

2021 ANNUAL REPORT

Planning Institute of British Columbia

Presented to 2022 PIBC Annual General Meeting



The Planning Institute of British Columbia (PIBC) recognizes, acknowledges, and appreciates that we are able to live, work, and learn on the traditional territories of the First Nations and Indigenous peoples of BC and Yukon. Acknowledging the principles of truth and reconciliation, we recognize and respect the history, languages, and cultures of the First Nations, Metis, Inuit, and all Indigenous peoples of Canada whose presence continues to enrich our lives and our country.

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The banner features the PIBC Planning Institute of British Columbia logo on the left, which includes a stylized tree and the text "PIBC PLANNING INSTITUTE OF BRITISH COLUMBIA FORWARD THINKING SHAPING COMMUNITIES". To the right of the logo is a scenic photograph of a turquoise lake surrounded by green mountains under a blue sky with white clouds. In the top right corner, there is a small video inset showing a woman with glasses, identified as Lesley Cabott. Below the images, the text reads "2021 PIBC ANNUAL GENERAL MEETING" in large white letters, followed by "June 18, 2021" and "Welcome!" in a smaller font. At the bottom, a URL is provided: "PIBC 2020 Annual Report Package (PDF) Visit: <https://www.pibc.bc.ca/official-documents>".

MINUTES

2021 ANNUAL GENERAL MEETING PLANNING INSTITUTE OF BRITISH COLUMBIA

1:30 pm Friday June 18th, 2021

By Online

Videoconference

ATTENDANCE:

There were seventy-one (71) corporate members in good standing and five (5) non-corporate members in good standing present online. There were also three (3) guests and two (2) members of the Institute's staff present online.

1. CALL TO ORDER

The President called the meeting to order at 1:35 pm and welcomed those in attendance. The traditional territories of First Nations and Indigenous people were acknowledged.

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 2019 Audited Financial Statements, had all been distributed electronically and were also available on the Institute's website. The online meeting and voting processes were also reviewed.

2. INTRODUCTION OF BOARD MEMBERS AND INVITED GUESTS

The President welcomed everyone in attendance and also noted members of the Board of Directors who were present online.

3. BOARD ELECTIONS – APPOINTMENT OF SCRUTINEERS

The President noted that balloting for the elections was now closed and noted that two members had volunteered to serve as scrutineers to observe and assist the Member Services Coordinator in compiling the results of the elections.

MOTION: It was moved and seconded:

That Gwendolyn Sewell RPP, MCIP and Chani Joseph-Ritchie RPP, MCIP be appointed as scrutineers.

Carried

4. MINUTES OF PREVIOUS GENERAL MEETINGS

4.1 ANNUAL GENERAL MEETING OF NOVEMBER 6TH, 2020

MOTION: It was moved and seconded:

That the minutes of the November 6th, 2020 Annual General Meeting be adopted.

Carried

5. REPORT OF THE BOARD & COMMITTEES – ANNUAL REPORT

The President noted and briefly reviewed the 2020 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. 2020 AUDITED FINANCIAL STATEMENTS

The Secretary-Treasurer presented the 2020 Audited Financial Statements as distributed. The Secretary-Treasurer and Executive Director responded to questions regarding the Audited Financial Statements.

MOTION: It was moved and seconded:

That the 2020 Financial Statements be accepted.

Carried

7. APPOINTMENT OF AUDITORS – 2021 FISCAL YEAR

The Secretary-Treasurer presented the recommendation to appoint the auditors for the 2021 fiscal year. The Secretary-Treasurer and Executive Director responded to questions regarding the appointment of the auditors.

MOTION: It was moved and seconded:

That the Institute appoint Tompkins Wozny LLP, Chartered Professional Accountants, as the Institute’s auditors for the 2021 fiscal year.

Carried

8. BOARD ELECTION RESULTS & INTRODUCTION OF 2021-2023 BOARD OF DIRECTORS

The President reported the results of the elections.

It was noted that David Block RPP, MCIP would automatically assume the position of President for the 2021-2023 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 2021-2023 term:

Emilie Adin RPP, MCIP, President-Elect
Sawngjai (Dear) Bhokanandh RPP, MCIP
Lui Carvello RPP, MCIP
Kenna Jonkman RPP, MCIP
Patricia Maloney RPP, FCIP
Sara Muir-Owen RPP, MCIP
Angel Ransom RPP, MCIP
Alex Taylor RPP, MCIP
Andy Yan RPP, MCIP
Marjan Navab-Tehrani
(Candidate Member Representative)

Incoming President David Block was invited to say a few words and congratulated those elected to the Board.

9. ADJOURNMENT

It was also noted that the next annual conference, co-hosted with the Canadian Institute of Planners, would be taking place in July 5-8, 2022, in Whistler, BC.

The President again thanked all members for attending and acknowledged and thanked the members who volunteer with the Institute for their contributions.

The meeting adjourned at 2:17 pm.

PRESIDENT'S REPORT

David Block RPP, MCIP



2021 proved to be a transitional year in several ways. The institute and our members entered the year amidst the full, ongoing impacts of the global COVID-19 pandemic with much continued remote work, virtual meetings, and other adaptations that were becoming the norm in our profession and for the Institute. We held our first primarily virtual conference hosted from Whitehorse, Yukon, and the new Board faced the challenge of transitioning and adapting with our usual strategic planning process broken up over several months with virtual and in-person meetings as public health orders and guidelines continuously evolved.

