

2019 ANNUAL REPORT

Planning Institute of British Columbia

Presented to 2020 PIBC Annual General Meeting

WHISTLER, BC




PIBC PLANNING
INSTITUTE
OF BRITISH COLUMBIA
FORWARD THINKING
SHAPING COMMUNITIES

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ENGAGING DISCUSSIONS AT THE PIBC SOUTH COAST CHAPTER
WORLD TOWN PLANNING DAY 2019: THE NEXT 60 YEARS EVENT.

TABLE OF CONTENTS

Minutes of the 2019 Annual General Meeting	3
President's Report	5
Executive Director's Report	7
Secretary-Treasurer	9
Professional Standards & Certification	11
Professional Conduct Review	14
Governance & Nominating	17
Policy & Public Affairs	18
Member Engagement	20
Continuous Professional Learning	21
Communications	23
Awards & Recognition	25
Local PIBC Chapters	26
National Affairs	28
Board of Directors, Appointed Positions & Staff	30
PIBC Committees	31
Other PIBC Representatives	32
PIBC Volunteers – Thank You!	33
2019 Audited Financial Statements	35

MINUTES

2019 ANNUAL GENERAL MEETING PLANNING INSTITUTE OF BRITISH COLUMBIA

3:00 pm Wednesday May 8th, 2019

Marine Room

Westin Bayshore Hotel

1601 Bayshore Dr.,

Vancouver, BC

ATTENDANCE:

There were fifty-seven (57) corporate members in good standing present and eight (8) non-corporate members present. There were also four (4) non-member guests present, as well as three (3) members of the Institute's staff.

1. CALL TO ORDER

The President called the meeting to order at 3:03 pm; it was noted that a quorum was present, and that appropriate notice of the meeting had been duly provided.

It was noted that copies of the meeting Agenda, and the Annual Report, including the Minutes of the previous Annual General Meeting and the 2018 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 noted members of the Board of Directors and guests present.

3. BOARD ELECTIONS – APPOINTMENT OF SCRUTINEERS

The President noted that balloting for the elections was now closed, and asked for two members present to volunteer to act as scrutineers to assist the Director of Finance & Member Services in compiling the results of the elections.

MOTION: It was moved and seconded:

That Erica Tiffany RPP, MCIP and Michael Gordon RPP, MCIP be appointed as scrutineers.

Carried

4. MINUTES OF PREVIOUS GENERAL MEETINGS

4.1 ANNUAL GENERAL MEETING OF JUNE 1, 2018

MOTION: It was moved and seconded:

That the minutes of the June 1st, 2018 Annual General Meeting be adopted.

Carried

5. REPORT OF THE BOARD & COMMITTEES – ANNUAL REPORT

The President noted and briefly reviewed the 2018 Annual Report of the Board & Committees, as distributed. Key activities and developments from the previous year, as outlined in the report, were highlighted.

MOTION: It was moved and seconded:

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

Carried

6. 2018 AUDITED FINANCIAL STATEMENTS

The President presented, on behalf of the Secretary-Treasurer, the 2018 Audited Financial Statements as distributed.

MOTION: It was moved and seconded:

That the 2018 Financial Statements be accepted.

Carried

MINUTES (CONT)

7. APPOINTMENT OF AUDITORS – 2019 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 2019 fiscal year.

Carried

8. BOARD ELECTIONS – REPORT OF ELECTION RESULTS & INTRODUCTION OF 2019-2021 BOARD OF DIRECTORS

The President reported the results of the elections.

It was noted that Lesley Cabott RPP, MCIP would automatically assume the position of President for the 2019-2021 term, in accordance with the Institute’s Bylaws. It was further reported that the following members had been elected to the Board of Directors for the 2019-2021 term:

David Block RPP, MCIP, President-Elect (by acclamation);
Lui Carvello RPP, MCIP
Patricia Dehnel RPP, MCIP
Deborah Jensen RPP, MCIP
Kenna Jonkman RPP, MCIP
Chani Joseph-Ritchie RPP, MCIP
Patricia Maloney RPP, FCIP
Sara Muir-Owen RPP, MCIP
Alex Taylor RPP, MCIP
Marli Bodhi (Candidate Member Representative)

9. ADJOURNMENT

The President invited incoming President Lesley Cabott RPP, MCIP to say a few words. The President further thanked all members for attending, and acknowledged and thanked the many members who volunteer with the Institute for their contributions.

The meeting adjourned at 3:25 pm.



Westin Bayshore Vancouver Hotel, host venue for the 2019 BC Land Summit conference.

PRESIDENT'S REPORT

Lesley Cabott RPP, MCIP



I am very pleased to present this year's President's Report, highlighting the work of the Planning Institute of British Columbia over the course of 2019. As I write this report looking back on the previous year, here in mid-2020 we find ourselves facing unexpected and significant challenges during uncertain and unprecedented times. Yet as we look ahead, I am encouraged by our ability to adapt and meet the challenges ahead together. I also appreciate the opportunity to also look back at some of the valuable and positive work, achievements, and activities of our professional institute over the past year.

2019 started off on the heels of our 60th anniversary celebrations, which had been marked throughout 2018. Some of the highlights of activities and events from our 61st year included: the launch of a redesigned and updated PIBC website with new features and a new look; the election of a new PIBC Board of Directors for the 2019-2021 term and an update to the Institute's strategic plan; the continued growth of the Institute's successful continuous professional learning webinar program; development of a new framework for advocacy work by the Institute; our participation in the fourth-ever joint professional BC Land Summit conference; continued collaboration at the national level with CIP and the other provincial and territorial professional planning institutes across Canada; and a range of events and activities for members at the local level across BC and Yukon through PIBC's chapters.

The work of the Board and the Institute in 2019 continued to be guided by our strategic vision: *that PIBC is a thriving organization supporting and regulating respected*

professional planners, inspiring excellence, advocacy and community well-being. The vision is further developed and realised over time through the goals and objectives of our strategic plan. The strategic plan was reviewed and updated by the new Board in June last year as part of the new Board's bi-annual retreat and orientation. The revised plan was reviewed, refined and adopted by the Board in the fall of 2019.

Some of the key ongoing strategic goal areas within which the Institute continued work over this past year included: ongoing outreach to and liaison with provincial and territorial government officials - including continued monitoring of the implementation of BC's new *Professional Governance Act*; continued development of our advocacy work with additional focus on climate action and indigenous planning issues; continued outreach to and support of student members – including the continued waiver of all annual member fees for student members; continued support for local PIBC Chapters; and continued work in support of the Institute's organizational resilience. Some additional new areas of focus for the Board reflected in the updated strategic plan include looking at a longer-term vision (scenario planning) for the Institute; looking at diversity, accessibility and inclusion in our profession; and thinking about greater support for members' professional challenges and personal well-being.

Continued focus on and support for member services remained a key objective throughout 2019. In particular, we continued with the ongoing development and implementation of our successful continuous professional learning activities for members. PIBC's CPL webinar program had another successful year with ten different webinars



Yet as we look ahead, I am encouraged by our ability to adapt and meet the challenges ahead together. I also appreciate the opportunity to also look back at some of the valuable and positive work, achievements, and activities of our professional institute over the past year.”

covering a variety of diverse planning topics and issues held throughout 2019, delivering a total of 15 units of professional learning to hundreds of members and other attendees.

As mentioned previously, 2019 saw the Institute again participate in the BC Land Summit conference as our annual conference. This joint professional conference focused on land and land-use professionals who work in planning, real estate, appraisal, landscape architecture and agrology. The 2019 Summit welcomed nearly 800 attendees, including a large contingent of PIBC members, and included more than 50 sessions, workshops and mobile tours delivered by over 150 presenters across three days in May of last year. We look forward to participating in the next joint BC Land Summit conference in 2024.

Towards the end of 2019 we again marked our annual celebrations of World Town Planning Day, and we were pleased to host and receive greetings in person from both the Hon. Selina Robinson, BC Minister of Municipal Affairs & Housing and Yukon Minister of Community Services the Hon. John Streicker. We were also pleased to be able to welcome and recognize our newest Life Member Honouree, Dr. David Witty RPP, MCIP, who shared his personal top ten list of hints and lessons that helped guide his long and distinguished planning career. You can find a write up of that list in the Winter 2020 issue of *Planning West* magazine.

Organizationally we were pleased to see the continued financial health and stability of the Institute, having ended 2019 with a small surplus. The ongoing strength and organizational resilience of PIBC provides for long-term stability as well as for the ability to manage unexpected changes and uncertainty brought on by external events – as we have seen manifest in 2020. Despite such challenges this healthy and resilient position enables us to adapt and manage change, while continuing to maintain our operations and the delivery of key member services and benefits.

Finally, I would also like to take this opportunity to acknowledge and thank the many volunteer PIBC members who contribute their valuable time, effort and expertise to the work of our profession and our Institute every year – including Board members, members of PIBC committees, local chapters, professional mentors and sponsors, student member representatives, external volunteers, event presenters and speakers, and the many other volunteers throughout our organization. The contributions of so many volunteer members, along with the work and support of our wonderful staff team, help make it all happen each year. Thank you.

LESLEY CABOTT RPP, MCIP
President, Planning Institute of British Columbia

EXECUTIVE DIRECTOR'S REPORT

Dave Crossley

Last year was another busy and active year for PIBC and I am happy to provide a brief overview of some of the Institute's administrative operations and activities from 2019. This included continued management and coordination of the Institute's ongoing operations, member programs, services and administrative activities, as well as assisting the Board, Committees, and members on various strategic projects and initiatives.

Operational accomplishments and developments of note in 2019 included: organization and delivery – with our fellow land-related professional organizations – of another successful BC Land Summit conference; work preparing for the joint 2020 national planning conference in Whistler; ongoing management and delivery of the Institute's popular and successful Continuous Professional Learning (CPL) webinar program; delivery of another successful annual World Town Planning Day celebration event in November; confirmation of Sun Peaks (in the Okanagan-Interior region) as the location for PIBC's 2022 annual conference; managing staffing changes; and the implementation of new internal accounting processes with the help of a new outside service provider.

Other activities of note included: implementation of a nationally coordinated compensation and benefits survey of members; ongoing management of our various communications services and activities (including the PIBC e-News, social media, and Planning West magazine); the launch of the new and redesigned PIBC website in the summer of 2019; implementation of the 2019 elections for the Board of Directors; minor renovations to the Institute's office premises following renewal of our lease in 2018; and ongoing regular work with the Board of Directors and committees to advance the goals and objectives of the Institute's strategic plan. There was also ongoing external outreach, liaison and collaboration with CIP, other national professional bodies, and other external organizations with which PIBC is involved.

As noted, there were staffing changes implemented at the PIBC office in 2019. We completed the transition of our Communications & Marketing Specialist role to that of a regular staff position (from a contractor role) as of early 2019, and in the summer of 2019 our long-serving Director of Finance & Member Services, Ryan Noakes, left to pursue new opportunities. We greatly appreciated all of Ryan's work and many years of service and wished him well in his future endeavors. Following some internal adjustments to roles and responsibilities, we were subsequently very pleased to welcome Kelly Chan to the staff team as our new Member Services Coordinator in late 2019.

On the governance front, there were no bylaw amendments undertaken or approved this past year, though internal work continued at an administrative level with respect to a number of policy and procedure areas (such as updated internal manuals, committee policies, forms, etc.). Additionally, the Governance & Nominating Committee completed its work on nominations for the Institute's bi-annual Board elections, which were successfully conducted in the spring of 2019 with the subsequent election of the new Board at the AGM in May. Staff also continued with ongoing support work for the Institute's other standing and operational committees in their ongoing work.

The management and delivery of other regular Institute programs and services continued successfully throughout 2019 including: our very popular job opportunity advertising service (which continues to be both a popular service and significant source of revenue for PIBC); the successful publication of four seasonal issues of *Planning West* magazine; the regular email newsletter – the PIBC e-News; the highly successful Continuous Professional Learning (CPL) webinar program; and ongoing support for PIBC's nine local chapters in BC and Yukon. It was also encouraging to see the continued strength and stability of the Institute's financial operations while we continue invest in and maintain member services and activities.

Ongoing regular member certification and other membership related activities continued, as usual, throughout 2019, including: processing applications and certification for the final handful of remaining previous Candidate members (those Candidates admitted prior to the implementation of updated membership standards and certification processes in 2012); facilitating membership exams; general membership inquiries, transfers and changes; coordinating with the national Professional Standards Board (PSB) – including again implementing and supervising a test location for Candidates writing the PSB final professional exam in Vancouver twice in 2019; as well as ongoing collaboration and coordination with CIP and other provincial and regional Institutes across Canada regarding significant membership and other issues at the national level. This included the successful development and implementation of a first of its kind coordinated national member compensation and benefits survey for planners across Canada in spring 2019.

