to help chapters with their events and activities, and an annual hosted in-person annual roundtable meeting of local chapter committee representatives (held again in November 2024).

CHAPTER ACTIVITIES & EVENTS:

We are pleased to report that many of PIBC's local chapters maintained or 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:

- Apr. 17 – Advancing Community Health Through Land Use Planning: Collaborating with the Northern Health Healthy Settings Team
- Jun. 7 – Chapter Social – Fort St. John
- Oct. 9 – Chapter Webinar – Sticky Topics
- Oct. 9 – Fall Social
- Nov 20 – STR's, SSMUH & Landscaping Deposits – Legal Webinar

Fraser Valley Chapter:

- Sep. 25 – Building Connections: Legal Insights on Housing Regulations
- Nov. 28 – Winter Social

Kootenay Rocky Mountain Chapter:

- Dec. 5 – PIBC Kootenay Rocky Mountain Chapter Winter Social

Okanagan-Interior Chapter:

- May. 15 – Dine and Discuss: Housing Policy Changes in Our Communities
- Jun. 12 – Chapter Social – Candidate Coffee Chat
- Sep. 27 – Current Topics in Planning Law: Legal Seminar
- Oct. 25 – Okanagan Interior & CITE Fall 2024 Conference
- Nov. 8 – Interior World Town Planning Day
- Nov. 28 – Board and Okanagan Interior Chapter Social

South Coast Chapter:

- Sep. 19 – A Tour of New Westminster's Brewery District
- Oct 2 – Port Moody Walking Tour
- No 25 – Two Lessons from Barcelona Presentation
- Nov. 26 – Chapter Winter Social

Vancouver Island North Chapter

- Apr. 18 – Chapter Social
- Oct. 17 – Planning Legal Session
- Dec. 5 – Chapter Winter Social – Misinformation, Public Trust, & Mental Health Challenges for Planners

Vancouver Island South Chapter:

- Sep. 12 – Capital Regional District Watershed Tour
- Sep. 20 – PIBC/CIP Meet and Greet Social Event
- Dec. 3 – Chapter Holiday Social

Yukon Chapter:

- Jun. 27 – Chapter Social – Whitehorse

Chapter Committee Chairs & Co-Chairs:

- Central North: Ashley Sciog RPP, MCIP
- Fraser Valley: Amanda Grochowich RPP, MCIP
- Kootenay Rocky Mountain: Rhiannon Barbour RPP, MCIP & Santana Patten
- Okanagan-Interior Chapter: Odessa Cohen RPP, MCIP & Steven Collyer RPP, MCIP
- South Coast: Devon Harlos & Jessica Jiang RPP, MCIP
- Sunshine Coast: Ian Holl RPP, MCIP
- Vancouver Island North: Chris Osborne RPP, MCIP
- Vancouver Island South: Stirling Scory RPP, MCIP & Kelsey Tyerman
- Yukon: Jane Koepke RPP, MCIP

VOLUNTEER THANKS:

The dedication and efforts of our volunteer members are what keep PIBC's local chapters engaged and connected throughout BC and Yukon. We are deeply grateful to all the volunteers who contributed to their local chapters—whether by serving on a chapter committee or helping organize events and activities in their communities. Thank you all for your valuable contributions!



**SCENES FROM PIBC SOUTH COAST CHAPTER
SKETCH CLUB MEET UPS**

NATIONAL AFFAIRS

Again in 2024 PIBC continued to be actively engaged at the national level, participating in important national activities and working collaboratively with our many partners. This included PIBC's ongoing involvement and collaboration with the national Institute – the Canadian Institute of Planners (CIP), as well as with the national Professional Standards Board (PSB). PIBC leadership and staff also continued our work coordinating and liaising with allied provincial, territorial and regional professional planning institutes across Canada.

CANADIAN INSTITUTE OF PLANNERS (CIP):

Throughout 2024, 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; coordinating the shared online member association management system; CIP's national awards programs; scholarships and support for students; national professional learning opportunities and resources; and ongoing policy work.