I would like to give huge thanks to immediate past President Lesley Cabott RPP, MCIP, as she showed true leadership at the Board level in guiding the institute through a successful term unexpectedly framed by the pandemic. We welcomed new members to the Board following the spring elections, and also extend sincere thanks to outgoing Board members Keltie Chamberlain, Patricia Dehnel RPP, MCIP, Deborah Jensen RPP, MCIP, Chani Joseph-Ritchie RPP, MCIP, as well as previous past President Andrew Ramlo RPP, MCIP, for their dedication and service. Thank you all.

During much of the year the Board and Institute committees continued to hold meetings mostly online while staff continued to primarily work remotely. Nevertheless, we continued to maintain and deliver most of our many key programs, services, committee activities, and initiatives. In some cases, such as our CPL webinar programming and our online conference, we saw arguably even greater participation and success than before. Towards the end of the year, and into 2022, we have been again pivoting, with the re-introduction of some in-person meetings, events, and activities.

The newly established permanent Planning Practice & Reconciliation Committee (emerging from the previous Indigenous Planning Working Group) and the Climate Action Sub-Committee continued to be active, advancing key strategic objectives, while several other Institute committees continued their work. And following, the election of the new Board, we have been working in recent months to organize and reconnect with a number of other committees for the new term as well. Our local Chapters across the BC and Yukon also continued to adapt, implementing new ways to engage our members and host events of varying kinds (including some creative in-person events).

PIBC's active engagement in national activities within the profession continued with my involvement as our representative on the national Professional Standards Committee (SC) – a role taken over by new President-Elect Emilie Adin RPP, MCIP at the start of 2022. Work there has included the ongoing development of an updated comprehensive competency profile for the planning profession in Canada. In addition to our ongoing engagement with the Canadian Institute of Planners (CIP) and our colleague professional institutes across Canada, we also continued to be engaged with the administration of national certification and accreditation processes through our involvement with the national Professional Standards Board (PSB) as well. Special thanks to the many members who assisted and volunteered with the various national projects, initiatives, and activities within our profession over the past year.



Despite the ongoing challenges and uncertainties PIBC, like many other organizations and individuals, faced, we continue to be a strong and resilient member-based organization.”

Adaptation was also key for our 2021 annual conference, hosted from Whitehorse, Yukon, as we had to shift the event to a primarily online conference. While we were disappointed to not be gathering in Whitehorse, the online event nevertheless proved to be engaging, informative, and very successful – with over 440 participants joining. We were pleased to be able to include live in-person elements from the Kwanlin Dün Cultural Centre in Whitehorse as well as other unique conference content from Yukon. Many thanks to the volunteer members from Yukon who put in many hours of work and effort and helped make it such a success. We hope to be able to return to Whitehorse again in-person in the future.

We were also pleased to have the opportunity to deliver the return of our annual World Town Planning Day gala event in-person in November 2021. Providing members an opportunity to network face-to-face again, and for us to celebrate our professional members and their achievements, including celebrating 78 new Registered Professional Planners who became certified with PIBC over the previous year.

As touched on above, we were pleased to welcome both returning and new members to the Board following the regular bi-annual elections in 2021. As with many things, the ongoing public health situation presented us with challenges as we moved ahead with our orientation, organizing, and work to revise and update our Strategic Plan over the course of the latter part of 2021. We began with some virtual orientation meetings and started the strategic planning process with a day-long online session. This was followed up with a thorough, engaging in-person session in the late fall, followed by further subsequent work by staff.

The recently published revised (2021-2023) Strategic Plan was the result of meaningful discussion and dialogue facilitated over those multiple sessions and refined and finalized by early 2022. It reflects the valued input of all Board members and reinforces key ongoing and new priorities and initiatives, including member services, advancing the profession, and working to bring a new and critical focus on reconciliation, equity, diversity and inclusivity to our profession and our roles as professional planners.

Despite the ongoing challenges and uncertainties PIBC, like many other organizations and individuals, faced, we continue to be a strong and resilient member-based organization. 2021 ended with the Institute continuing to deliver on key services and initiatives, while remaining in a very healthy financial position, thanks to strong membership, a very successful virtual conference, highly successful CPL webinars, some reduced expenses, and a resurgence in revenues from key services, such as advertising.

My sincere thanks to the Board, including members past and present, our Executive Director and staff team, and our many, many member volunteers who contribute to the ongoing success of our professional organization every year. Thank you!

DAVID BLOCK RPP, MCIP
President, Planning Institute of British Columbia

EXECUTIVE DIRECTOR'S REPORT

Dave Crossley

2021 was, once again, an interesting and somewhat anomalous year, with the continued uncertainty and lingering effects of the COVID-19 pandemic. However, we were pleased to be able to continue to adapt and pivot as necessary, to ensure continued operational resilience and the successful ongoing delivery of core member services, programs, and activities, while also assisting in the advancement of key strategic objectives.

Operational accomplishments and activities of note in 2021 included: organization and adapted delivery of the 2021 annual conference, North of Normal, hosted from Whitehorse Yukon as a highly successful, accessible online event; organizing and implementing the 2021 Board elections and virtual Annual General Meeting; the successful implementation of our first major in-person event since the start of the pandemic with the return of the World Town Planning Day gala celebrating new and long serving RPPs (held in November 2021); the continued delivery of the Institute's popular Continuous Professional Learning (CPL) webinar program – for which additional capacity was added in 2021; delivery of the 2021 PIBC Awards for Excellence in Planning & Individual Achievement in conjunction with the online annual conference; continued flexible internal staffing and operations (including ongoing capacity for remote work by staff as well as work at the office, based on appropriate public health guidelines); and significant progress in continuing to digitize the Institute's files, records, and administrative processes.