Additionally, regular support for the work of the Institute’s Professional Conduct Review Committee continued through 2019. Only one new formal complaint was received in 2019 and remained under initial investigation at the end of the year. Other ongoing work undertaken included supporting member volunteer training, information sharing, and member education with respect to ethics and professionalism, as well as ongoing policy and procedures work.

Looking forward into 2020 and beyond, anticipated work and priorities include: maintaining and supporting existing programs and services, managing adaptation and adjustment in light of the COVID-19 coronavirus pandemic (which emerged in early 2020), continued work and focus on delivering and enhancing CPL programs and activities, work on the planned 2021 annual conference in Whitehorse, Yukon, and ongoing work with the new Board and Committees to advance and implement the Institute’s revised strategic plan.

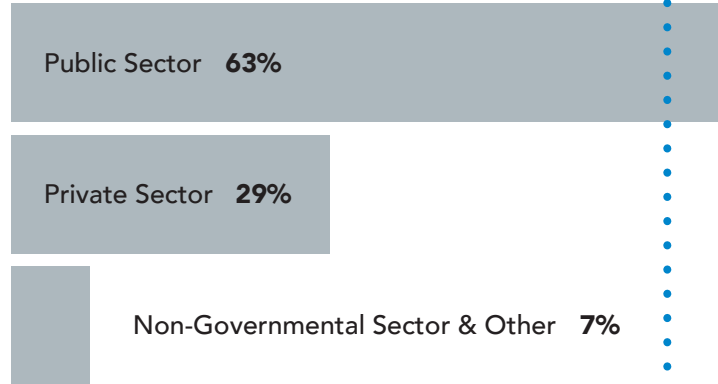
I’d like to extend continued thanks and sincere appreciation to the entire PIBC staff team: Former Director of Finance & Member Services Ryan Noakes, Manager of Operations Nina Schmidt, Communications & Marketing Specialist Cindy Cheung, Professional Learning & Events Coordinator Sophie King, and new Member Services Coordinator Kelly Chan, for all their work for the Institute. Thanks also to the Board of Directors for their leadership and dedication, and to the many members and volunteers for their continued work on behalf of the Institute. Thank you!



DAVE CROSSLEY
Executive Director
Planning Institute of British Columbia

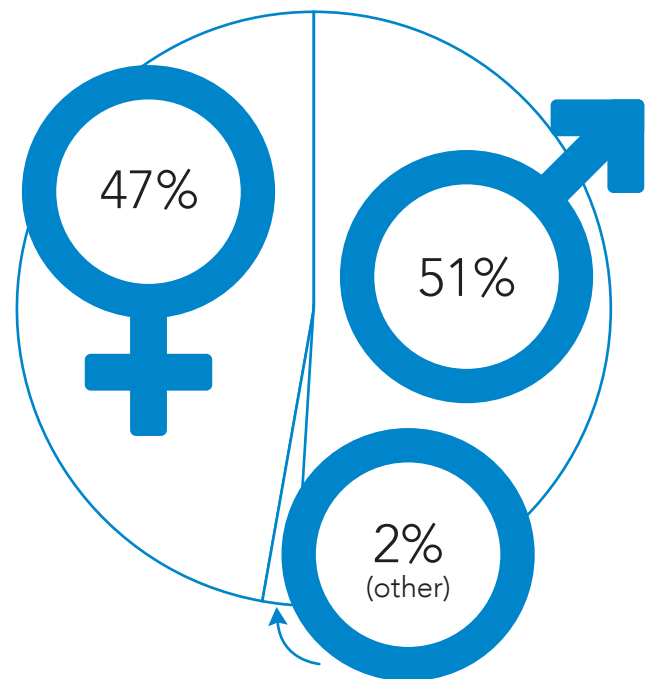
Membership Profile 2019 Snapshot

PROFESSIONAL MEMBERSHIP BY EMPLOYMENT SECTOR



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

PROFESSIONAL PLANNERS BY GENDER



SECRETARY-TREASURER

Kenna Jonkman RPP, MCIP

The audit of PIBC's 2019 fiscal year was conducted in early Spring 2020 by Tompkins Wozny LLP, Chartered Professional Accountants, who were appointed as the Institute's new external auditors in 2018. The results were reviewed and approved by PIBC's Board of Directors in March 2020. 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, 2019)

The Institute reported another financially stable, net-positive year in 2019. Overall, financial operations generated a small net surplus of \$1,139. General operations included total revenues of \$717,150 and total costs and expenses of \$716,011. As of December 31, 2019, the Institute's total gross assets were \$1,085,872 with net fund balances of \$851,638.

With respect to revenues, with modest growth in total membership and related activities, membership revenues continued to be stable, reaching \$419,176 in 2019 (compared to \$384,865 in 2017). Conference and event revenues were just \$61,781 due to the fact that the annual conference in 2019 was held as the separately organized BC Land Summit. Event revenues from the Institute's Continuous Professional Learning (CPL) webinars continued to contribute positively to the Institute's event income in 2019. Advertising revenues were steady in 2019 at \$181,214, compared to \$185,503 in 2018. Local chapter events and activities generated \$26,318 in revenues this past year. The continued stability and strength in these areas of non-fee revenue assist the Institute in maintaining a strong net financial position while being able to maintain operations and deliver services and benefits.

On the expenditures side, staff salary and benefits expenditures were up due to adjustments, involving the continued transition of some staff work from contractor to regular staff roles in 2019 (reducing other administration costs). Costs related to hosting conferences and other events were down considerably due to the separately organized 2019 BC Land Summit, while other conference and event expenses – such as the annual World Town

Planning Day event, local chapter support work, and our CPL webinars – were largely consistent with previous years. Total expenses related to conferences and events were \$51,101 in 2019. Expenses related to chapter activities and events were \$36,558.

Board and governance related expenses (including all committees), at \$118,639, were up from last year due to 2019 being a Board election year, which results in additional Board meetings and expenses – particularly orientation and strategic planning meetings and other related expenses – in such years. Administration fees and related expenses were down again in 2019 as a result of the further shifting of previous contract support work to regular staff roles within the PIBC office, while professional fees (covering legal fees, audit, and other services) remained fairly consistent. Production costs (primarily the production and distribution of *Planning West* magazine) continued at a relatively consistent level this past year. Special project expenses were down compared to 2018, following more significant expenses in support of projects associated with the Institute's 60th anniversary the previous year.

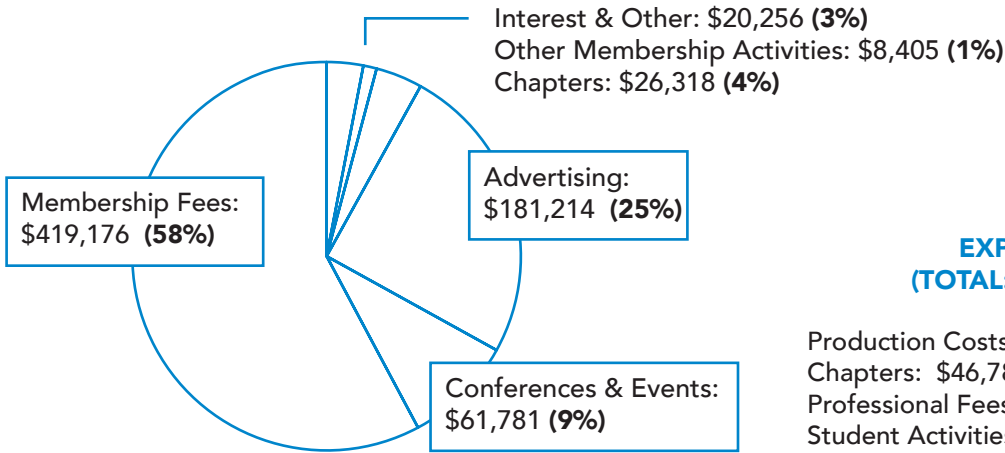
As previously reported the Institute's surplus funds continue to be maintained in designated funds set aside for particular purposes through internally restricted funds (e.g. operating, legal, capital, strategic initiatives, and chapters). This approach continues to help manage and guide the Institute's financial resources and activities, while also keeping the Institute in line with best management practices for not-for-profit organizations. Additional details about the various internally allocated funds, including amounts allocated to each, can be found within the 2019 Audited Financial Statements.

The Board is pleased to see the Institute's continued financial health and stability. This strong financial position will enable the Institute to weather the uncertainties and impacts from external events we are seeing unfold in 2020. It has also enabled the Board to continue to minimize increases to annual membership fees, while maintaining operations, services and member benefits. This includes allowing PIBC to continue with the practice of not charging annual membership fees to Student members, to help support the future of the profession.

Financial Operations

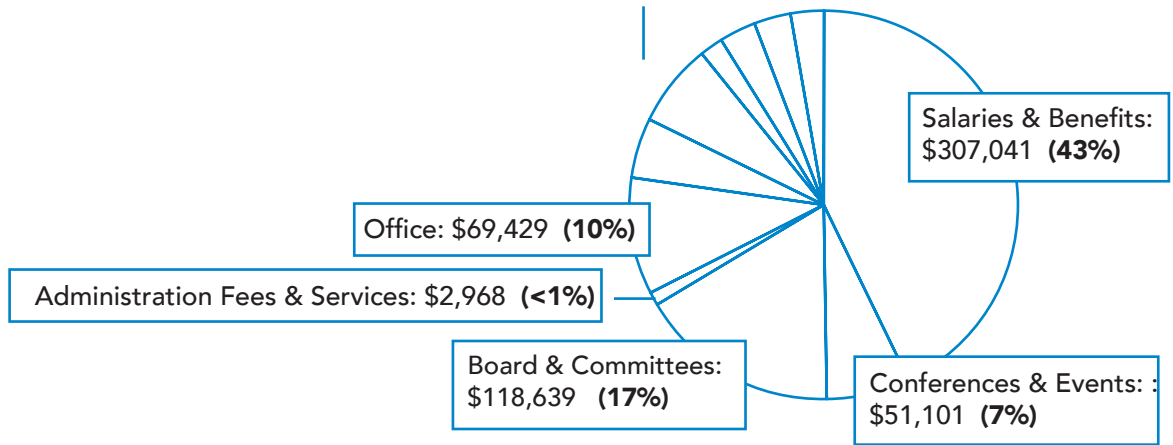
Total operations (revenues & expenditures) in 2019, by area (in \$ and % of total):

REVENUES (TOTAL: \$717,150)

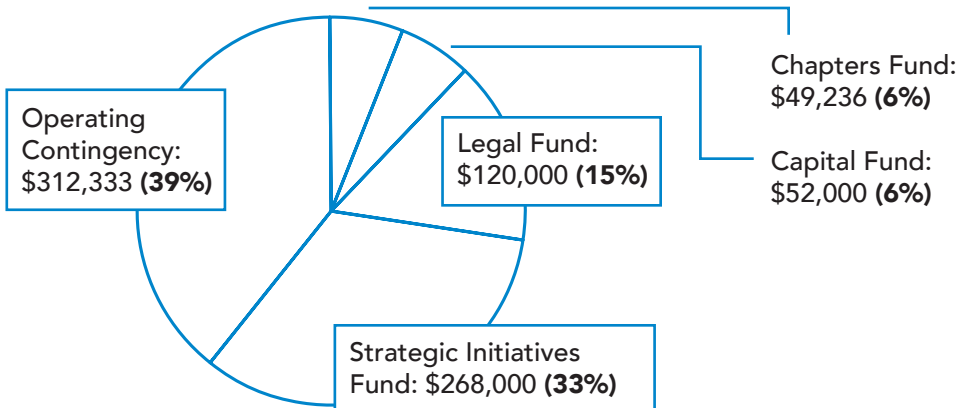


EXPENSES (TOTAL: \$716,011)

Production Costs: \$38,047 (5%)
 Chapters: \$46,782 (7%)
 Professional Fees: \$17,702 (2%)
 Student Activities: \$20,223 (3%)
 Special Projects & Other: \$21,643 (3%)
 Bank Charges & Other: \$23,925 (3%)



INTERNAL FUNDS & RESERVES (TOTAL: \$801,569)



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

PROFESSIONAL STANDARDS & CERTIFICATION:

The Institute’s Professional Standards & Certification Committee oversees the administration of the Institute’s membership certification work and activities, including membership certification standards and related processes, and monitoring continuous professional learning (CPL) reporting. This includes managing the membership certification process for those few remaining Candidate members who were admitted prior to September 2012 – when the transition of membership application and certification assessments shifted to the national Professional Standards Board (PSB) – as well as overseeing membership applications for non-corporate membership categories (not handled by the PSB). Patricia Maloney RPP, FCIP took over as Chair of the Professional Standards & Certification Committee in 2019.