PROFESSIONAL STANDARDS BOARD & STANDARDS COMMITTEE:

The stand-alone national Professional Standards Committee (Standards Committee, or SC) – the joint national policy body with a mandate to oversee the membership certification and university program accreditation standards for the planning profession in Canada – was, with the agreement of all parties, wound down and its mandate and functions incorporated into the work of the existing national Professional Standards Board (PSB), through a new PSB Standards Advisory Committee. Much time and work throughout 2024 were dedicated at the national level to managing and implementing this transition.

The change in structure means that the profession's coordinated work at the national level on both monitoring and developing professional membership certification and university program accreditation standards (policy development) and delivering membership certification and university program accreditation activities (service delivery) are organized and resourced within a single organization in the PSB. This will provide greater coordination, resources and support, and synergies across these important roles.

The PSB, in consultation with CIP and the provincial and territorial Institutes (including PIBC), has stood up the new committee as well as various sub-committees and working groups, and developed a multi-year work plan to advance key outstanding work on national professional standards. Work related to: updating competencies, updating ethical standards, and updating the definition of 'planning' for the profession. We were pleased that PIBC member Claire Negrin RPP, MCIP joined the PSB's new Standards Advisory Committee.

In addition to the new membership standards policy functions, the PSB continues to operate 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 coordinated 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. PIBC member Patricia Maloney RPP, FCIP, continued to serve on the PSB Board of Directors in 2024.

In addition to the regular membership application assessments, RPP certification activities, and university program accreditation, some of the other regular, ongoing work of the PSB in 2024 continued to include: implementing new data collection from university planning programs; moving forward with PSB implementation of and integration with the new shared online member association management system; ongoing evaluation and revisions to the national Professional Examination (such as improvements to existing questions and enhancing and growing the 'question bank' for the examination as well as sample questions); continued work on study resources and support materials for Candidates looking to complete the Examination; and exploring enhanced guidance and support for Candidate mentorship.

OTHER NATIONAL ACTIVITIES:

Throughout 2024 PIBC continued to be engaged and active at the national level through other ongoing collaborative forums, bodies, and initiatives with CIP and the other provincial, territorial, and regional professional planning institutes. This included continued participation with the Planning Alliance Forum (PAF) – the liaison and coordinating 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 and territorial planning institutes in Canada. Both groups held several meetings throughout 2024 in which PIBC participated – including in person meetings at the national planning conference in Edmonton, Alberta. PIBC continued active participation in these national bodies, enabling the Institute to share, collaborate and coordinate activities on behalf of the profession at a national level.

VOLUNTEER THANKS:

PIBC extends sincere thanks to the volunteer member representatives that were engaged in various roles at the national level throughout 2024. And very 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!

“

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PIBC is a thriving organization, supporting professional planners to manage change in support of resilient, connected, inclusive and vibrant communities.”

– PIBC Mission & Strategic Vision



PIBC BOARD MEMBERS AT THE 2024 WORLD TOWN PLANNING DAY GALA

Board of Directors

President	Emilie K. Adin RPP, FCIP	Vancouver
President-Elect	Kenna Jonkman RPP, MCIP	Prince George
Secretary-Treasurer	Sara Muir RPP, MCIP	Vancouver
Member	Sawngjai (Dear) Bhokanandh RPP, MCIP (To: Dec. 31st, 2024)	Vancouver
Member	Lui Carvello RPP, MCIP	Victoria
Member	Narissa Chadwick RPP, MCIP	Victoria
Member	Cleo Corbett RPP, MCIP	Campbell River
Member	Eve Hou RPP, MCIP (From: Jan. 1st, 2025)	Vancouver
Member	Zoë Morrison RPP, MCIP	Whitehorse
Member	Alex Taylor RPP, MCIP	Vancouver
Member	Andrew Yan RPP, FCIP	Vancouver
Candidate Member Rep.	Sarah Foulkes-Watson	Nanaimo