Other activities of note included: regular implementation and delivery of key communications services and activities (including the PIBC e-News, social media, and *Planning West* magazine) – which continued to be essential through 2021 given ongoing uncertainties and disruptions; work supporting the orientation of the new Board of Directors elected in June 2021, as well as support for reviewing and revising the Institute's strategic plan for the new term; ongoing support for the work of various Institute Committees; outreach to and support for local Chapters; continued liaison, outreach, collaboration and coordination with CIP, other national professional bodies, and other external organizations with which PIBC is involved (including significant work on a new and improved shared online association management system (AMS) to replace our now out of date existing system, and work with CIP on the 2022 joint national conference in Whistler – Elevation 2.0).

Additionally, we were pleased to continue with our full staff team in place throughout 2021, helping to ensure consistent, ongoing administrative stability, resilience, and operational effectiveness.

On the governance and policy front, ongoing internal policy and procedures work to help support the Institute's operations continued, while the primary focus of governance-related work was the completion of the nomination process for and implementation of the 2021 Board of Directors elections. The election process was successfully concluded in June 2021 in conjunction with the AGM held at the end of the online annual conference. Support was provided to help stand up the new Student Internship Program Committee (established to coordinate the Institute's new student internship program), and further policy support work was undertaken to develop new terms of reference for a new standing committee (the Planning Practice and Reconciliation Committee) which took over in 2021 from the previous Indigenous planning working group that had been established in 2020. Work continued in 2021 to review and provide feedback to the national Professional Standards Committee (PSC) regarding their work on revisions to national professional standards during 2021 (particularly in the areas of ethical standards and accreditation standards). Staff also continued with normal, ongoing support work for the Institute's other standing and operational committees in their respective areas of responsibility.

The successful ongoing delivery and maintenance of regular, key Institute programs and services continued throughout 2021, including continued adaptations and enhancements (where necessary) due to the continued impacts of the pandemic. Examples include: our continuing CPL webinar programming, for which our technical capacity was permanently expanded in 2021; ongoing support for PIBC's nine local chapters in BC and Yukon (as creative adaptations for events and activities continued); the continued publication of four seasonal issues of *Planning West* magazine; the regular email newsletter – the PIBC e-News; our long-running and highly popular job opportunity advertising service (which continues to be both a valuable career development tool for members and a very positive source of revenue for PIBC, having rebounded very substantially in 2021 following some short-term drop-off in the previous year. It was very encouraging to see the continued financial strength and stability of the Institute's operations in 2021 despite some ongoing uncertainties and impacts from the pandemic.

Regular, ongoing membership activities, including membership admissions, certification, and other membership administration tasks continued as usual in 2021, including: supporting the delivery of nationally administered membership exams; general membership inquiries; out of Institute membership transfers and membership status changes; coordination with the national Professional Standards Board (PSB) on applicable membership matters; ongoing monitoring and administration of the Institute's annual CPL reporting requirements; work on the a new and

improved shared online association management system (AMS); and ongoing collaboration and coordination with CIP and other provincial and regional Institutes across Canada regarding relevant membership and other issues at the national level.

Additionally, support for the work of the Institute's Professional Conduct Review Committee continued through 2021. Only one new formal complaint was received in 2021 while one other ongoing case carried over from 2020. Both cases were concluded and successfully resolved prior to the end of the year. Other work undertaken in this area included supporting professionalism and ethics member education (including the delivery of an ethics and professionalism session during the online 2021 annual conference), working with the Committee and Board to develop a new practice for enhanced summary reporting and information-sharing on concluded cases, and normal ongoing internal policy and procedures work in support of the complaints and disciplinary process.

Looking forward into 2022 and beyond, anticipated work and priorities include: continued management of future adaptation and adjustments coming out of the COVID-19 pandemic; supporting the work of the Board and the implementation of key goals and tasks from the updated strategic plan; delivery of the joint national conference (Elevation 2.0) in Whistler, BC; implementation of the new online association management system (AMS); continuing work to sustain and build upon key member services, programs, and activities as well as ongoing implementation of key strategic objectives (such as: work on justice, equity, diversity, decolonization and inclusion objectives; fully implementing the new student internship program; continued outreach work to advance the profession and the Institute's profile). We are also looking ahead to work on future annual conferences, including Sun Peaks in 2023, and the next joint, interprofessional BC Land Summit conference in 2024.

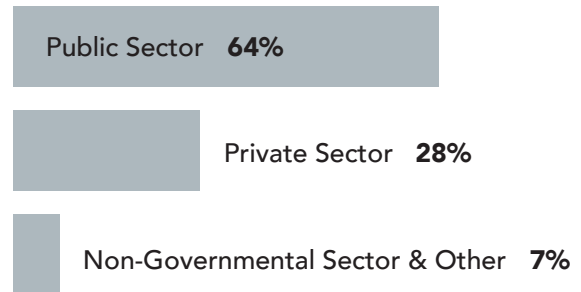
I'd like to extend continued and heartfelt thanks and appreciation to the entire PIBC staff team for their ongoing resilience, hard work, passion, and dedication over the past year: Manager of Operations Nina Schmidt, Member Services Coordinator Kelly Chan, Professional Learning & Events Coordinator Sophie King, and Communications & Marketing Specialist Cindy Cheung. Thanks also to the Board of Directors for their leadership and dedication, and to the many volunteer members for their continued work across many roles on behalf of the Institute. Thank you!