MEMBERSHIP APPLICATIONS & ADMISSIONS:

Throughout 2019, the Institute handled approximately 410 membership applications, admissions, transfers, membership status changes, or other related membership actions. This included 133 admissions into Corporate membership categories and 119 admissions into Non-Corporate membership categories.

PIBC MEMBERSHIP:

At December 31, 2019 the total (estimated) Institute membership was as follows:

Corporate Membership:		Non-Corporate Membership:	
Fellows (Practicing)	19	Retired members **	63
Certified members (RPPs)*	1,056	Pre-Candidate members	89
Candidate members *	250	Student members	236
		Honourary members	11
Total Corporate:	1,325	Total Non-Corporate:	399 ***
TOTAL:	1,724		

Notes:

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

Overall membership in the Institute remained largely stable with modest growth. There was a 5.4% increase in total members. There was a 2.6% increase in the net number of professional (Corporate) members, with a 1.3% increase in the net number of Certified Members (Registered Professional Planners) as Candidate members continued to successfully complete the certification process. PIBC admitted a total of 58 new or reinstated Registered Professional Planners (RPPs) in 2019.

The net number of Candidate members increased in 2019 (by 10.1%). A number of Candidate members completed the certification process to become Registered Professional Planners in 2019 while at the same time new Candidate members joined. Additionally, some other Candidate members ceased to be members after the end of 2019 due to the expiry of their prescribed time limits to remain a Candidate and complete certification – something the Institute continues to monitor and enforce. There were a total of 75 new Candidate members admitted or reinstated in 2019.

Also, in terms of Non-Corporate membership the net total number of Retired members increased, and the number of Pre-Candidates increased slightly. The number of Student members also grew in 2019, with the impact of the continuation of new policies waiving annual student membership fees, though some Student members ceased to be members after the end of 2019 due to the expiry of their prescribed time limits.

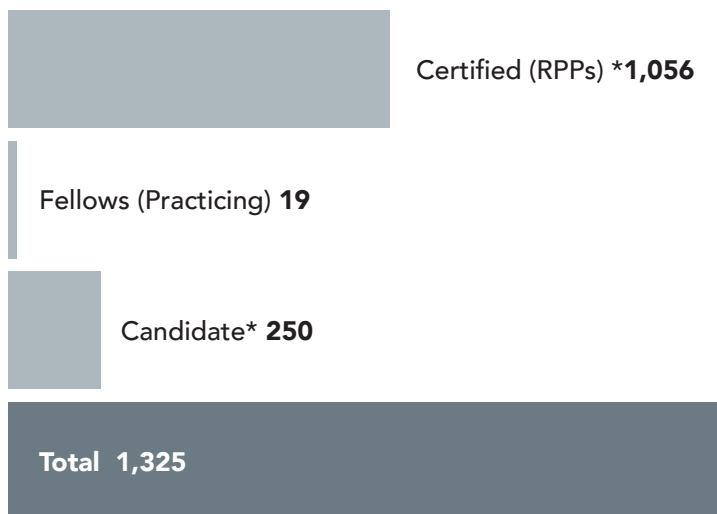
MEMBERSHIP CERTIFICATION:

As previously reported, since September 2012 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 – are managed and delivered by the arms-length national Professional Standards Board for the Planning Profession in Canada (PSB) rather than directly by PIBC. Throughout 2019 we continued to see fairly consistent numbers of new Candidates coming

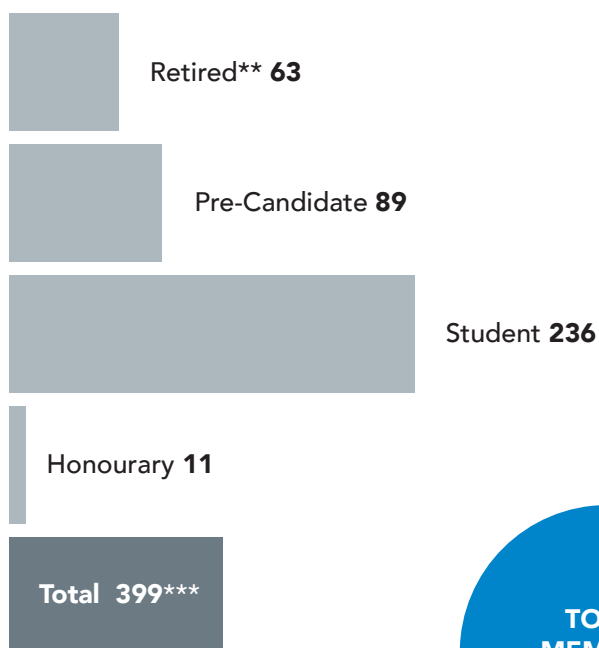
Membership Numbers By Member Type & Category

At December 31, 2018 the total (estimated) Institute membership was as follows:

CORPORATE MEMBERSHIP



NON-CORPORATE MEMBERSHIP



Notes:

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

through the PSB assessment process, as well as new RPPs becoming certified. PIBC continued its support for Candidate members writing the PSB final professional examination by again organizing and supervising a local exam location in Vancouver for each of the two offerings of the exam held in March and September 2019.

As also previously reported, PIBC's Professional Standards & Certification Committee continues to oversee the delivery of membership certification for those very few remaining Candidate members who were admitted prior to the changes enacted in September 2012. This includes: log book reviews, written examinations (Exam B) where applicable, and oral examination (Exam A) interviews. As of the end of 2019, there were only about 26 such Candidate members remaining in the previous system, with an expectation that most will complete the process by the end of 2020 or will otherwise cease to be members due to the expiration of the prescribed time limits to remain a Candidate member and complete the certification process.

PROFESSIONAL STANDARDS & NATIONAL COORDINATION:

The national Professional Standards Committee (PSC), which coordinates shared national standards for professional certification and university planning program accreditation on behalf of the planning profession across Canada, completed the required comprehensive five-year review of our shared professional standards, and undertook further work to update and revise national policies and procedures related to professional standards. In July 2019 there was also agreement amongst the professional organizations that participate in the PSC to examine potential improvements to the governance and support structures for the PSC, as well as to undertake a deeper dive review and update of the core competencies that underpin the professional standards in 2020. This work continues at the national level. Additionally, David Block RPP, MCIP took over as PIBC's representative to the PSC. Our sincere thanks to Kerry Patemen RPP, MCIP who previously fulfilled that role.

CPL REPORTING REQUIREMENTS FOR MEMBERS:

Overseeing the policies and administration of the Institute's mandatory Continuous Professional Learning (CPL) requirements and associated reporting, as stipulated in the bylaws, is a key responsibility of the Professional Standards & Certification Committee. Major work in this area in 2019 included the completion of a substantial review and update to the CPL system guide that outlines the policies that

govern the Institute's CPL requirements. The revisions to the CPL system guide updated much of the content, improved the guidelines for members, and incorporated the policy decision of the Board to expand the ongoing CPL requirements to cover practicing Candidate members as well. The look and design of the guide was also updated. The revised guide (the 4th edition) was distributed and is available on the Institute's website.

Strengthening the monitoring and follow-up of CPL reporting continued to be a key task of the Committee through 2019. We are pleased to see continued steady improvement with timely CPL reporting and compliance by members over the past year. Into 2020 the Committee will be strengthening random periodic reviews of individual members' CPL reporting to help ensure members understand the requirements and processes, and are reporting activities correctly. Additionally, the implementation of CPL requirements for Candidate members continues to move forward. 2019 represented the first part of the phased-in move towards mandatory reporting and compliance requirements, allowing Candidate members to voluntarily report and familiarize themselves with the requirements and reporting process.

GENERAL MEMBERSHIP ISSUES:

The Committee continued its work overseeing and implementing the appropriate 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 outlined in the Institute's bylaws. We are pleased to see the successful progress of the vast majority of members in this regard. And the Committee continues to review and consider requests from individual members facing unique and extenuating circumstances for limited extensions to time limits on a case-by-case basis as necessary and appropriate.

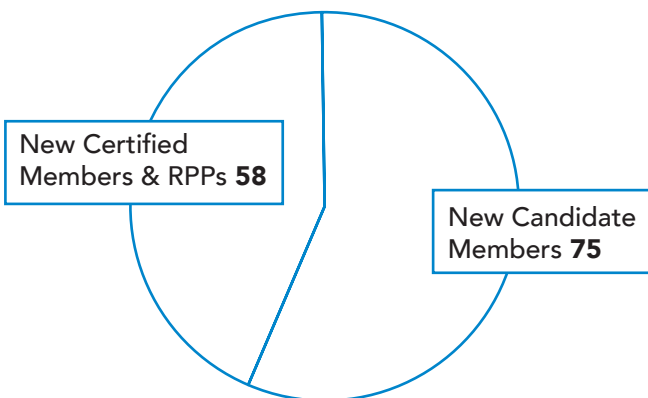
COMMITTEE THANKS:

The Institute's professional standards and membership certification activities could not be carried out without the significant time and effort of so many PIBC members who volunteer and participate by fulfilling the many membership-related roles and tasks each year. Our thanks are extended to the members who served on the Professional Standards & Certification committee in 2019. Particular deep thanks are also extended to those many volunteer members who review membership materials, act as examiners, and those many members who serve as mentors and sponsors for Candidate members undertaking the certification process across BC and Yukon. You are all contributing to the future strength and health of our 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. Thank you everyone.

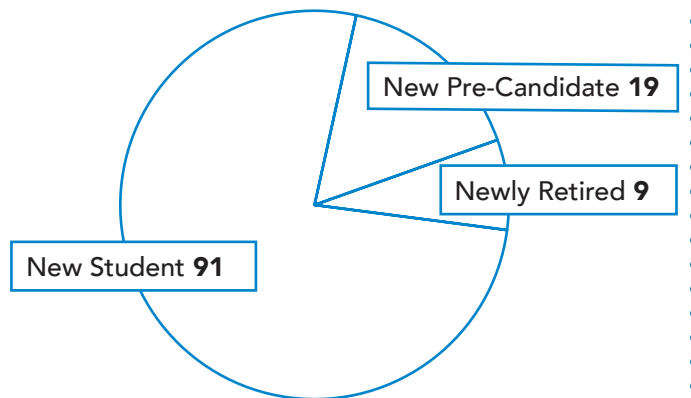
Membership Activities

Processed 410 membership admissions and other membership actions, including the following 252 membership admissions...

**NEW CORPORATE MEMBERS
(TOTAL: 133)**



**NEW NON-CORPORATE MEMBERS
(TOTAL: 119)**



As well as processing 158 membership status and other changes.

PROFESSIONAL CONDUCT REVIEW

Overseeing and upholding standards of ethics and professionalism is a core function of PIBC as a professional organization. As stipulated in the bylaws, the Institute works to fulfill this obligation by upholding the Institute's Code of Ethics & Professional Conduct – to which all Corporate members are subject. The bylaws establish and mandate the Professional Conduct Review Committee to undertake this role. Throughout 2019 Board member Lui Carvello RPP, MCIP continued to serve as the chair of the Committee. The Committee also continued to benefit from a full compliment of thoughtful and dedicated volunteer members throughout the year to help carry out its valuable work.

BYLAWS & COMMITTEE ROLE:

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

The Professional Conduct Review Committee's responsibilities include:

- Managing and administering the Institute's response to formal complaints or 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 had continued success throughout 2019 with its ongoing work to enhance the timeliness and efficiency of the disciplinary process – one that can sometimes take an extensive period of time to fully complete, depending on the particulars of each individual case. The Committee and staff continue work on improvements to our processes to further enhance efficiency, while still meeting the necessary requirements for a fair and rigorous disciplinary process for all parties involved.

Part 14 of the Institute's Bylaws contains the Code of Ethics and Professional Conduct. The Code is the foundation of the Institute's ethical standards and expectations for professional members, and we encourage members to review it periodically, 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 within your planning practice. For the complete current Bylaws visit: <https://www.pibc.bc.ca/official-documents>

ADDRESSING COMPLAINTS:

In response to a formal complaint of alleged misconduct, as outlined in the bylaws, the Committee chair assigns two members of the Committee to act as the case officers for each particular complaint or case. They will undertake and complete an initial investigation and deliver a report and recommendation to the chair. The chair reviews the report received from the case officers and then proceeds accordingly, based on their findings.

