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## **PIBC BOARD MEETING – SUMMARY NOTES**

**March 7, 2025**

*The following is a summary of the meeting of the Board of Directors of the Planning Institute of British Columbia (PIBC), held on the date noted above, and is provided for the information of members. A copy of this summary was also published and circulated in PIBC's quarterly magazine Planning West.*

On March 7th, 2025, the PIBC Board of Directors met in Prince George, BC.

### **Delegation**

Dr. Tara Clapp RPP, MCIP of the School of Planning and Sustainability welcomed the Board to UNBC and provided an overview of the program's activities and recent developments.

### **Meeting Minutes**

The Board approved the minutes of the previous meeting held on January 31st, 2025.

### **President**

Emilie K. Adin RPP, MCIP provided an update on various activities as President.

### **Board & Governance**

The Board discussed its meetings and records practices and noted that current practice is in line with the Institute's bylaws and statutory requirements. There was further discussion related internal tracking and monitoring Board resolutions and actions.

The Board discussed and approved the location and date for the 2025 Annual General Meeting (AGM), to take place on Friday June 13, 2025, in Vancouver, BC.

### **Administration & Finance**

Executive Director Dave Crossley reported on the ongoing and key projects, initiatives, and activities at the PIBC office.

The Board reviewed the 2024 unaudited financial statements to December 31st, 2024, for information.

### **Member Programs And Services**

The Board discussed and allocated resources to support the participation of the Province of BC and BC Climate Action Secretariat at the upcoming PIBC annual conference.

### **Institute Representative Reports & Business**

Brief updates on the activities of the university planning programs at UBC, UNBC, VIU and SFU were provided by the Student member representatives from these programs.

### **Committee Reports & Business**

Governance and Nominating Committee: The Board reviewed and approved the revised terms of reference for the Student Internship Program Committee, as recommended by the Governance & Nominating Committee.

Policy & Public Affairs: The Board also received an update on the work of the PLN including potential services beyond the PLN and potential funding considerations. There was further discussion related to ongoing and long-term government relations. The Board also received an update on the implementation

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of the Professional Governance Research and Engagement Project, including the responses and outputs from the recently completed member engagement survey.

**Communications:** The Board also received an update on a media outreach proposal, including the potential development of a list of subject matter experts (SMEs) from the membership. It was noted that further that work by the Committee should be undertaken in this area.

**Professional Standards & Certification:** The Board approved the admission of a number of new members including 4 Certified, 7 Candidate, 4 Pre-Candidate, 2 Retired and 8 Students. The Board also noted a number of membership transfers, resignations and other changes.

### **Local Chapters**

The Board received an annual report and approved the release of annual seed funding for the Yukon Chapter. There was brief discussion regarding potential future conference locations.

### **Other Business**

The Board received and discussed a report on supporting a potential initiative related to emerging and diverse professionals, and it was agreed that further consideration of this possible initiative be referred to the Member Engagement Committee.

The Board also discussed potential approaches for raising the profile of the Institute and planning profession and agreed that this will be considered as part for future Board strategic planning discussions.

### **Next Meeting(s)**

It was noted that there would be an additional Board meeting scheduled in the coming weeks to consider the 2024 audit, and that the next regular meeting would take place on June 10th, 2025, during the annual conference in Vancouver, BC.

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