DAVE CROSSLEY
Executive Director
Planning Institute of British Columbia

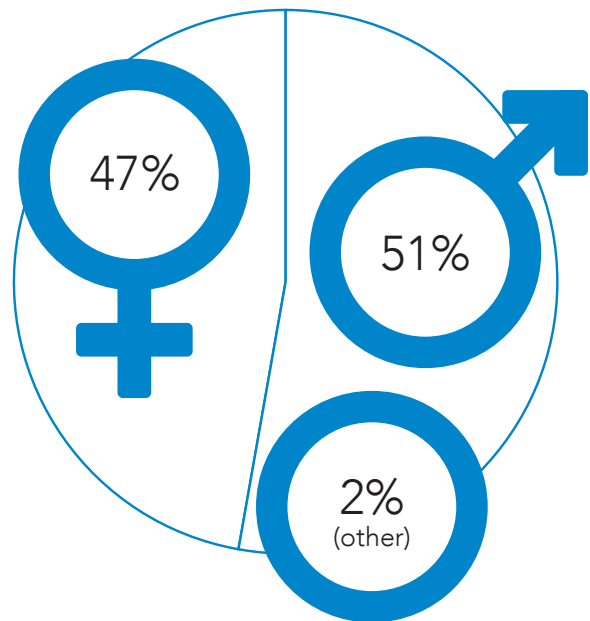
Membership Profile Snapshot

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 2021 fiscal year was conducted in early Spring 2022 by Tompkins Wozny LLP, Chartered Professional Accountants, who were re-appointed as the Institute's external auditors in 2021. The results were reviewed and approved by PIBC's Board of Directors in May 2022. 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, 2021)

Although the ongoing pandemic and its impacts continued to affect the Institute's operations and finances to some degree (on both the revenue and expenditure sides) overall the Institute reported a financially stable, net-positive year in 2021. Overall financial operations generated a net surplus of \$161,263. General operations included total revenues of \$849,234 and total costs and expenses of \$687,971. As of December 31, 2021, the Institute's total gross assets were \$1,579,441 with net fund balances of \$1,050,201.

With respect to revenues, there was an overall increase compared to last year. Membership revenues continued to be strong and stable at \$447,812 in 2021 (compared to \$416,791 in 2020). Conference and event revenues were higher at \$180,860 reflecting the return of our annual conference (held online with strong attendance) and our continued CPL webinar activity during the year. Advertising revenues rebounded significantly in 2021 at \$199,104 (compared to \$103,066 in 2020). There appeared to be a strong resurgence in hiring and employment advertising by organizations over the past year, following the initial impacts of the pandemic in 2020. Local chapter events and activities generated limited revenue in 2021 as most chapters continued with modest event activities, focusing more on free and online events in 2021. Stable membership and a strong return of non-fee revenues contributed to the Institute's overall healthy financial position while continuing to help sustain key operations and member services.

On the expenditures side, staff salary and benefits expenditures were largely stable compared to 2020, with our full staff team continuing in place throughout the year. Costs related to hosting conferences and events, at \$92,235, were up compared to last year primarily due to our return to delivering the annual conference and the return of our usual in-person World Town Planning Day event in November. Additionally, due to the pandemic and the inability to hold normal meetings and events during parts of the year,

expenses related to chapter activities and events continued to be relatively low in 2021, though up from 2020.

Board and governance related expenses (including all committees), at \$49,289, were up compared to 2020, with many meetings still taking place online for most of the year while some in-person meetings and travel returned for portions of the year, including strategic planning sessions held by the new Board. These expenses remained below pre-pandemic levels in 2021. Administration fees and related expenses were down slightly in 2021, while Professional fees (covering legal fees, accounting, audit, and other professional services) and production costs (primarily covering the production and distribution of Planning West magazine) were relatively stable and consistent compared to last year. Special project expenses and donations were up compared to 2020, as some activities and projects both internally and externally started to return or restart. National activities (our contributions and costs associated with engaging across the profession at the national level) were down slightly in 2021.

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 2021 Audited Financial Statements.

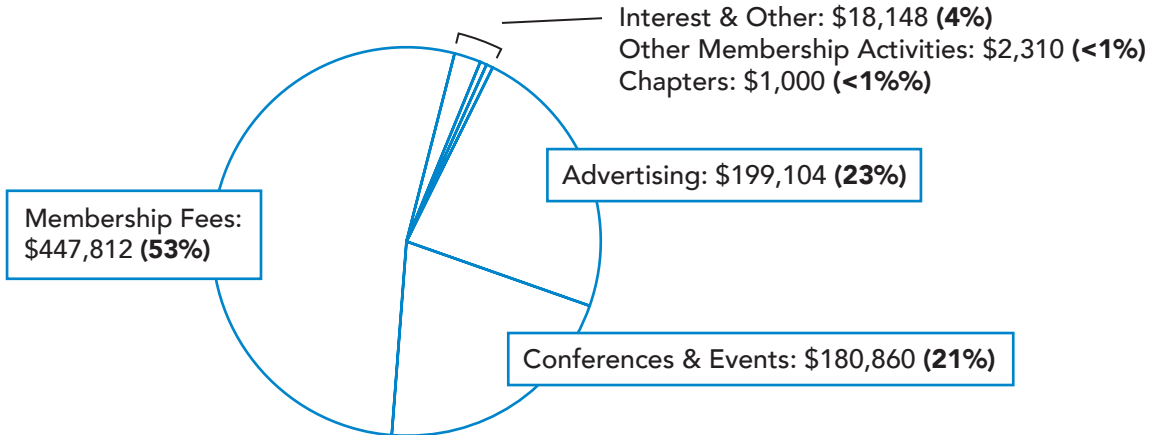
The Board is pleased to see the Institute's continued financial stability and health, despite certain continued disruptions and uncertainties over the past year and their impact on Institute operations. This healthy financial position continues to underpin the Institute's long-term stability and resilience, maintaining core operations, while keeping PIBC well positioned to make ongoing key strategic investments in the future long-term success of the profession. It also enables the Board to continue to mitigate or hold off on potential annual membership fee increases, while maintaining operations, services, and valuable member benefits.