Next steps can involve: dismissing the complaint with no further action; confirming an agreed 'consent discipline action' resolution of the matter (where the member admits certain misconduct and accepts disciplinary action); or proceeding to a formal disciplinary review hearing to 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 2019 there was just one formal complaint and case file addressed at within the Institute's professional conduct review and disciplinary process: a new complaint received in the late fall of 2019 was under initial investigation by case officers as of the end of the year. This new case resulted from a complaint submitted by a member of the public related to past workplace matters allegedly involving a member.

Less formal complaints to the Institute related to the inappropriate use of the protected RPP designation, or similar misrepresentation professional qualifications or membership status, are typically handled without a formal professional conduct review process. In keeping with previous trends, these kinds of complaints have been declining in recent years, which is a positive development.



SUPPORT & POLICY WORK:

Following a number of policy changes and updates to the disciplinary process implemented in 2018, there were no substantial policy and process changes (such as further revisions to the bylaws) made in 2019. The Committee continued to build and share knowledge amongst committee members with an annual roundtable discussion amongst committee member case officers, enabling them to confidentially discuss and share lessons-learned from past cases. We will continue to look at opportunities to build further training and development for committee members responsible for the disciplinary process.

Additionally, ongoing work to review, update and enhance internal procedures, policies, and materials in support of the professional conduct review and disciplinary process continued. A new resource page related to complaints and discipline was added to the Institute's revised website, which launched during 2019. The page is intended to provide basic information regarding the nature and purpose of the Institute's complaints and discipline process along with links to key relevant documents, such as the Code and PIBC bylaws.

EDUCATION FOR MEMBERS:

In addition to handling formal complaints of alleged misconduct, one of the Committee's other key roles is to assist with the ongoing ethics and professionalism training and education of members. This includes organizing and delivering an ethics session at each PIBC annual conference by volunteer members of the Committee. This was undertaken again at the 2019 BC Land Summit conference in Vancouver in May 2019. Additionally, Committee members developed and delivered a free online ethics and professionalism webinar session for members in June 2019. This webinar was recorded and is now widely available to members on the Institute's YouTube channel.

These activities provide a useful opportunity for members to enhance their knowledge and understanding of the Code of Ethics & Professional Conduct and the professional responsibilities, obligations, and expectations it contains. These learning activities are also an opportunity for members to hear about best practices, seek advice, and ask questions about professional ethical dilemmas and challenging situations.

Another way in which the Committee continues to assist with the ongoing training and education of members regarding ethics and professionalism is through authoring occasional articles in Planning West magazine summarizing recent cases and key ethical or professionalism issues arising from cases. Indeed, sometimes the publication of summary articles from certain serious cases is a requirement of the outcome of the disciplinary process.

Another development within the Committee to assist members with issues related to ethics and professionalism has been the designation of some individual Committee members to be available to provide occasional confidential general ethical guidance to members who come forward with ethical questions or dilemmas. The Committee was able to successfully respond to several such inquiries in 2019.

COMMITTEE VOLUNTEERS & THANKS:

The critical and valuable work of the Professional Conduct Review Committee is carried out primarily by the dedicated volunteer Committee members. Members of the Committee (guided by the chair, and assisted by Institute staff and legal counsel as appropriate) have acted as case officers (conducting initial investigations of complaints of professional misconduct); assisted with professional practice advice articles; or have presented and delivered education or training sessions and webinars for members throughout 2019. The Institute greatly appreciates the time and commitment of all the volunteer members. Professional disciplinary cases often require significant effort and time commitments throughout the various stages of the disciplinary process. Thank you!

PIBC Professional Conduct Review 2019 Case Summary

Although the Institute fields several general professional practice inquiries each year, only a few typically result in formal complaints. In 2019 only one new formal complaint was received. No other investigations were initiated in response to any information about potential member misconduct in the public domain. As of December 31, 2019, only the one new case remained open.

The following provides a general summary update on cases addressed or under review at various stages in the professional conduct review process during 2019:

- One new case resulting from a formal complaint received in 2019 was under initial investigation by the case officers assigned as of the end of 2019.

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

- Providing accurate professional information and advice;
- Providing opportunities for meaningful participation in the planning process;
- Exercising professional judgment independently and without bias; and
- Working with integrity and professionalism within a planner's responsibility to their employer.

GOVERNANCE & NOMINATING:

Overseeing the institute's governance matters and undertaking the nominating process for the Institute's regular bi-annual Board of Directors elections is the responsibility of the Governance & Nominating Committee. This role is stipulated in the bylaws and further mandated through policies established by the Board. Prior to this Committee being established as a standing committee in 2017, the Board designated an ad-hoc nominating committee every two years to conduct Board election nominations. Other governance matters that fall under this committee's responsibilities include consideration of potential bylaw amendments and related governance policy work that may arise from time to time. In 2019 President Lesley Cabott RPP, MCIP took over as the chair of the Committee.

BYLAWS & POLICY WORK:

The Institute did not undertake any bylaw revisions in 2019, following a number of past amendments developed and adopted in 2016 and 2017, as well as the most recent amendments to Part 13 of the bylaws (related to the structures and processes of the Institute's Professional Conduct Review Committee and the discipline process) which were completed and adopted in 2018.

Additionally, the Board updated the Institute's strategic plan in 2019, incorporating new strategic objectives including ones related to reviewing and improving the Institute's policies and practices in support of equity and diversity. The policy aspects of this work will be led by the Governance and Nominating Committee and will be getting underway in 2020.

BOARD ELECTIONS & NOMINATIONS:

As stipulated in 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. Therefore, the next election is scheduled to coincide with the 2021 AGM and, as such, the Committee will be undertaking nomination work in 2020 and into 2021.

For each election, the Committee is required to nominate at least eight Certified members and at least one Candidate member to stand for election to the Board, as well as at least one Certified member to stand for election as President-Elect. The Committee can also nominate more than the minimum number of members prescribed.

As part of its mandate from the Board, the Committee aims to take into consideration several different factors when reaching out and seeking possible member nominees, such as regional representation, diversity factors, sector of employment, professional background, skills and knowledge, and volunteer experience.

Additionally, and as is stipulated in the bylaws, following the submission of the list of Board election nominees by the Committee to the Secretary-Treasurer, an open call for nominations at-large is made, whereby additional members can also be nominated by the membership to stand for election to the Board. This process will take place again in early 2021, prior to the start of the voting period for the Board elections, leading up to the Annual General Meeting that year.

COMMITTEE VOLUNTEERS & THANKS:

The Institute's governance, policy and nominating work could not be completed without the time and effort of the Governance & Nominating Committee's volunteer members. Our thanks are extended to the members who served on the Committee in 2019, and to the staff for their ongoing support of the Committee's work. Additional thanks are also extended to those members from across BC and the Yukon who have stepped forward to stand for election to the Institute's Board of Directors in the past, or who are considering doing so in the future. Thank you everyone.



POLICY & PUBLIC AFFAIRS:

Overseeing the institute’s policy and public affairs matters, including potential advocacy on issues of interest to the Institute, relevant external relations, and providing related advice and assistance to the Board, is the responsibility of the Policy & Public Affairs Committee. Assisting with potential government relations, responding to legislation and regulation, and issues advocacy broadly fall under the Committee’s areas of responsibility. In 2019 Chani Joseph-Ritchie RPP, MCIP and Deborah Jensen RPP, MCIP took over as co-chairs of the Committee.

Key activities for the Committee in 2019 have included: continued monitoring of potential legislation or regulation of professional planners and the RPP designation; engagement with the BC Ministry of Municipal Affairs & Housing on key processes; implementing a new internal policy framework for issues advocacy by PIBC; initial work on key planning issue areas identified by the Board in its revised strategic plan (including work by the new Climate Action sub-committee, and the initiation of new work related to indigenous planning matters).



RPP REGULATION & LEGISLATION:

A small sub-committee of the Policy & Public Affairs Committee has continued to monitor matters related to the potential regulation of professional planners and regulation or legislation related to the Registered Professional Planner (RPP) designation. During 2019 this has primarily involved monitoring developments related to the slow and complex implementation British Columbia’s new *‘Professional Governance Act’*.

While the new Act does not currently directly apply to most planners or the planning profession, it may have implications in the long term if the planning profession determined to seek recognition and regulation under the new Act, or was mandated by government to do so. Currently the primary focus of government is implementing the new legislation as it applies to the initial five professions mandated for regulation under the new Act. For the time being, the Registered Professional Planner (RPP) title and designation remain protected for PIBC under the Occupational Titles Protection provisions of the *‘Societies Act’*.

OTHER REGULATION & LEGISLATION:

During 2019 the Committee was also actively engaged, on behalf of PIBC, in the BC Ministry of Municipal Affairs and Housing's Development Approvals Process Review (DAPR) process, which began a government examination of ways to improve the development approvals process at the municipal and regional levels in BC, to help support, among other things, increased housing availability and affordability in British Columbia. PIBC was engaged in this process both through the volunteer participation of members in key stakeholder consultations established by the Ministry, and through direct submission of feedback to the Ministry as well. The first phase of this government initiative wrapped up in late 2019 and PIBC anticipates continued involvement in subsequent phases through 2020 and beyond.

FRAMEWORK FOR ADVOCACY WORK:

A key strategic task assigned to the Policy & Public Affairs Committee through the Board's previous strategic plan was to develop an internal policy framework and structure to guide PIBC in considering responses, actions or activities related to issues advocacy. This work was successfully completed in 2019 with the approval by the Board of a new internal policy framework for such advocacy.

The new policy provides a clearer high-level framework to guide PIBC and the Board in making determinations and establishing priorities when considering the pursuit of issues advocacy and responses to relevant issues that may arise. The framework takes into consideration the role, vision and purposes of PIBC as a diverse professional body, as well as the Institute's internal needs, capacity and priorities. It further takes into account the possibilities for both 'proactive' advocacy work the Institute might consider undertaking over the longer term, as well as 'responsive' advocacy activities that might be potentially necessitated or triggered by external actions or occurrences in the shorter term – such as the introduction of new legislation or regulation by governments.

CORE PLANNING ISSUES:

As part of its work supporting and advising the Board on potential advocacy, the Committee undertakes work and internal discussions to identify possible broad topic or issue areas of relevant interest or concern for PIBC and the planning profession. It is acknowledged and understood that, given limited resources and capacity, as well as other factors, there will be a limited set of issue or topic areas that the Institute will be able to actively and meaningfully engage on in at any given time.

Based on the new advocacy framework, the Committee put forward suggested areas to the Board for consideration and inclusion in the Institute's revised strategic plan (as the plan was updated in 2019). In addition to ongoing work related to legislation and regulation, the areas of climate action and indigenous planning were broadly identified as priority areas, with specific strategic tasks established in the strategic plan to further advance work on each.

CLIMATE ACTION:

As noted, the area of climate action (including mitigation and adaptation) and its relationship to planning and the work of planners continues as a priority area for advocacy work. In late 2019 the newly established Climate Action Sub-Committee got underway (picking up from the prior work done by the previous climate action task force). Co-chaired by Patricia Dehnel RPP, MCIP and Sean Tynan RPP, MCIP, work undertaken by the sub-committee in 2019 included: adding volunteers to the sub-committee; starting to examine and potentially update the Institute's existing '*Climate: A Call for Action*' piece; providing input and feedback to government policies and initiatives related to climate action; and other climate action outreach within and outside the profession.

INDIGENOUS PLANNING:

Another key issue area identified by the Board in the revised 2019-2021 strategic plan related to indigenous planning. In particular the Board identified two initial strategic objectives related to reviewing and analyzing some of the key calls to action and findings of the national Truth & Reconciliation Commission and of the National Inquiry into Missing and Murdered Indigenous Women and Girls, and looking at how the planning profession might be able to apply some of them in the practice of planning. In 2020 the Committee will be establishing a dedicated working group to help guide this important work.

COMMITTEE THANKS:

The Institute's public affairs, advocacy and issues policy work could not be advanced without the time and effort of the many volunteer members of the Policy & Public Affairs Committee and its sub-committees, as well as a number of volunteer external representatives. Our thanks are extended to all the members who volunteered and served in 2019. Thanks also are extended PIBC staff for their work supporting the Committee's work. Thank you.

