

PROFESSIONAL STANDARDS & CERTIFICATION:

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

MEMBERSHIP APPLICATIONS & ADMISSIONS:

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

PIBC MEMBERSHIP:

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

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

TOTAL MEMBERS: 2,073

Notes:

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

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

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

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

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

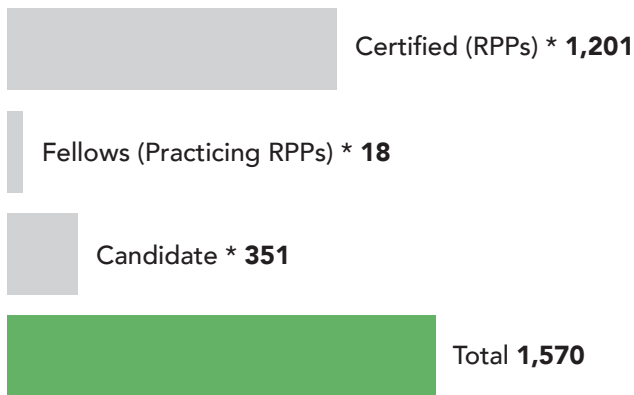
MEMBERSHIP CERTIFICATION:

The national Professional Standards Board for the Planning Profession in Canada (PSB) continued its work on behalf of PIBC undertaking the administrative and assessment functions for membership certification – both in terms of assessing new Candidate membership applicants and administering the various steps and processes towards full certification of members as Registered Professional Planners (RPPs). Throughout 2023, we continued to see a healthy, steady number of new Candidate membership applicants coming through the PSB assessment process, as well as

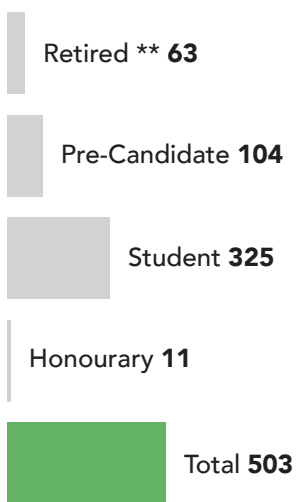
Membership Numbers By Member Type & Category

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

CORPORATE MEMBERSHIP



NON-CORPORATE MEMBERSHIP



Notes:

* Includes members On Leave

** Includes Fellows who are retired

*** Non-member Public Subscribers not included

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

PROFESSIONAL STANDARDS & NATIONAL COORDINATION:

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

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

CPL REPORTING REQUIREMENTS FOR MEMBERS:

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

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

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

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

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

The Committee continued moving forward with work examining the enhancement of the CPL reporting system to incorporate specific requirements for required ongoing learning in key, essential topics over time, with a focus ethics and professionalism. Following the engagement of a student intern to assist with the research and development of a new

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

GENERAL MEMBERSHIP ISSUES:

Throughout 2023, the Committee continued its oversight, monitoring and enforcement of required time limits for various members to complete membership requirements and/or move forward to the next applicable membership category, as stipulated in the Institute's bylaws. The Committee also continued to review and consider the normal, occasional requests from individual members facing unique and extenuating circumstances related to membership time limits, requests for leave from active membership, CPL reporting, and other related issues on a case-by-case basis, as necessary.

COMMITTEE THANKS:

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

Sincere appreciation and thanks are also extended to those many volunteer members who review membership materials, act as examiners and accreditation reviewers, as well as those many RPP members who serve as mentors and sponsors for Candidate members completing the certification process across BC and Yukon. All of your valued contributions add greatly to the continued success and future of the planning profession. Finally, in addition to the long list of volunteers, the membership work could not be accomplished without the effort and support of PIBC staff, and those working nationally at the PSC and PSB. Thank you all.