Many thanks are extended to our PIBC staff team, as well as to our external accountants at McLaren Trefanenko Inc., and our independent auditors at Tompkins Wozny LLP, for all their work and help successfully and effectively administering and managing the Institute's financial operations.

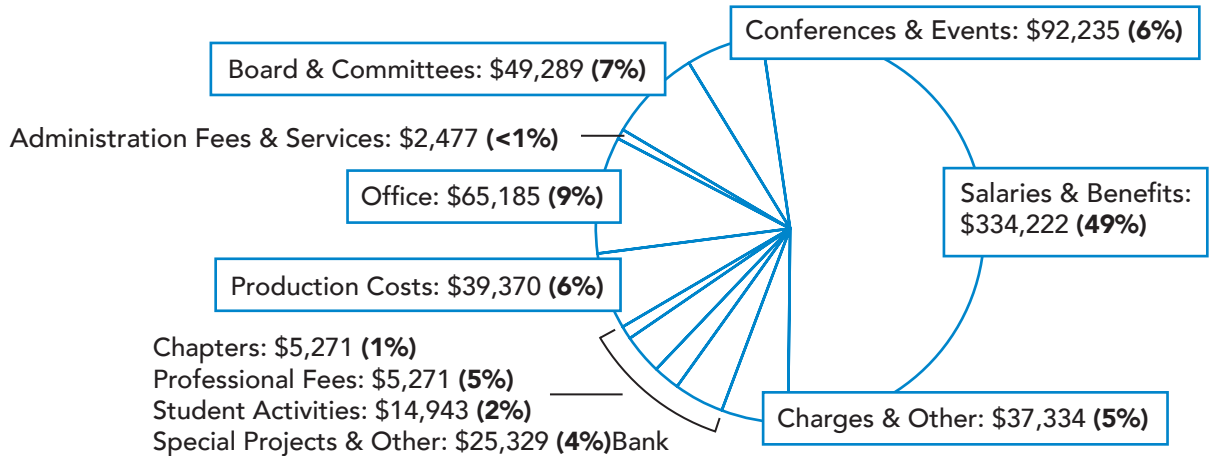
Financial Operations

Total operations (revenues & expenditures) in 2021, by area (in \$ and % of total):

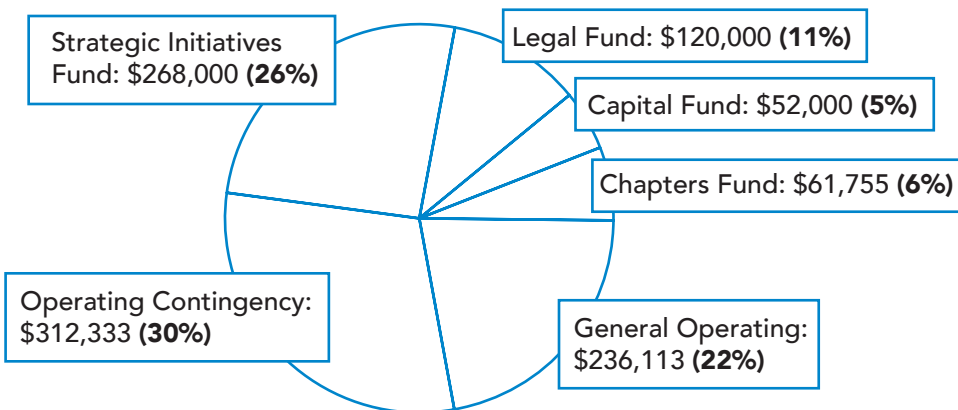
REVENUES (TOTAL: \$849,234)



EXPENSES (TOTAL: \$687,971)



INTERNAL FUNDS & RESERVES (TOTAL: \$1,050,201)



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

PROFESSIONAL STANDARDS & CERTIFICATION:

The Institute's Professional Standards & Certification Committee manages and oversees the Institute's membership certification work and related activities, including membership certification standards and processes, as well as monitoring continuous professional learning (CPL) reporting. This includes receiving and acting upon recommendations for membership admissions based on assessments undertaken on behalf of PIBC by the national Professional Standards Board (PSB), overseeing membership applications for non-corporate membership categories (not handled by the PSB), and reviewing and making recommendations regarding applications for changes in membership status (such as temporary leave from active membership). Patricia Maloney RPP, FCIP continued as Chair of the Professional Standards & Certification Committee in 2021.

MEMBERSHIP APPLICATIONS & ADMISSIONS:

Despite some ongoing pandemic impacts, membership activities continued to be busy in 2021. PIBC handled approximately 332 membership applications, admissions, transfers, membership status changes, or other membership actions, including 153 admissions into Corporate membership categories and 109 Non-Corporate membership admissions.

PIBC MEMBERSHIP:

At December 31, 2021 the total (estimated) Institute membership was as follows:

Corporate Membership:

Fellows (Practicing)	17
Certified members (RPPs)*	1,156
Candidate members *	291

Non-Corporate Membership:

Retired members **	58
Pre-Candidate members	106
Student members	291
Honourary members	10

Total Corporate: **1,464**
TOTAL: **1,929**

Total Non-Corporate: **465 *****

Notes:

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

Overall membership in the Institute remained stable with some modest growth. There was an approximate 2.6% increase in total members. There was a 1.8% increase in the net number of professional (Corporate) members, including a 1.8% increase in the net number of Registered Professional Planners, with transfers in to PIBC and Candidate members successfully completing the certification process in 2021. PIBC admitted a total of 83 Registered Professional Planners (RPPs) in 2021.