Staff & Other Appointed Positions

Executive Director	Dave Crossley	Vancouver
Member Services	Kelly Chan	Vancouver
Communications & Marketing	Cindy Cheung	Vancouver
Professional Learning & Events	Sophie King	Vancouver
Operations	Nina Schmidt	Vancouver
Administration & Governance	Matthew Walshe	Vancouver
Policy & Research	Raymond Kan RPP, MCIP	Vancouver
Editor (Planning West)	Jared Kassel RPP, MCIP	Lake Country
UBC Student Rep.	German Ocampo	Vancouver
UNBC Student Rep.	Chloe Taylor	Fort St. James
SFU Student Rep.	Mieke Boecker	Burnaby
VIU Student Rep.	Julika Pape	Ladysmith

PIBC Committees

PIBC COMMITTEE MEMBERS IN 2024

Executive:

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

Governance & Nominating:

Emilie K Adin RPP, FCIP (Chair)
Bruce Irvine RPP, MCIP
Rob Roycroft RPP, MCIP
Lesley Cabott RPP, FCIP
Katherine (Katy) Fabris RPP, MCIP
Emma Taylor RPP, MCIP
Emily Johnson RPP, MCIP
Colton Kirsop RPP, MCIP
Lee Ann Garnett RPP, MCIP
Silvia Exposito RPP, MCIP
Dave Crossley (Staff)
Matthew Wlashe (Staff)

Professional Conduct Review:

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

Policy & Public Affairs:

Lui Carvello RPP, MCIP (Co-Chair)
Narissa Chadwick RPP, MCIP (Co-Chair)
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
Mary Storzer RPP, MCIP
Danielle Noble-Brant RPP, MCIP
Deborah Jensen RPP, MCIP
Dave Crossley (Staff)
Raymond Kan RPP, MCIP (Staff)

Professional Standards & Certification:

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

Member Engagement:

Andy Yan RPP, FCIP (Co Chair)
Cleo Corbett RPP, MCIP (Co Chair)
Carl Funk RPP, MCIP
Gregory Mitchell RPP, MCIP
Hasib Nadvi RPP, MCIP
Mairi Bosomworth
Kasel Yamashita RPP, MCIP
Saranya Devi Parthiban
Schaun Goodeve RPP, MCIP
Kelly Chan (Staff)

Planning Practice & Reconciliation:

Sarah Atkinson RPP, MCIP (Chair)
Isha Matous-Gibbs
Robert Sokol RPP, MCIP
Robyn Holme RPP, MCIP
Jennifer Poole
Kelly Chan (Staff)

Communications:

Kali Holahan RPP, MCIP (Chair)
Kristin Agnello RPP, MCIP (former Editor)
Benafshaw Dashti RPP, MCIP
Jared Kassel RPP, MCIP (current Editor)
Alison McNeil
Lindsay Allman RPP, MCIP

Heike Schmidt RPP, MCIP
Maya Korbynn
Steffi Sunny
Katrin Saxty RPP, MCIP
Cindy Cheung (Staff)

Continuous Professional Learning:

Gloria Venczel RPP, MCIP (Chair)
Brent Elliott RPP, MCIP
Deborah Jensen RPP, MCIP
Jan Thingsted 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)
Larry Beasley CM, RPP, FCIP
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 Tate
Marla Zucht RPP, MCIP
Kelly Chan (Staff)

2025 Annual Conference:

Amanda Grochowich RPP, MCIP (Chair)
Alexander Hook
Christine Callihoo RPP, MCIP
Colin Brown
David McLellan
Devon Harlos
Filippos Gkekas RPP, MCIP
Jessica Brodeur
Jessica Jiang RPP, MCIP
Sabina FooFat RPP, MCIP
Shadrach Mayne RPP, MCIP
Xerxes Au
Sophie King (Staff)

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 2024 for their many contributions – thank you!