MEMBER ENGAGEMENT STUDENT MEMBER & ACADEMIC LIAISON

The Institute's Member Engagement Committee, working with Institute staff, oversees PIBC's membership outreach, engagement and related activities, as well as engagement and liaison with Student members and academic planners at the four accredited university planning programs in BC and Yukon. Board member Kenna Jonkman RPP, MCIP continued to chair the Committee in 2019.

MEMBER ENGAGEMENT COMMITTEE WORK:

The Member Engagement Committee was formed in 2017, as part of a restructuring of PIBC's various committees that followed the implementation of changes to how membership matters were addressed. These changes were partly due to the earlier establishment of the new national bodies tasked with handling various member certification and accreditation processes. These were previously handled by PIBC and our past Membership Committee. Work continued in 2019 further organizing the Committee's role, structures, and membership. This included some changes to the volunteer membership of the Committee, as well as initial work to revise the standing sub-committees established for liaison with Student members and academic planners.

MEMBER COMPENSATION & BENEFITS SURVEY:

A long-standing strategic objective of PIBC has been to undertake valuable member research – including undertaking a comprehensive compensation and benefits survey. Such surveys are common in many professions and sectors, and they typically aim to provide data on compensation and benefit levels, trends, and practices for those active in the particular profession or sector. No recent survey of this kind had been done for the planning profession by PIBC.

Early work on developing and implementing such a survey began in 2018 and continued into 2019. Based on that initial work, and discussions nationally, we were very pleased to ultimately partner with CIP and all our fellow professional institutes and associations across Canada to deliver a joint national compensation and benefits survey for the planning profession in Canada. The survey itself was conducted in late spring 2019 and the final reports were completed and published in the fall. The PIBC regional report (covering BC and Yukon) is available on the PIBC website. We anticipate conducting such surveys again in the future to better track and understand trends and changes over time.

MEMBER PROFESSIONAL WELL-BEING

Building capacity to support and facilitate members' professional well-being was identified as a key strategic area in the Institute's revised strategic plan, which was adopted in

the latter part of 2019. The Member Engagement Committee is taking the lead in work on some of the strategic objectives and tasks identified in this area. One of the first steps will be undertaking member consultation to identify priority areas of interest or concern for members in this regard, and to help the Committee identify possible opportunities and priorities for potential member services, benefits, and activities that would help support members' professional well-being. Work will continue on these activities into 2020.

STUDENT & ACADEMIC LIAISON:

As noted previously, the Committee began looking at revisions to its internal structures (sub-committees) related to Student and academic member liaison, connecting PIBC and its activities to those members at the accredited university planning programs at UBC, UNBC, SFU and VIU. The aim of this internal work is to improve coordination and engagement amongst students, academics and PIBC going forward. These changes will be finalized and implemented in 2020.

Additionally, the Committee has been continuing its work with our Student member representatives to ensure PIBC funding opportunities and other supports for students are working and reaching Student members. These include continued financial support for student events and activities, including the 2019 UBC SCARP Symposium, as well as ongoing scholarships and other financial supports. We were pleased to see the continued provision of complimentary PIBC membership to students, and the streamlining of the annual renewal process for Student members in 2019. PIBC also began implementing the provision of complimentary access to our ongoing CPL webinars for Student members at the four accredited programs.

COMMITTEE THANKS:

Thank are extended to the volunteer members who participated on the Member Engagement Committee and its sub-committees throughout 2019, and to new members who have joined the Committee. Your interest and work help us maintain and advance the Institute's membership activities, outreach, and services. Thank you. Thanks also to PIBC staff for their ongoing support and assistance.

CONTINUOUS PROFESSIONAL LEARNING

PIBC's Continuous Professional Learning (CPL) Committee is an operational committee of the Institute and is responsible for the oversight and administration of the Institute's member continuous professional learning programs, activities, and events. Brent Elliott RPP, MCIP took over as chair of the Committee in 2019.

Enhancing programming and the delivery of professional learning opportunities for members, and related support for and coordination with the Institute's local chapters across BC and Yukon, continued to be key strategic objectives guiding the work of the CPL Committee in 2019. Additionally, the Committee worked to develop and deliver CPL programming in support of the topics and areas of interest identified as priorities by the Board through the revised strategic plan.

CPL WEBINAR PROGRAM:

The Institute's now well established online CPL webinar programming had another successful year in 2019, and continues as a core, ongoing service for members. PIBC's CPL webinars are planned and implemented under the guidance and oversight of the Committee, with administrative, logistical, and delivery support from Institute staff. The Committee works every year to identify and map out a diversity of relevant ongoing and emerging planning topic areas and plan each series of webinars accordingly.

In 2019 a total of ten online webinars were developed and delivered, including two free webinars – one on ethics and professionalism and a somewhat fun petcha kutcha style one to wrap up the program for 2019. The webinars collectively represented a total of 15 units of

structured professional learning for members. 31 presenters contributed to the CPL webinar program throughout 2019, with a cumulative total of at least 680 registrants (or groups of registrants) participating.

Topics covered in the 2019 webinars included: key data and the planning outlook for BC, public engagement in the digital age, developments in planning law, climate and transportation, ethics and professionalism, economic indigenous reconciliation, declaring a climate emergency, community resilience, and renewal of brownfields.

The flexible addition of the 'group' registration option for webinars (introduced in 2018) continued to prove popular and continues to extend the reach of our webinar programming for members. We were also pleased to



ATTENDEES LISTENING AND LEARNING AT A PIBC ANNUAL CONFERENCE. ANNUAL CONFERENCES PROVIDE AN EXCELLENT OPPORTUNITY FOR MEMBERS TO NETWORK, LEARN AND EARN CPL LEARNING UNITS.

work with our Student member representatives to make a complimentary group registration for each webinar available for Student members at each of the four accredited university planning programs in BC and Yukon, beginning in 2019. We continue to make recorded versions of all of our webinars available at no cost to registered participants, and for purchase by members who are unable to register and attend any given webinar.

The CPL webinar programming continues to help generate additional revenue for PIBC, helping to offset the technical and staff resources necessary to plan, develop, and deliver the programming each year. We also continued to achieve success in securing external sponsorships for our CPL webinar programming in 2019 from key external partners such as: the Real Estate Foundation of British Columbia, VanCity, and Urban Systems Ltd. Thank you to those sponsors for their ongoing support.

WORK WITH PIBC LOCAL CHAPTERS:

Supporting PIBC’s nine local chapters across British Columbia and Yukon continues to be an ongoing strategic priority, including supporting the delivery of local professional learning opportunities. Driven by the tremendous work and efforts of many volunteer members at the local level, and further supported by PIBC staff and resources, we were pleased to continue to see a number of diverse professional learning and networking events delivered at the local level through our chapters. They ranged from simple networking and social events to film screenings and walking tours; from more in-depth workshops to more extensive mini-conferences. Huge thanks are

extended to the many volunteer members at the chapter level who help make it happen each year.

PROFESSIONAL LEARNING ACTIVITIES BY THE NUMBERS:

As part of PIBC’s ongoing support for professional learning opportunities for members, the Institute continues to monitor and measure professional learning events and programming over the course of each year. We are pleased to report that through the Institute’s annual conference (the 2019 BC Land Summit, held in Vancouver), 10 online CPL webinars, and at least 30 local chapter events and activities, approximately 154.75 learning units (or hours) of professional learning was organized and delivered throughout 2019.

MOVING FORWARD:

Looking ahead into 2020 and beyond, we continue with planning and delivery of the successful CPL webinar program (with greater emphasis and adaptation in light of the emergence of the COVID-19 coronavirus pandemic in early 2020), continued and adapted support of local chapters, and other potential opportunities to develop and implement further new professional development and learning opportunities (both virtually and in-person).

COMMITTEE THANKS:

Many thanks are extended to the dedicated volunteer members of the CPL Committee and our PIBC staff for their time and efforts helping to guide, oversee and deliver the Institute’s CPL activities and programs. Special thanks to previous Committee chair Lesley Cabott RPP, MCIP for her leadership over the past several years. Thank you!

CPL Events & Activities in 2019

41 CPL events & activities delivering
154.75 CPL Learning Units (LUs)

- 1** Annual Conference – **85.5** LUs
- 10** CPL Webinars – **15.0** LUs
- 30** Local Chapter Events – **54.25** LUs

COMMUNICATIONS

The Institute's Communications Committee is an operational committee responsible for overseeing PIBC's communications activities and services. Jada Basi RPP, MCIP took over as the chair of the Committee in 2019. Institute staff (including Communications & Marketing Specialist Cindy Cheung) support the Committee. Work continued through the year to maintain and enhance PIBC's communications activities and services.

PLANNING WEST MAGAZINE:

We were very pleased to continue to publish and deliver *Planning West* magazine throughout 2019. Four regular quarterly issues were produced and distributed last year. The Institute's flagship publication continues to include a rich variety of content including: feature articles on key planning topics; regular features highlighting PIBC members and noteworthy online and global content in the planning space; and regular news and information about the Institute and membership. We were pleased to again provide featured content related to indigenous planning in the summer 2019 issue, as well as to further work to incorporate content from planning students and academics in the magazine this past year.

Many thanks are extended to Editor Maria Stanborough RPP, MCIP who continued to guide *Planning West* throughout 2019, coordinating with contributors, curating articles, and managing content for the magazine. Additional thanks are extended to the many members who contributed articles and content to the magazine, as well as to the advertisers and subscribers who further support *Planning West*. Thank you.

OTHER COMMUNICATIONS MATERIALS:

The Committee began work in 2019 on revamping several PIBC informational and promotional brochures designed to deliver key information about PIBC and the profession to key audiences. The three brochures under development and revision included: What is PIBC?, What is Planning? and Why Hire an RPP? Work on updating these brochures continued into 2020, when it is expected these materials will be finalized with their refreshed content and design. Future work may also include exploring the creation of similarly aimed video materials and other potential digital content.

PIBC WEBSITE:

The PIBC website, which continued to serve as the key online nexus for Institute communications and information, was successfully relaunched in 2019, following a significant redesign and refresh. We are very pleased with new visual look and feel of the redesigned site. It continues to provide a range of information about the Institute, membership, events, local chapters, job postings, and more. The updated site also has new features and content, including: a new online planning consultants directory, a new online register of members, new information pages related to complaints and discipline, more integration with PIBC's social media channels, and new resource pages. Additionally, the site is now designed and configured to be more mobile friendly

(for viewing on mobile devices such as phones and tablets). In 2019 the PIBC website had nearly 130,000 visits and over 250,000 individual page views, with the job posting pages proving to be the most popular.

PIBC E-NEWS:

The PIBC e-News (the Institute's regular email newsletter) continued as the Institute's primary outlet for regular, timely electronic communications exclusively to PIBC members. The PIBC e-News is produced by our Communications & Marketing Specialist and circulated to the membership consistently every two weeks (with additional special and local chapter editions distributed as well). We also continued to produce and deliver occasional special editions of our e-News specifically for Student members. The e-News provides a variety of important, relevant and timely information directly to members on many different topics including: Institute news, planning job postings, local chapter events and activities, external events, news, and more. In 2019 there were 28 regular editions of the PIBC e-News, as well as 68 e-News special editions, and 54 local chapter-specific bulletins.

SOCIAL MEDIA:

The Institute continued to be engaged and active across several key social media platforms throughout 2019, engaging and communicating with members and others affiliated with and beyond the planning profession. PIBC's social media activities and outreach are undertaken on several platforms including LinkedIn, Twitter and Facebook. In 2019 PIBC's following on LinkedIn grew to over 5,200 followers, and followers on Twitter grew to over 1,300. The Institute's Facebook page, which largely reiterates the messaging and posts delivered on our other social media platforms, currently has connections with just under 500 users. The Institute also maintains a YouTube channel that currently hosts 20 videos. PIBC continues to support and facilitate presence on social media for some of the Institute's local chapters on Facebook and Twitter as well.

COMMITTEE THANKS:

A special thank you to all the volunteer members who contributed to the Communications Committee and to the Institute's communications work throughout 2019. Thanks also to the Institute's staff, in particular Communications & Marketing Specialist Cindy Cheung, for their ongoing work in support of the Institute's communications activities and services.

Communications Activities in 2019



PLANNING WEST MAGAZINE

4 quarterly issues containing a total of 132 pages of content, with a total of **6,127 copies** produced and distributed.

PIBC E-NEWS

28 regular editions, **68 special editions** & notices, and 54 chapter editions produced and distributed.
Average open rate of 47% - 57%.