The net number of Candidate members increased slightly in 2021 (by 1.7%). A number of Candidate members also completed the certification process to become Registered Professional Planners in 2021, while new Candidate members continued to join at the same time. Additionally, a small number of other Candidate members ceased to be members after the end of 2021 due to the expiry of their prescribed time limits to remain a Candidate and complete certification. There was a total of 70 new Candidate members admitted, reinstated, or transferred in 2021.

Also, in terms of Non-Corporate membership, the net total number of Retired members remained essentially the same and the net number of Pre-Candidates decreased very slightly. The number of Student members grew in 2021, supported by continued policies for waiving annual student membership fees. As occurs each year, some Student members ceased to be members after the end of 2021 due to the expiry of their prescribed time limits to remain as Students.

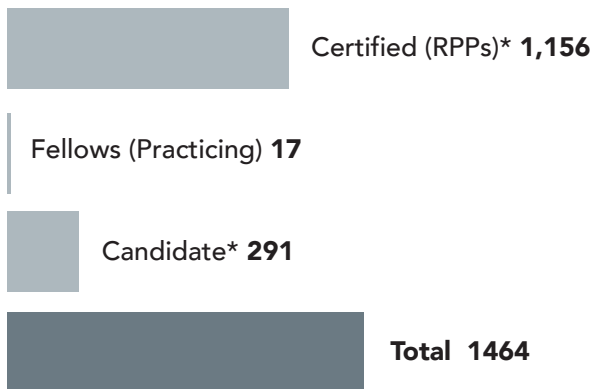
MEMBERSHIP CERTIFICATION:

The national Professional Standards Board for the Planning Profession in Canada (PSB) continued its work undertaking the administrative and assessment functions for membership certification – both in terms of assessing new Candidate membership applicants and administering the various steps and processes towards full certification of members as Registered Professional Planners. Throughout 2021 we continued to see a steady, healthy number of new Candidate membership applicants coming through the

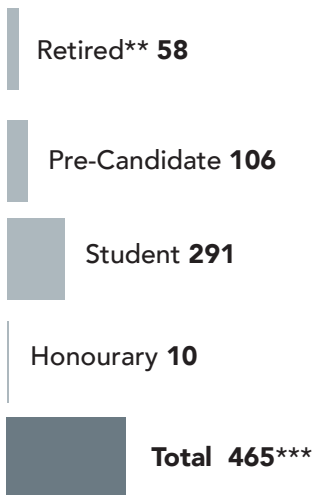
Membership Numbers By Member Type & Category

At December 31, 2021 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

PSB assessment process, as well as new RPPs completing their requirements and becoming certified. The national professional examination continues to be delivered by the PSB twice each year, and is now done entirely through a fully remote, invigilated process online – an approach initially adopted by the PSB in response to the COVID-19 pandemic. It is expected that this more flexible and accessible approach will continue permanently into the future.

PROFESSIONAL STANDARDS & NATIONAL COORDINATION:

The national Professional Standards Committee (PSC), which oversees shared national standards for professional certification and university planning program accreditation on behalf of the planning profession across Canada, continued its work in 2021. Key work undertaken in 2021 included significant and ongoing work on more rigorous and updated competency standards and related indicators for the profession, continued progress on revisions to the national membership and accreditation standards policy manual, and continued work supporting the governance and operations of the committee. Enhanced coordination with the national Professional Standards Board (PSB), including new funding support from the PSB for key projects and initiatives, were also highlights over the past year. David Block RPP, MCIP continued as PIBC’s representative to the PSC in 2021 and has continued helping with the Committee’s work on competency standards. Emilie Adin RPP, MCIP took over as the Institute’s PSC representative as of the start of 2022.

As noted, the PSB continues its work nationally administering the professional certification processes for members (new applicants for Candidate membership and Candidate members seeking to complete the step and requirements towards certification as new RPPs). The PSB also continues to deliver the accreditation process for Canadian university planning programs on behalf of PIBC and the other professional planning institutes and associations across Canada. Despite the ongoing circumstances of the pandemic, the PSB delivered both sittings of the national professional examination in the Spring and Fall of 2021, seeing a total of 56 PIBC Candidates participating.

Other key work for the PSB includes continued refinement of and improvements to the professional examination (including ongoing evaluation and updates to the exam ‘question bank’) and the further development of resources and support for Candidates moving through the certification process. This includes engaging outside expertise and support to help develop a new, comprehensive study guide and preparatory process for Candidates looking to complete the professional examination. Lindsay Chase RPP, MCIP continued as PIBC’s representative on the PSB Board of Directors in 2021, along with other PIBC member volunteers serving on different PSB Committees and supporting Candidates in the certification process as mentors and sponsors.

CPL REPORTING REQUIREMENTS FOR MEMBERS:

Overseeing the policies and administration of the Institute's mandatory Continuous Professional Learning (CPL) and reporting requirements, as mandated in the Institute's bylaws, is another key responsibility of the Professional Standards & Certification Committee. Key work in this area in 2021 included ongoing implementation of a consistent and structured process for monitoring CPL compliance, including random periodic reviews of members' annual CPL reporting (along with associated follow-up) to help ensure successful compliance. With the support of the Board, the Committee continued work to develop and implement specific CPL requirements within the CPL system for key professional learning topics (starting with an initial focus on ethics and professionalism). The process to complete implementation of mandatory CPL reporting requirements for practicing Candidate members was also a key activity in 2021. This implementation is now essentially complete as of 2022.

We continue to be pleased to see a very high level of successful compliance with CPL activity and reporting requirements by members in 2021, and continue to be pleased that there were no significant compliance issues stemming from the reviews that were undertaken in 2021. As in previous periods, the most frequent minor issues arising related to a simple need to provide more information or clarification in reporting some activities, or inadvertent mis-categorization of some CPL activities during the reporting process, or ensuring that applicable Learning Units were clearly and properly tracked and reported. Thanks to the knowledge and experience gained from undertaking these random annual reviews, the Committee was able to use the outcomes and 'lessons learned' to inform member education and understanding of the CPL program, including producing a recent article in the Summer 2021 issue of Planning West.

