
PIBC BOARD MEETING – SUMMARY NOTES

January 31, 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 January 31, 2025, the PIBC Board of Directors met in Victoria, BC.

Meeting Minutes

The Board approved the minutes of the previous meeting held on November 29th, 2025, with one correction. There was discussion and direction to undertake further internal work regarding meeting records policies and practices. The Board also confirmed the electronic resolution approving the appointment of Eve Hou RPP, MCIP to the Board, in accordance with the Institute's bylaws.

President

Emilie K. Adin RPP, MCIP provided an update on various activities as President, including involvement with the work of the JEDDI working group, chairing meetings of the Executive and Governance & Nominating Committees, and work on upcoming meetings with the Province of BC.

Board & Governance

The Board discussed and approved a Board Future Orientation & Training plan. The Board also discussed preparation for an upcoming meeting with key staff with the Ministry of Housing & Municipal Affairs.

The Board reviewed, discussed, and approved updated administrative policies regarding Sponsorship and Board meetings.

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 a potential session with the Province of 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 and SFU were provided by the Student member representatives from both programs.

Committee Reports & Business

Governance and Nominating Committee: The Board reviewed and approved revised terms of reference for the following Committees: Governance & Nominating, Policy & Public Affairs, Member Engagement, Academic Liaison Sub-Committee; Communications, and Awards & Recognition.

Policy & Public Affairs: The Board also received an update on the activities of the Peer Learning Network (PLN).

Member Engagement: The Board received a brief update on the work of the Committee on a planned research project on the state of the planning profession. A potential working group of Board members was identified to assist with work on the project. There was also discussion of Committee interest and engagement on the work of the Policy & Public Affairs Committee related to professional governance.

Professional Standards & Certification: The Board approved the admission of a number of new members including 1 Certified, 15 Candidate, 6 Pre-Candidate, 9 Retired and 7 Students. The Board also noted a number of membership transfers, revocations and other changes.

Planning Practice and Reconciliation: The Board approved the appointment of four new members to the Institute's Planning Practice and Reconciliation Committee.

Local Chapters:

The Board received annual reports and approved the release of annual seed funding for the following local chapters: Central North; Fraser Valley; Kootenay-Rocky Mountain; Okanagan-Interior; South Coast; Sunshine Coast; Vancouver Island North; and Vancouver Island South.

Next Meeting(s)

It was noted that the next regular meeting would take place on March 7, 2025, in Prince George, BC.

Following the regular Board meeting, the Board held a working session with representatives from the Province of British Columbia, Ministry of Housing & Municipal Affairs. Updates were provided, and a number of issues of mutual interest and opportunities for potential collaboration were discussed.

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