SOCIAL MEDIA: TWITTER

1,328 total Twitter followers, 324 tweets, and 427 re-tweets.

SOCIAL MEDIA: LINKEDIN

5,259 total LinkedIn followers, 197 posts, and approx. 1,336 impressions

SOCIAL MEDIA: FACEBOOK

475 total Facebook followers, over one main PIBC page and three local chapter pages.



AWARDS & RECOGNITION

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

Each year the Committee issues calls for submissions or nominations in a number of 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 determined by unanimous approval of the Board, on recommendation from the Committee.

2019 WINNERS OF THE AWARDS FOR EXCELLENCE IN PLANNING:

Excellence in Planning Practice (City & Urban Areas):

- Gold Winner: Nigel Valley Neighbourhood Plan - BC Housing, D'Ambrosio Architecture + Planning, and TownSquare Planning Inc.
- Silver Winner: VIVA Vancouver Bike Rack Design Contest - City of Vancouver

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

- Gold Winner: Houston Downtown Beautification Plan – District of Houston and Urban Systems Ltd.

Excellence in Policy Planning (City & Urban Areas):

- Gold Winner: Equity and Inclusion in Housing Needs Assessments - City of Kelowna and Urban Matters
- Silver Winner: Moving Saanich Forward - Saanich's Active Transportation Plan - District of Saanich and Urban Systems Ltd.
- Silver Winner: Arbutus Greenway Design Vision and Implementation Strategy - City of Vancouver Mott MacDonald, DIALOG and Urban Systems Ltd.

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

- Gold Winner: Bell McKinnon Local Area Plan - Municipality of North Cowichan, and Barefoot Planning
- Silver Winner: Squamish 2040 Official Community Plan – District of Squamish

Excellence in Research & New Directions in Planning:

- Gold Winner: Coastal Adaptation Plan - Fraser River Foreshore – EcoPlan International, Northwest Hydraulic Consultants Ltd., Connect Landscape Architecture, and the City of Vancouver
- Silver Winner: Integrated Asset Management and Greenhouse Gas Emissions Reduction Plan - Ryan Hennessey RPP, MCIP and the Yukon Government

2019 Winners of the Awards for Individual Achievement:

Distinguished Professional Contribution:

- Robert Smailes RPP, MCIP (Regional District of North Okanagan)

Leadership in Advocacy & Innovation:

- Christopher Osborne RPP, MCIP (City of Campbell River)

2019 Life Member Recognition:

- Dr. David Witty RPP, FCIP (Vancouver Island University)

CONGRATULATIONS & THANKS:

Congratulations to all the winners and thank you to everyone who participated in the 2019 awards and recognition programs. Special thanks are extended to all the volunteer members of the Awards & Recognition Committee for their service on the Committee and their significant time and work reviewing and evaluating the many submissions and nominations.

LOCAL PIBC CHAPTERS:

PIBC's nine local chapters were active throughout 2019, organizing a wide range of professional development and social-networking events for members across all the regions of BC and Yukon. Local chapters and their activities are managed by committees of volunteer members from their respective regions, along with staff support and resources from the PIBC office.

In addition to local activities, volunteer members from PIBC's chapters also attended the Institute's annual chapter representative's roundtable meeting convened with PIBC staff on October 18th, 2019. These meetings continue to serve as a valuable opportunity for chapter volunteers to connect with each other annually and share experiences, best practices, and ideas; learn how chapters can support and coordinate with the Institute's strategic goals and initiatives; and provide feedback to or seek assistance and guidance from the PIBC office. The goal is to help PIBC's local chapters remain active and engaged; helping to serve local members throughout BC and Yukon.

CENTRAL-NORTH:

The Central-North Chapter covers most of the central and northern portions of British Columbia – including the Fraser-Fort George, Bulkley-Nechako, Kitimat-Stikine, Peace River, Northern Rockies, North and Central Coast, and Cariboo regions. With such a large geographic territory and the travel implications for members spread out across the region, the chapter frequently focuses on organizing and hosting a smaller number of more substantive events where possible, rather than numerous smaller events. In 2019 the chapter participated in two events in coordination with the UNBC student planners association – one related to climate and food security, as well as an annual PIBC student and professionals social networking event. The Chapter is also looking at potentially organizing and hosting more virtual events and networking opportunities in the future given the challenges of organizing in-person events for the whole region.

FRASER VALLEY:

The Fraser Valley Chapter covers the Fraser Valley region east of metro Vancouver, including the north and south sides of the Fraser River, as well as Langley. The chapter organized and hosted one event during 2019. The event included a reflection on PIBC's 60th anniversary in 2018 as well as social networking component. The event also served as an organizing opportunity for the chapter committee. Looking ahead the chapter is exploring potential local professional learning events on topics such as interface fire hazards and planning law topics.

KOOTENAY-ROCKY MOUNTAIN:

The Kootenay-Rocky Mountain Chapter covers the southeast portion of British Columbia, including the Kootenay-Boundary, Central and Eastern Kootenay regions, as well as a portion of the Columbia-Shuswap region. Like the Central-North, the chapter covers a significant geographic area and likewise focuses on organizing a few larger events

each year. In 2019 the chapter held a GIS related professional development event in partnership with Selkirk College and Columbia Power that focused on disaster management and climate change. The Chapter also held a film screening event focused on global climate change. Looking ahead the Chapter is aiming to organize and host the next local mini-conference in the region, focused on climate adaptation in rural communities.

OKANAGAN-INTERIOR:

The Okanagan Interior Chapter covers most of the southern and central portions of British Columbia's interior beyond the south coast, including the Central Okanagan, North Okanagan, Thompson-Nicola, Okanagan-Similkameen regions, and portions of the Columbia Shuswap region. The Chapter organized seven local meetings, events, and activities in 2019, including its annual joint "mini-conference" with the Canadian Institute of Transportation Engineers, a joint social and professional event with REIBC and AIC which looked at climate resiliency, a legal seminar on current planning law topics, a Jane's Walk in Penticton, and an annual social event in celebration of World Town Planning Day.

SOUTH COAST:

The South Coast Chapter covers the southwest coastal mainland of British Columbia, including the Metro Vancouver and Sea-to-Sky regions. It is the most populous PIBC chapter. The chapter organized seven different events and activities throughout 2019. These included a panel event on accessibility, a social event with young engineering professionals, a panel event on wildfire management, a joint event with SFU's Vancity Office of Community Engagement and the City of Vancouver on decolonising the city and the future of indigenous planning, a World Town Planning day event looking ahead to the next 100 years of planning, and an annual winter social event.

SUNSHINE COAST:

The Sunshine Coast Chapter covers the Sunshine Coast and central mainland coastal regions of British Columbia. With its coastal geography and relatively small numbers, the Sunshine Coast Chapter can face challenges organizing and implementing events in the region. In 2019 the Chapter held a member meeting and roundtable event on natural boundary surveys, as well as a film screening event, and networking opportunities for local members. The Chapter is looking ahead to opportunities to potentially collaborate with other nearby local chapters for joint events, as well as potential events on climate change and sea level rise, planning law, and other topics.

VANCOUVER ISLAND-NORTH:

The Vancouver Island-North Chapter covers the central and northern sections of Vancouver Island, including the northern Gulf Islands. Throughout 2019 the chapter organized and participated in several local events, including International Park(ing) Day in Nanaimo and the 14th Annual VIU Urban Issues Film Festival. Additional events included a legal seminar on development permits and conservation areas, a workshop and panel event on healthy built environments and healthy communities, and an annual networking social and presentation on emergency preparedness.

VANCOUVER ISLAND-SOUTH:

The Vancouver Island-South Chapter covers the southern portion of Vancouver Island, including the Capital region

around Victoria, southern Gulf Islands, and surrounding areas. The Chapter spent some time reorganizing and reconnecting following substantial work on the very successful PIBC 2018 Annual Conference, held in Victoria. The Chapter organized four events in 2019, including a healthy communities workshop, and a planning law workshop, as well as two social networking events. The Chapter is looking ahead to potential future networking events for planners, collaboration with other professional practitioner groups, and another future legal professional development event.

YUKON:

The Yukon Chapter covers the entirety of the Yukon. The Chapter typically focuses on organizing simple smaller-scale learning and networking events, such as local 'lunch and learn' events, for members in PIBC's northernmost jurisdiction. 2019 saw the Yukon Chapter starting to plan ahead and organize for the 2021 annual conference, which will be hosted in Whitehorse.

VOLUNTEER THANKS:

We wish to extend tremendous thanks to the many volunteer members who participated in their local chapter, either by serving on the local chapter committee or helping to organize particular events and activities in their regions. The time, effort and enthusiasm of these volunteer members keep PIBC's local chapters active and engaged with fellow members across BC and Yukon. Thank you.



PIBC MEMBERS, VOLUNTEERS AND OTHER ALLIED ATTENDEES AT THE 2019 BC LAND SUMMIT

NATIONAL AFFAIRS

Throughout 2019 PIBC continued to be actively engaged with our partners and activities at the national level. This included PIBC's ongoing work with the national institute – the Canadian Institute of Planners (CIP) – as well as with the national Professional Standards Committee (PSC) and Professional Standards Board (PSB). PIBC also continued our work collaborating and coordinating with allied provincial, territorial and regional professional planning institutes across Canada.

CANADIAN INSTITUTE OF PLANNERS (CIP):

2019 was a significant milestone year for CIP as the national institute celebrated its 100th anniversary – celebrating a century from the original founding as the Town Planning Institute of Canada in 1919. PIBC was pleased to help support CIP's centenary celebrations last year. While PIBC members Lindsay Chase RPP, MCIP and Pam Shaw RPP, MCIP concluded their time on CIP's Board of Directors, we were pleased to see the election of former PIBC President Dan Huang RPP, MCIP to the national Board in 2019.

CIP continued to deliver its many national member services through 2019. These include: the national professional liability insurance program for all professional members; Plan Canada magazine; the monthly Plan-It email newsletter; CIP's national awards programs; scholarships and support for students (including waiving membership fees for student members); and ongoing policy work (including starting a process to develop an equity, diversity and inclusion strategy for CIP). CIP also continued with its popular Great Places in Canada program, which engages planners and the communities they serve across Canada every year.

The CIP national conference: Generation 2019 was held July 3rd – 6th, in Ottawa. In addition to the usual program of speakers, workshops, tours, and networking, CIP's centenary also figured prominently at the conference. This year's upcoming national conference – Elevation 2020 – was scheduled to take place, in partnership with PIBC, in Whistler, BC. The event had to be cancelled due to the emergence of the COVID-19 coronavirus pandemic in early 2020. In light of the cancelled event a joint CIP-PIBC online webinar series will be held in late 2020, and the joint national conference has been rescheduled to 2022 in Whistler.

PROFESSIONAL STANDARDS COMMITTEE:

The Professional Standards Committee (PSC) is the joint national policy body with a mandate to oversee the current membership certification and university program accreditation standards for the planning profession in Canada. It is a partnership that includes PIBC and all of the other provincial, territorial and regional professional planning institutes in Canada (except the OUQ). In 2019 Kerry Pateman RPP, MCIP concluded her time as PIBC's appointed representative on the PSC and David Block RPP, MCIP subsequently took over this role. Special thanks to Kerry and David for their volunteer time and effort on behalf of PIBC and the profession.

Significant activities by the PSC in 2019 included follow-up work from the recently conducted five-year comprehensive review of the membership certification and accreditation standards for the profession. This review is mandated by the joint agreement that established the PSC. Such regular reviews help to ensure the standards and processes applied within the planning profession to certify professional members and accredit university planning programs are effective, relevant and up-to-date. PIBC actively participated in this review in 2018, with feedback and input provided through the Institute's Professional Standards & Certification Committee and Board. The results of the review are being utilized by the PSC to update and revise national membership and accreditation standards and policies (including a finalized national professional standards policy manual).

Additionally, in July 2019, there was agreement amongst all the parties to the PSC to initiate a process to do a deeper review of and update to the core competencies underpinning the national professional standards, with the aim of making them more robust, up-to-date, effective, and measurable. This process will be led by the PSC, with the engagement of outside expertise, and will be undertaken starting in 2020. There was also agreement among the parties to look at improvements to the PSC's governance and support resources, to help ensure the Committee can successfully meet its mandate.



The Professional Standards Board (PSB) operates as the administrative body that processes the assessment of: applications for Candidate membership, membership certification (to become a Registered Professional Planner), and the accreditation of university planning programs.”