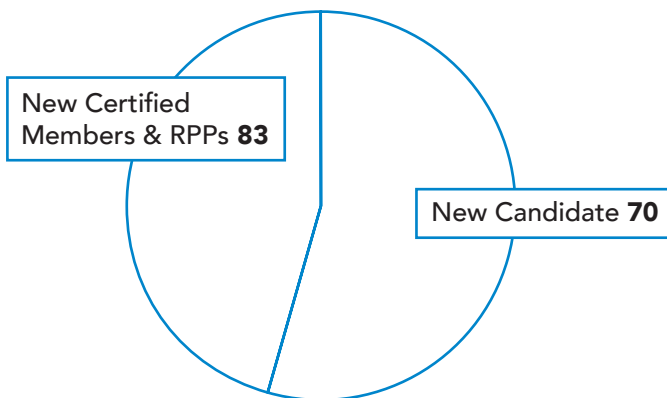
As noted, the Committee continued moving forward with work examining the enhancement of the CPL reporting



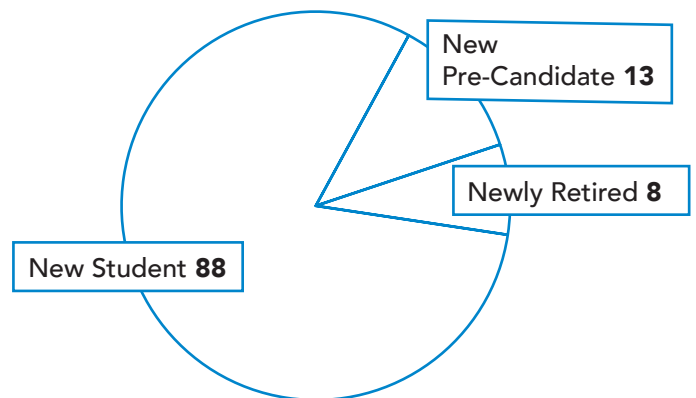
2021 Membership Activities

Processed 332 membership admissions and other membership actions, including the following 262 membership admissions...

NEW CORPORATE MEMBERS (TOTAL: 153)



NEW NON-CORPORATE MEMBERS (TOTAL: 109)



As well as processing 70 membership status and other changes.

system to incorporate specific requirements for required ongoing learning in key, essential topics over time, with an initial focus ethics and professionalism. It is anticipated that, once fully implemented, this update will require professional members to undertake and report a reasonable, minimum amount of ongoing professional learning in ethics and professionalism every few years. The Committee will also be working to ensure that up to date and easily accessible professional learning content in the areas of ethics and professionalism is developed and delivered regularly by PIBC to ensure that all members are able to easily and regularly meet this requirement. It is expected that this will include a new online ethics and professionalism webinar that will be developed and implemented in the coming year.

GENERAL MEMBERSHIP ISSUES:

Throughout 2021 the Committee continued its work overseeing the monitoring and enforcement of required time limits for various members to complete membership requirements and/or move forward to the next applicable membership category, as stipulated in the Institute's bylaws. As is normally the case each year, the Committee continues to review and consider requests from individual members facing unique and extenuating circumstances related to membership time limits, CPL reporting, requests for leave from active membership, and other related issues on a case-by-case basis, as necessary and appropriate.

COMMITTEE THANKS:

The Institute's professional standards and membership certification activities could not be successfully undertaken without the substantial effort and time contributed by so many volunteer PIBC members participating in the many membership-related roles and tasks each year. Our thanks are extended to all the members who served on the Professional Standards & Certification committee in 2021. Heartfelt and sincere thanks are also extended to those many volunteer members who review membership materials, act as examiners and accreditation reviewers, as well as those many, many members who serve as mentors and sponsors for Candidate members completing the certification process across BC and Yukon. These many volunteer contributions make a meaningful contribution to the strength, health, and future 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, and those working nationally at the PSC and PSB. Thank you all.

PROFESSIONAL CONDUCT REVIEW

Overseeing and upholding standards of ethics and professionalism is a core function of PIBC as a professional organization. As outlined in the bylaws, the Institute works to meet 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. Through the first half of 2021 Lui Carvello RPP, MCIP continued to serve as the Chair of the Committee, while Alex Taylor was appointed as the new Chair as of July 2021. Gwendolyn Sewell RPP, MCIP also continued as Deputy Chair. The Committee also included a good compliment of other volunteer members throughout the year who assisted with this valuable work.

BYLAWS & COMMITTEE ROLE:

Significant portions of the Institute's bylaws establish the structure and processes for professional conduct review and frame the disciplinary process (in particular Part 13). These sections outline the processes for complaints, investigations, review hearings, and the imposition of discipline stemming from findings of misconduct against professional members. While the process is somewhat detailed, sometimes complex, and can be lengthy, it is designed to be fair 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 and allegations of misconduct against Corporate members;
- Assisting the Institute in upholding the Code – seeking compliance by members; and
- Providing education or training to members regarding best practices of ethical and professional conduct.

The Committee continued its work throughout 2021 handling complaints, while continuing with efforts to ensure the timeliness and efficiency of managing and completing investigations. The COVID-19 pandemic did continue to have some impact on activities (requiring more remote work and meetings) but the principal activities and work of the committee continued throughout the year. The Committee and staff also continued work on monitoring and adjusting our administrative processes and capacity in support of an effective, fair, and efficient disciplinary process.