2024 PIBC VOLUNTEERS:

Eric Aderneck RPP, MCIP

Emilie K Adin RPP, FCIP

Kristin Agnello RPP, MCIP

Karin Albert RPP, MCIP

Andrew Allen RPP, MCIP

Lindsay Allman RPP, MCIP

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Spencer Andres RPP, MCIP

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Philip Armstrong RPP, MCIP

Aishwarya Thabitha Ashok Kumar

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Xerxes Au

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Anoop Dayal

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Bryce Deveau

Michael Dickinson RPP, MCIP

Andréanne Doyon RPP, MCIP

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Meeri Durand RPP, MCIP

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Jacob Edenloff RPP, MCIP

Hussein Elhagehassan

Brent Elliott RPP, MCIP

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Michael Epp RPP, MCIP

Silvia Exposito RPP, MCIP

Katherine Fabris RPP, MCIP

Marta Farevaag RPP, FCIP

Alisha Feser

Sabina FooFat RPP, MCIP

Sarah Foulkes-Watson RPP, MCIP

Allyson Friesen RPP, MCIP

Carl Funk RPP, MCIP

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Mark Holland RPP, FCIP

Robyn Holme RPP, MCIP

Peter Holton RPP, MCIP

Alexander Hook

Michael Hooper RPP, MCIP

Eve Hou RPP, MCIP

PIBC Volunteers – Thank You!

Dylan Houlihan RPP, MCIP	Patrick Marples RPP, MCIP	Santana Patten
Dilys Huang RPP, MCIP	Paris Marshall Smith RPP, MCIP	Danielle Patterson
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Andrea Hudson RPP, MCIP	Adam Mattinson RPP, MCIP	Kevin Pearson RPP, MCIP
John Ingram RPP, MCIP	Shadrach Mayne RPP, MCIP	Andrea Pickard
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Bruce Irvine RPP, MCIP	Sarah McJannet RPP, MCIP	Edward Porter RPP, MCIP
Jonathan Jackson RPP, MCIP	Jennifer McLean RPP, MCIP	Emily Proskiw
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Deborah Jensen RPP, MCIP	Chelsea Medd	Abigail Riley RPP, MCIP
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Emily Johnson RPP, MCIP	Robert Miles RPP, MCIP	Aaron Rodgers RPP, MCIP
Courtney Johnson Gosselin RPP, MCIP	Tamsin Mills RPP, MCIP	Alannah Rodgers RPP, MCIP
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Maya Korbynn	Danielle Noble RPP, MCIP	Pamela Shaw RPP, FCIP
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Jason Llewellyn RPP, MCIP	German Ocampo	Scott Robert Smith RPP, MCIP
T. Scott Low	Kai Okazaki RPP, MCIP	Robert Sokol RPP, MCIP
Charlotte Luscombe	Christopher Osborne RPP, MCIP	Holly Sovdi RPP, MCIP
Jennifer MacIntyre RPP, MCIP	Corey Paiement RPP, MCIP	Lisa Spitale RPP, MCIP
Patricia Maloney RPP, FCIP	Julika Pape	Natasha Srinarayan
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Mandy Stanker RPP, MCIP
Mark Stevens RPP, MCIP
James Stiver RPP, MCIP
Mary Storzer RPP, MCIP
Steffi Sunny
Laura Tate
Alex Taylor RPP, MCIP
Chloe Taylor
Emma Taylor RPP, MCIP
Leanne Taylor RPP, MCIP
Carley Termeer
Jan Thingsted RPP, MCIP
Erica Tiffany RPP, MCIP

Tanya Turner RPP, MCIP
Brittany Tuttle RPP, MCIP
Kelsey Tyerman RPP, MCIP
Megan Uglem RPP, MCIP
Eric Vance RPP, FCIP
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Gloria Venczel RPP, MCIP
Alison Verhagen RPP, MCIP
Aubrie Verleur
Dan Wallace RPP, MCIP
Alison Watson RPP, MCIP
Tania Wegwitz RPP, MCIP
Chantal (Ceja) Wentland RPP, MCIP