PROFESSIONAL STANDARDS BOARD:

The Professional Standards Board (PSB) operates as the administrative body that processes the assessment of applications for Candidate membership, membership certification (to become a Registered Professional Planner), and the accreditation of university planning programs across Canada. This assessment work is done by the PSB on behalf of PIBC (and the other participating provincial, territorial and regional professional planning institutes across Canada) based on the shared national standards established through and overseen by the Professional Standards Committee (PSC). Finlay Sinclair RPP, MCIP concluded his time as PIBC’s representative on the Board of Directors of the PSB in 2019, and was succeeded by Lindsay Chase RPP, MCIP. We extend our sincere thanks to both Finlay and Lindsay for their volunteer time and work in this role on behalf of PIBC. Administratively the PSB’s work continued to be supported and delivered through Redstone Agency Inc., a Toronto based association management and support firm.

Areas of focus for the PSB over the past year have continued to include: ongoing outreach to students at university planning programs across Canada regarding the membership certification processes (including in-person outreach to many campuses, and participation in the Place19 student planning conference hosted by Ryerson University in Toronto); outreach to Candidates and members through participation at provincial and regional conferences; continued monitoring of and revisions to the national Professional Examination; further support and guidance for the mentorship and sponsorship of Candidate members. PIBC was pleased to continue to assist with the work of the PSB by again organizing and supervising a local test location in Vancouver for each offering of the national Professional Examination held in 2019 (one in March and one in September).

OTHER NATIONAL ACTIVITIES:

PIBC continued to be engaged and active at the national level through other collaborative forums and initiatives with CIP and the other provincial, territorial and regional professional planning institutes in Canada in 2019. This included continued participation with the Planning Alliance Forum (PAF) – the coordinating and liaison group of Presidents and leaders from all the relevant professional planning bodies across Canada, and the Joint Administrators Group (JAG) – the national working group of all senior staff from CIP, the PSB, and the provincial, territorial and regional professional planning institutes in Canada. Participation in these forums and activities enables PIBC to coordinate activities, share strategies and best practices, and collaborate on projects and initiatives for the profession – such as the joint national compensation and benefits survey undertaken in 2019.

VOLUNTEER THANKS:

PIBC wishes to again thank the volunteer member representatives that were engaged in various roles at the national level on behalf of PIBC and planners across Canada throughout 2019. In addition, we particularly extend special thanks to those many volunteer Registered Professional Planners who support the membership certification process by serving as mentors and sponsors for new Candidate members seeking to become certified as RPP’s. Thank you!

Board of Directors

President	Lesley Cabott RPP, MCIP	Whitehorse
President-Elect	David Block RPP, MCIP	Terrace
Secretary-Treasurer	Kenna Jonkman RPP, MCIP	Prince George
Member	Lui Carvello RPP, MCIP	Victoria
Member	Patricia Dehnel RPP, MCIP	Nelson
Member	Deborah Jensen RPP, MCIP	Victoria
Member	Chani Joseph-Ritchie RPP, MCIP	Vancouver
Member	Patricia Maloney RPP, FCIP	Gabriola
Member	Sara Muir-Owen RPP, MCIP	Vancouver
Member	Alex Taylor RPP, MCIP	Vancouver
Candidate Member Rep.	Keltie Chamberlain	Vernon

Other Appointed Positions & Staff

Executive Director	Dave Crossley	Vancouver
Member Services	Kelly Chan	Vancouver
Communications & Marketing	Cindy Cheung	Vancouver
Professional Learning & Events	Sophie King	Vancouver
Manager of Operations	Nina Schmidt	Vancouver
Editor (Planning West)	Maria Stanborough RPP, MCIP	Vancouver
UBC Student Rep.	Andrea Witoszkin	Vancouver
UNBC Student Rep.	Sam West	Prince George
SFU Student Rep.	Katherine Levett	Vancouver
VIU Student Rep.	Bronwyn Wydeman	Nanaimo

PIBC Committees

Executive:

Lesley Cabott RPP, MCIP (Chair)
David Block RPP, MCIP
Kenna Jonkman RPP, MCIP
Alex Taylor RPP, MCIP
Dave Crossley (*Staff*)

Governance & Nominating:

Lesley Cabott RPP, MCIP (Chair)
Michelle Kam RPP, MCIP
Rob Roycroft RPP, MCIP
Jennifer Macintyre
Dave Crossley (*Staff*)

Professional Conduct Review:

Lui Carvello RPP, MCIP (Chair)
Linda Adams RPP, MCIP
William Buholzer RPP, FCIP
Ken Cameron RPP, FCIP
Lindsay Chase RPP, MCIP
Brent Elliott RPP, MCIP
Nancy Knight RPP, MCIP
Kent Munro RPP, MCIP
Kathryn Nairne RPP, MCIP
Gwendolyn Sewell RPP, MCIP
Lisa Spitale RPP, MCIP
John Steil RPP, FCIP
Eric Vance RPP, FCIP
Richard White RPP, MCIP
Dave Crossley (*Staff*)

Policy & Public Affairs:

Chani Joseph-Ritchie RPP, MCIP
(Co-Chair)
Deborah Jensen RPP, MCIP
(Co-Chair)
Lui Carvello RPP, MCIP
Patricia Dehnel RPP, MCIP
Taryn Hayes RPP, MCIP

Yazmin Hernandez-Banuelas
RPP, MCIP

Heather Kauer RPP, MCIP
Peter Lipscombe
Brian Miller RPP, MCIP
Aaron Rodgers RPP, MCIP
Megan Shaw RPP, MCIP
Erica Tiffany RPP, MCIP
Sean Tynan RPP, MCIP
Dave Crossley (*Staff*)

Professional Standards & Certification:

Patricia Maloney RPP, FCIP (Chair)
David Block RPP, MCIP
Patricia Dehnel RPP, MCIP
Alex Kondor RPP, MCIP
Brian Miller RPP, MCIP
Zoë Morrison RPP, MCIP
Claire Negrin RPP, MCIP
Katrin Saxty RPP, MCIP
Kelly Chan (*Staff*)

Member Engagement:

Kenna Jonkman RPP, MCIP (Chair)
David Block RPP, MCIP
Mairi Bosomworth
Craig Busch (Student)
Lesley Cabott RPP, MCIP
Clarissa Huffman RPP, MCIP
Jonathan Kitchen
Ed Grifone RPP, MCIP
Carole Jolly RPP, MCIP
Greg Mitchell RPP, MCIP
Katrin Saxty RPP, MCIP
Bruce Simard RPP, MCIP
Kasel Yamashita RPP, MCIP
Kelly Chan (*Staff*)

Communications:

Jada Basi RPP, MCIP (Chair)
Craig Broderick RPP, MCIP
Allyson Friesen RPP, MCIP
Alison McNeil RPP, MCIP
Gary Noble RPP, MCIP
Katrin Saxty RPP, MCIP
Heike Schmidt RPP, MCIP
Maria Stanborough RPP, MCIP
Steffi Sunny
Cindy Cheung (*Staff*)

Continuous Professional Learning:

Brent Elliott RPP, MCIP (Chair)
Clarissa Huffman RPP, MCIP
Deborah Jensen RPP, MCIP
Sara Muir-Owen RPP, MCIP
Jaleen Rousseau RPP, MCIP
Jan Thingsted RPP, MCIP
Gloria Venczel RPP, MCIP
Sophie King (*Staff*)

Awards & Recognition:

Emilie Adin RPP, MCIP (Chair)
Jag Dhillon FCIP (Ret.)
Ed Grifone RPP, MCIP
Anthony Kittel RPP, MCIP
Neal LaMontagne RPP, MCIP
Leanne Taylor RPP, MCIP
Margaret-Ann Thornton RPP, MCIP
Lynn Wilson RPP, MCIP
Mary Wong RPP, MCIP
Raymond Young RPP, MCIP
Kelly Chan (*Staff*)

Other PIBC Representatives

Professional Standards Committee (PSC):	David Block RPP, MCIP
Professional Standards Board (PSB):	Lindsay Chase RPP, MCIP
BC Land Summit Society:	Dave Crossley
Climate Change - Professional Association Adaptation Working Group:	Christine Callihoo RPP, MCIP
Asset Management BC	Dan Huang RPP, MCIP & Dave Crossley
Community Energy Association	Richard White RPP, FCIP
BC Energy Step Code Council	Norm Connolly RPP, MCIP
Province of BC - Development Approvals	Dan Huang RPP, MCIP &
Process Review Working Group	Chani-Joseph Ritchie RPP, MCIP
City of Vancouver Chinatown Historic Area Planning Committee	Leslie Shieh RPP, MCIP



NEWLY RECOGNIZED REGISTERED PROFESSIONAL PLANNERS (RPPS) FROM 2019, OTHER PIBC MEMBERS, AND SPECIAL GUESTS ENJOYING THE WORLD TOWN PLANNING DAY GALA.

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 and events that advance and improve the planning profession and the Institute. It is with our heartfelt thanks that we recognize our volunteers in 2019 for their contributions – thank you!

2019 PIBC VOLUNTEERS:

Kristin Aasen RPP, MCIP
Linda Adams RPP, MCIP
Emilie Adin RPP, MCIP
Andrew Allen RPP, MCIP
Ericka Amador
Bruce Anderson RPP, MCIP
Chelsey Andrews
Jada Basi RPP, MCIP
Dana Beatson RPP, MCIP
Jim Beaudreau
Kris Belanger RPP, MCIP
Dear Bhokanandh RPP, MCIP
Analisa Blake RPP, MCIP
David Block RPP, MCIP
André Boel RPP, MCIP
Mairi Bosomworth
Ken Bourdeau RPP, MCIP
Craig Broderick RPP, MCIP
Bill Brown RPP, MCIP
Richard Buchan
Bill Buholzer RPP, FCIP
Craig Busch
Lesley Cabott RPP, MCIP
Christine Callihoo RPP, MCIP
Ken Cameron RPP, FCIP
Allan Campeau RPP, MCIP
Nicole Capewell
Lui Carvello RPP, MCIP
Keltie Chamberlain
Chee Chan RPP, MCIP
Lindsay Chase RPP, MCIP
Rebecca Chaster
Jeff Chow RPP, MCIP

Jason Chu RPP, MCIP
Norm Connolly RPP, MCIP
Ken Cossey RPP, MCIP
Patricia Dehnel RPP, MCIP
Kirby Delaney
Jag Dhillon
Michael Dickinson RPP, MCIP
Nancy Dubé RPP, MCIP
Paul Dupuis RPP, MCIP
Meeri Durand RPP, MCIP
Brent Elliott RPP, MCIP
Cherie Enns RPP, MCIP
Katy Fabris RPP, MCIP
Lawrence Frank RPP, MCIP
Allyson Friesen RPP, MCIP
Mike Gau RPP, MCIP
Ken Gobeil RPP, MCIP
Nancy Gothard RPP, MCIP
Emily Gray
Ed Grifone RPP, MCIP
Tom Gunton RPP, MCIP
Tomoko Hagio RPP, MCIP
Zachary Haigh
Jeff Hamm RPP, MCIP
Devon Harlos
Robin Hawker RPP, MCIP
Dana Hawkins RPP, MCIP
Taryn Hayes RPP, MCIP
Jay Hazzard
Shaun Heffernan RPP, MCIP
Yazmin Hernandez-Banuelas RPP,
MCIP
Ian Holl RPP, MCIP
Mark Holland RPP, MCIP

Darwin Horning RPP, MCIP
Sharon Horsburgh RPP, MCIP
Daniel Huang RPP, MCIP
Emily Huang
Clarissa Huffman RPP, MCIP
Kari Huhtala RPP, MCIP
John Ingram RPP, MCIP
Jonathan Jackson RPP, MCIP
Kasha Janota-Bzowska
Deborah Jensen RPP, MCIP
Jessica Jiang RPP, MCIP
Carole Jolly RPP, MCIP
Kenna Jonkman RPP, MCIP
Chani Joseph-Ritchie RPP, MCIP
Marina Jozipovic
Michelle Kam RPP, MCIP
Teresa Kaszonyi RPP, MCIP
Heather Kauer RPP, MCIP
Anthony Kittel RPP, MCIP
Nancy Knight RPP, MCIP
Mark Koch RPP, MCIP
Jane Koepke RPP, MCIP
Alex Kondor RPP, MCIP
Karen Kreis RPP, MCIP
Samantha Lahey RPP, MCIP
Kailey Laidlaw
Neal LaMontagne RPP, MCIP
Wendee Lang*
Simon Lapointe RPP, MCIP
Blake Laven RPP, MCIP
Agnes (Ash)Lee
Camille Lefrancois RPP, MCIP
Angela Letman RPP, MCIP
Katherine Levett