Christopher Wilkinson RPP, MCIP
Karen Williams RPP, MCIP
Lynn Wilson RPP, MCIP
Kaeley Wiseman RPP, MCIP
Karen Wong RPP, MCIP
Kasel Yamashita RPP, MCIP
Andrew Yan RPP, FCIP
Tingting Zhang RPP, MCIP
Marla Zucht RPP, MCIP
Jeff Zukiwsky RPP, MCIP
Thérèse Zulinick RPP, MCIP

**Thank You
Volunteers!**

FINANCIAL STATEMENTS
PLANNING INSTITUTE OF
BRITISH COLUMBIA

December 31, 2024



INDEPENDENT AUDITORS' REPORT

To the Members of
Planning Institute of British Columbia

Opinion

We have audited the financial statements of Planning Institute of British Columbia (the Society), which comprise the statement of financial position as at December 31, 2024, 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, 2024, 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



INDEPENDENT AUDITORS' REPORT (CONT'D)

Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

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

Tompkins Wozny LLP

Vancouver, Canada
May 12, 2025

Chartered Professional Accountants



STATEMENT OF FINANCIAL POSITION

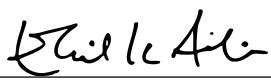
As at December 31

	2024		2023	
	General	Internally	Total	Total
	Fund	Restricted		
	\$	\$	\$	\$
ASSETS				
Current				
Cash and cash equivalents	534,803	57,576	592,379	672,306
Investments [note 3]	609,306	752,814	1,362,120	1,671,212
Accounts receivable [note 4]	27,607	—	27,607	25,470
Prepaid expenses	184,868	—	184,868	35,120
Total current assets	1,356,584	810,390	2,166,974	2,404,108
Capital assets [note 5]	11,517	—	11,517	13,162
	1,368,101	810,390	2,178,491	2,417,270
LIABILITIES AND FUND BALANCES				
Current liabilities				
Accounts payable and accrued liabilities [note 6]	429,808	—	429,808	337,274
Deferred revenue	593,459	—	593,459	836,242
Total liabilities	1,023,267	—	1,023,267	1,173,516
Fund balances				
Unrestricted	344,834	—	344,834	430,356
Internally restricted [note 7]	—	810,390	810,390	813,398
Total fund balances	344,834	810,390	1,155,224	1,243,754
	1,368,101	810,390	2,178,491	2,417,270

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 \$
2024		<i>[Note 7]</i>	
Balance, beginning of year	430,356	813,398	1,243,754
Excess of expenses over revenue	(88,530)	—	(88,530)
Interfund transfers <i>[note 8]</i>	3,008	(3,008)	—
Balance, end of year	344,834	810,390	1,155,224
2023			
Balance, beginning of year	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)	—
Balance, end of year	430,356	813,398	1,243,754

See accompanying notes to the financial statements

STATEMENT OF OPERATIONS

Year ended December 31

	2024 \$	2023 \$
REVENUE		
Membership fees	511,711	485,748
Peer Learning Network Funding Allocation	260,299	—
Advertising sales	220,884	204,707
Conference and event sales	135,941	333,548
Interest and other	77,379	71,660
Chapters revenue <i>[schedule]</i>	12,048	21,140
Other sales	10,700	9,636
Other membership revenue	3,605	4,815
	1,232,567	1,131,254
EXPENSES		
Salaries and benefits	530,389	382,738
Peer Learning Network Initiative	222,836	—
Board travel, meetings and other	130,331	160,195
Conference costs	90,832	253,724
Office	84,260	80,946
Special projects	53,207	54,217
Productions costs	50,951	45,071
Professional fees	40,157	38,678
Bank charges and interest	34,714	27,382
Student activities	24,187	19,420
Chapters expenses <i>[schedule]</i>	21,356	27,664
Amortization	10,659	11,999
National activities	8,728	7,571
Volunteer recognition	5,675	2,964
Other chapter expenses	5,338	14,260
Administration fees	3,464	4,416
Staff development	3,013	1,353
Donations and Sponsorships	1,000	—
	1,321,097	1,132,598
Excess of expenses over revenue	(88,530)	(1,344)

See accompanying notes to the financial statements

STATEMENT OF CASH FLOWS

Year ended December 31

	2024 \$	2023 \$
OPERATING ACTIVITIES		
Excess of expenses over revenue	(88,530)	(1,344)
Item not affecting cash		
Amortization	10,659	11,999
Changes in other non-cash working capital items		
Accounts receivable	(2,137)	51,728
Prepaid expenses	(149,748)	11,743
Accounts payable	92,534	110,135
Deferred revenue	(242,783)	455,871
Cash provided by (used in) operating activities	(380,005)	640,132
INVESTING ACTIVITIES		
Purchase of capital assets	(9,014)	(5,312)
Purchase of investments, net	309,092	(602,149)
Cash provided by (used in) investing activities	300,078	(607,461)
Increase (decrease) in cash during the year	(79,927)	32,671
Cash, beginning of year	672,306	639,635
Cash, end of year	592,379	672,306

See accompanying notes to the financial statements

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

1. PURPOSE

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

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

2. SIGNIFICANT ACCOUNTING POLICIES

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

Use of Estimates

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

Fund Accounting

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

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

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

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

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

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.

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.

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

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

	2024 \$	2023 \$
Guaranteed Investment Certificates		
Short term	1,362,120	1,671,212
Long term	—	—
	1,362,120	1,671,212

The investments have interest rates of 3.25% to 5.2% [2023 - 4% to 5.7%] per annum and have varying maturity dates from February 12 to November 18, 2025. The value of the investments includes the interest accrued to December 31, 2024.

4. ACCOUNTS RECEIVABLE

	2024 \$	2023 \$
Operations	9,959	5,182
Canadian Institute of Planners	9,346	5,562
GST receivable	8,302	14,726
Allowance for doubtful accounts	—	—
	27,607	25,470

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

5. CAPITAL ASSETS

	Cost \$	Accumulated Amortization \$	Net Book Value \$
2024			
Furniture and equipment	25,356	19,848	5,508
Website	64,900	64,900	—
Computers	36,019	30,010	6,009
	126,275	114,758	11,517
2023			
Furniture and equipment	25,356	17,979	7,377
Website	64,900	60,557	4,343
Computers	27,005	25,563	1,442
	117,261	104,099	13,162

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2024 \$	2023 \$
Operations	46,739	114,922
Canadian Institute of Planners	334,257	171,814
Wages and vacation payable	32,593	43,903
Payroll tax withholdings	16,219	6,635
GST payable	—	—
	429,808	337,274

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>	61,065	(3,008)	58,057
	813,398	(3,008)	810,390

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

8. INTERFUND TRANSFERS

Interfund transfers are comprised of the following:

\$6,300 [2023 - \$4,000] 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, \$9,308 was transferred from the Internally Restricted Chapters Fund to the General Fund to reflect the deficiency from Chapters Fund activities for the year. In 2023, \$6,525 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:

	\$
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, 2024.

Credit Risk

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

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

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 \$108,577 [2023 - \$99,232] paid to one employee [2023 - one employee] during the year.

12. COMPARATIVE FIGURES

Certain 2023 comparative figures have been reclassified to conform to the current year presentation.

SCHEDULE OF CHAPTER ACTIVITY

Year ended December 31

	Balance, Beginning of Year \$	Revenue \$	Expenses \$	Seed Funding \$	Balance, End of Year \$
2024					
Kootenay	15,540	—	7	—	15,533
Fraser Valley	10,108	75	1,541	—	8,642
South Coast	7,977	1,918	4,229	1,500	7,166
Interior/Okanagan	7,380	3,750	5,224	1,200	7,107
Vancouver Island South	3,099	445	1,567	1,200	3,177
Yukon	5,118	—	325	—	4,794
Central North	5,732	—	1,857	1,200	5,074
Sunshine Coast	3,782	—	7	—	3,775
Vancouver Island North	2,329	5,860	6,599	1,200	2,790
	61,065	12,048	21,356	6,300	58,057
2023					
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
	63,590	21,140	27,664	4,000	61,065



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