PIBC Volunteers – Thank You! (cont'd)

Peter Lipscombe
Jennifer MacIntyre
Gina MacKay RPP, MCIP
Patricia Maloney RPP, FCIP
Alanna McDonagh RPP, MCIP
Alison McNeil RPP, MCIP
Brian Miller RPP, MCIP
Devan Miller
Gregory Mitchell RPP, MCIP
Hillary Morgan RPP, MCIP
Zoë Morrison RPP, MCIP
Sara Muir-Owen RPP, MCIP
Kent Munro RPP, MCIP
Ashley Murphey
Kathryn Nairne RPP, MCIP
Claire Negrin RPP, MCIP
Nina Nichols
Gary Noble RPP, MCIP
Tracy Olsen RPP, MCIP
Teresa O'Reilly RPP, MCIP
Chris Osborne RPP, MCIP
Kerry Pateman RPP, MCIP
Odete Pinho RPP, MCIP
Barclay Pithelky RPP, MCIP
Robert Publow RPP, MCIP
Melissa Pryce RPP, MCIP
Andrew Ramlö RPP, MCIP
Nicholas Redpath RPP, MCIP
Matthew Rempel
Carly Rimell

Aaron Rodgers RPP, MCIP
Rob Roycroft RPP, MCIP
Karen Russell RPP, FCIP
David Sametz
Maria Sandberg RPP, MCIP
Katrin Saxty RPP, MCIP
Heike Schmidt RPP, MCIP
Ramin Seifi RPP, MCIP
Gwendolyn Sewell RPP, MCIP
Megan Shaw RPP, MCIP
Pamela Shaw RPP, FCIP
Sarah Sheridan RPP, MCIP
Lesley Shieh RPP, MCIP
Chris Sholberg RPP, MCIP
Joel Short RPP, MCIP
Jessica Shoubridge
Bruce Simard RPP, MCIP
Courtney Simpson RPP, MCIP
Finlay Sinclair RPP, MCIP
Dawn Smith RPP, MCIP
Suzanne Smith RPP, MCIP
Patrick Sorfleet RPP, MCIP
Tanja Soroka RPP, MCIP
Lisa Spitale RPP, MCIP
Lesley-Ann Staats RPP, MCIP
Maria Stanborough RPP, MCIP
John Steil RPP, FCIP
Alison Stewart RPP, MCIP
Dan Straker
Steffi Sunny

Shannon Tartaglia RPP, MCIP
Alex Taylor RPP, MCIP
Amanda Taylor RPP, MCIP
Leanne Taylor RPP, MCIP
Jan Thingsted RPP, MCIP
Kerry Thompson
Margaret-Ann Thornton RPP, MCIP
Erica Tiffany RPP, MCIP
Kacia Tolsma
Ton Trieu RPP, MCIP
Sean Tynan RPP, MCIP
Eric Vance RPP, FCIP
Robert Veg RPP, MCIP
Gloria Venczel RPP, MCIP
Alex Wallace
Dan Wallace RPP, MCIP
Kevin Webber
Jeff Weightman RPP, MCIP
Sam West
Richard White RPP, FCIP
Karen Williams RPP, MCIP
Lynn Wilson RPP, MCIP
Andrea Witoszkin
Mary Wong RPP, MCIP
Bronwyn Wydeman
Kasel Yamashita RPP, MCIP
Ray Young RPP, MCIP
Jeff Zukowsky RPP, MCIP
Brian Zurek RPP, MCIP

FINANCIAL STATEMENTS

**PLANNING INSTITUTE OF
BRITISH COLUMBIA**

December 31, 2019



INDEPENDENT AUDITOR'S 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, 2019, 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, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

INDEPENDENT AUDITOR'S REPORT

- 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 the accounting principles used in these financial statements have been applied on a basis consistent with that of the preceding year.

The comparative figures for the year ended December 31, 2018 were reported on by another firm of chartered professional accountants who expressed an unqualified opinion thereon in their report dated March 15, 2019.

Tompkins Wozny LLP

Vancouver, Canada
March 13, 2020

Chartered Professional Accountants



STATEMENT OF FINANCIAL POSITION

As at December 31

	2019		2018	
	General Fund \$	Internally Restricted Fund \$	Total \$	Total \$
ASSETS				
Current				
Cash and cash equivalents	163,209	172,894	336,103	511,612
Investments [note 3]	—	628,675	628,675	614,613
Accounts receivable [note 4]	10,564	—	10,564	7,908
Prepaid expenses	58,781	—	58,781	26,800
Total current assets	232,554	801,569	1,034,123	1,160,933
Capital assets [note 5]	51,749	—	51,749	30,911
	284,303	801,569	1,085,872	1,191,844
LIABILITIES AND FUND BALANCES				
Current liabilities				
Accounts payable and accrued liabilities [note 6]	29,909	—	29,909	148,549
Deferred revenue	204,325	—	204,325	192,796
Total liabilities	234,234	—	234,234	341,345
Fund balances				
Unrestricted	50,069	—	50,069	46,890
Internally restricted [note 7]	—	801,569	801,569	803,609
Total fund balances	50,069	801,569	851,638	850,499
	284,303	801,569	1,085,872	1,191,844

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 \$
2019		<i>[note 7]</i>	
Balance, beginning of year	46,890	803,609	850,499
Excess of revenue under expenses	1,139	—	1,139
Interfund transfers <i>[note 8]</i>	2,040	(2,040)	—
Balance, end of year	50,069	801,569	851,638
2018			
Balance, beginning of year	—	798,813	798,813
Excess of revenue over expenses	51,686	—	51,686
Interfund transfers <i>[note 8]</i>	(4,796)	4,796	—
Balance, end of year	46,890	803,609	850,499

See accompanying notes to the financial statements

STATEMENT OF OPERATIONS

Year ended December 31

	2019	2018
	\$	\$
REVENUE		
Membership fees	419,176	384,865
Advertising sales	181,214	185,503
Conference and event sales	61,781	326,835
Chapters revenue <i>[schedule]</i>	26,318	38,525
Interest and other	14,574	10,083
Other membership revenue	8,405	11,215
Other sales	5,682	9,322
	717,150	966,348
EXPENSES		
Salaries and benefits	299,593	256,237
Board travel, meetings and other	118,639	63,945
Office	69,429	63,783
Conference costs	51,101	276,247
Productions costs	38,047	37,403
Chapters expenses <i>[schedule]</i>	36,558	40,929
Student activities	20,223	19,078
Professional fees	17,702	18,793
Bank charges and interest	15,464	12,081
Other chapter expenses	8,735	—
Amortization	8,461	2,328
Special projects	5,340	57,727
Donations and sponsorships	7,500	2,500
Staff development	7,448	7,525
National activities	6,617	7,080
Administration fees	2,968	45,516
Volunteer recognition	2,186	3,490
	716,011	914,662
Excess of revenue over expenses	1,139	51,686

See accompanying notes to the financial statements

STATEMENT OF CASH FLOWS

Year ended December 31

	2019	2018
	\$	\$
OPERATING ACTIVITIES		
Excess of revenue over expenses	1,139	51,686
Item not affecting cash		
Amortization	8,461	2,328
Changes in other non-cash working capital items		
Accounts receivable	(2,656)	4,635
Prepaid expenses	(31,981)	116,596
Accounts payable	(118,640)	(78,171)
Deferred revenue	11,529	34,216
Cash provided by (used in) operating activities	(132,148)	131,290
INVESTING ACTIVITIES		
Purchase of capital assets	(29,299)	(22,467)
Purchase of investments, net	(14,062)	(9,451)
Cash used in investing activities	(43,361)	(31,918)
Increase (decrease) in cash during the year	(175,509)	99,372
Cash, beginning of year	511,612	412,240
Cash, end of year	336,103	511,612

See accompanying notes to the financial statements

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

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, 2019

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 the books are sold.

Measurement of Financial Instruments

The Society initially measures its financial assets and financial liabilities at fair value. The Society subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, guaranteed investment certificates, and accounts receivable.

Financial liabilities measured at amortized cost includes accounts payable and accrued liabilities.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Cash and Cash Equivalents

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the year-end, and guaranteed investment certificates that are cashable and have maturity terms of three months or less.

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Investments

Investments consist of guaranteed investment certificates that are cashable and have maturity terms of more than three months. The investments that are capable of prompt liquidation and will mature within the next fiscal year have been classified as current assets. Any guaranteed investment certificates that do not mature within the next fiscal year or are non-cashable have been classified as long term assets.

Capital Assets

Capital assets are recorded at cost. Amortization is provided on a straight-line basis as follows:

- Furniture and equipment 7 years
- Website 5 years
- Computers 3 years

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Contributed Services

Volunteers contribute their time to assist the Society in carrying out its activities. Due to the difficulty in determining the fair value of such services their value is not recognized in these financial statements.

3. INVESTMENTS

	2019	2018
	\$	\$
Guaranteed Investment Certificates	628,675	614,613

The investments have interest rates of 2.10% to 2.56% [2018 - 1.70% to 2.35%] per annum and have varying maturity dates from March 12 to December 14, 2020. The value of the investments includes the interest accrued to December 31, 2019.

4. ACCOUNTS RECEIVABLE

	2019	2018
	\$	\$
Operations	10,564	7,489
GST receivable	—	419
	10,564	7,908
Allowance for doubtful accounts	—	—
	10,564	7,908

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

5. CAPITAL ASSETS

	Cost \$	Accumulated Amortization \$	Net Book Value \$
2019			
Furniture and equipment	19,805	12,849	6,956
Website	64,900	25,806	39,094
Computers	18,447	12,748	5,699
	103,152	51,403	51,749
2018			
Furniture and equipment	15,290	12,418	2,872
Website	21,462	21,462	—
Website under development	18,345	—	18,345
Computers	18,756	9,062	9,694
	73,853	42,942	30,911

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2019 \$	2018 \$
Operations	9,166	124,656
Wages and vacation payable	14,253	18,311
Payroll tax withholdings	5,165	5,582
GST payable	1,325	—
	29,909	148,549

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>	51,276	(2,040)	49,236
	803,609	(2,040)	801,569

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

8. INTERFUND TRANSFERS

Interfund transfers are comprised of the following:

\$8,200 [2018 - \$7,200] was transferred from the General Fund to the Internally Restricted Chapters Fund and is comprised of seed funding applied for by the Chapters and approved by the council.

\$10,240 [2018 - \$2,404] was transferred from the Internally Restricted Chapters Fund to the General Fund to reflect the deficiency 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:

	\$
2020	24,601
2021	24,860
2022	25,377
2023	25,636
2024	26,154

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, 2019.

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.

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.

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

10. FINANCIAL INSTRUMENTS (CONT'D)

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. COMPARATIVE FIGURES

The comparative figures for the year ended December 31, 2018 were reported on by another firm of chartered professional accountants who expressed an unqualified opinion thereon in their report dated March 15, 2019.

Certain 2018 comparative figures have been reclassified where necessary to confirm to the current year's presentation

SCHEDULE OF CHAPTER ACTIVITY

Year ended December 31

	Balance, beginning of year \$	Revenue \$	Expenses \$	Seed Funding \$	Balance, end of year \$
2019					
Kootenay	11,861	—	—	1,000	12,861
Fraser Valley	8,818	—	336	1,000	9,482
South Coast	8,142	6,587	9,284	1,200	6,645
Interior/Okanagan	6,965	8,011	9,231	1,000	6,745
Vancouver Island South	6,423	2,640	4,557	—	4,506
Yukon	3,605	—	95	1,000	4,510
Central North	3,232	2,640	3,240	1,000	3,632
Sunshine Coast	1,193	—	910	1,000	1,283
Vancouver Island North	1,037	6,440	8,905	1,000	(428)
	51,276	26,318	36,558	8,200	49,236
2018					
Kootenay	3,099	19,220	11,458	1,000	11,861
Fraser Valley	7,923	410	515	1,000	8,818
South Coast	8,489	7,476	9,023	1,200	8,142
Interior/Okanagan	6,347	6,496	6,878	1,000	6,965
Vancouver Island South	9,559	752	3,888	—	6,423
Yukon	3,240	—	635	1,000	3,605
Central North	2,524	1,000	1,292	1,000	3,232
Sunshine Coast	1,501	—	308	—	1,193
Vancouver Island North	3,798	3,171	6,932	1,000	1,037
	46,480	38,525	40,929	7,200	51,276



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