The Code of Ethics and Professional Conduct is contained in Part 14 of the Institute's Bylaws. The Code is the foundation of the Institute's ethical standards and expectations for professional members, and we encourage members to review it on an ongoing basis to keep informed and aware – particularly if you are a new planner, an RPP who is mentoring a Candidate member, or if you find yourself facing potential ethical questions or challenges in the practice of your planning work.

For the complete current Bylaws visit: <https://www.pibc.bc.ca/official-documents>.

ADDRESSING COMPLAINTS:

In response to any formal complaint of alleged misconduct received, as outlined in the bylaws, the Committee chair assigns two members of the Committee to act as the case officers for each complaint or case. They will undertake and complete an initial investigation to assess the merits of the complaint 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 and determination(s).

Depending on the findings of an initial investigation, next steps in the process could include: dismissing the complaint with no further action; confirming an agreed 'consent discipline action' resolution of the matter (where the subject member admits certain misconduct and accepts some agreed disciplinary action as a result); or proceeding to a formal disciplinary review hearing to fully adjudicate the matter in a formal quasi-judicial process. In the event of any finding of misconduct against a member, disciplinary measures would then subsequently be imposed in accordance with the bylaws.

Over the course of 2021 there was one new formal complaint received and case file initiated within the Institute's professional conduct review and disciplinary process. Additionally, work on one previous complaint and case file initiated in 2020 carried over into 2021. Both cases were successfully addressed and concluded before the end of the year. Both complaints handled during 2021 were ones initiated by members of the public.

Less formal complaints to the Institute related to the inappropriate use of the protected RPP designation, or similar misrepresentation of professional qualifications or membership status, are typically handled directly with the individuals involved without a formal professional conduct review process. Fortunately, these kinds of matters have been generally getting rarer, as there were no notable incidences addressed in 2021.



Photo by Bill Oxford on Unsplash

SUPPORT & POLICY WORK:

There were no substantial policy and process changes (such as further revisions to the bylaws) made in 2021, however the Committee continues to build and share knowledge amongst committee members and, with support from staff and legal counsel, develop internal resources, guidelines, tools, and best practices to assist with and enhance our disciplinary processes, as well as looking at continuing to build internal training and information sharing amongst volunteer members. Working expanding and updating internal policies and procedures continued in 2021.

As previously reported, the committee has been undertaking work to improve and expand documentation and reporting on completed disciplinary cases to enhance member education, understanding, and knowledge building with respect to the disciplinary process, while maintaining appropriate confidentiality and the integrity of the process for the parties involved. With Board support for this effort, moving forward summaries of completed cases will be developed and posted for information on the Institute's website. Work is currently underway to implement this new practice in the coming months and will be done for all future cases going forward. It is felt this enhanced reporting and information-sharing practice will help inform members more about the work of the committee, and about the types of complaints, cases, and ethical issues that tend to come forward through the Institute's complaints and discipline process over time.

EDUCATION FOR MEMBERS:

In addition to responding to individual formal complaints of alleged misconduct, one of the Committee's other functions is to aid in the ongoing training and education of members with respect to ethics and professionalism. This includes organizing and delivering an ethics session at each PIBC annual conference by volunteer members of the Committee. This took place again as part of the 2021 annual conference held online (and hosted by the Yukon Chapter from Whitehorse). Previously delivered iterations of our online ethics and professionalism webinars and sessions continue to be accessible to members at any time on the Institute's YouTube channel as well.

Additionally, the PCRC will be working with the Institute's Professional Standards & Certification Committee over the coming year to develop and implement an updated ethics and professionalism webinar as part of that committee's work on moving towards required regular professional learning by members in the areas of ethics and professionalism.

These activities continue to 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 general advice, and ask questions about professional ethical dilemmas and challenging situations.

The Committee also continued to assist individual members with specific inquiries on issues related to ethics and professionalism, with designated Committee members connecting with such members to provide occasional confidential general ethical guidance regarding their ethical questions or dilemmas. The Committee again responded to several such member inquiries throughout 2021.

COMMITTEE VOLUNTEERS & THANKS:

The important 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) continued to act as case officers (conducting initial investigations of complaints); continued to contribute to member education and training for members; and continued to provide ethics and professionalism guidance in response to member inquiries throughout 2021. Professional disciplinary cases typically require significant time and effort throughout the various stages of the process. The commitment and contributions of all the volunteer members are greatly appreciated. Thank you!

PIBC Professional Conduct Review 2021 Case Summary

Although the Institute fields various general professional practice inquiries each year, typically only a few result in formal complaints. In 2021 one new formal complaint was received, while one previous case from 2020 carried over into 2021. No other investigations were initiated in response to any information about potential member misconduct in the public domain. As of December 31, 2021, work on all formal cases had been concluded and none remained open.

The following provides a general summary status update on cases addressed or under review at various stages in the professional conduct review process during 2021:

- One previous case (initiated in 2020) resulting from a formal complaint by a member of the public was resolved with the successful completion of the initial investigation by the case officers. No further action was undertaken with respect to the complaint.
- One new case (initiated in 2021) resulting from a formal complaint by a member of the public was resolved with the successful completion of the initial investigation by the case officers. No further action was undertaken with respect to the complaint.

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; and
- Exercising professional judgment independently and without bias.

GOVERNANCE & NOMINATING:

The Institute's Governance & Nominating Committee is responsible for undertaking the nominating process for the Institute's regular bi-annual elections for the Board of Directors, as well as overseeing and assisting with the institute's governance and key policy matters as may be required. These responsibilities are stipulated both in the bylaws and through policies established by the Board. Other governance matters that fall under this committee's responsibilities include consideration of potential bylaw amendments and related governance policy work that arises from time to time.

In the first half of 2021 President Lesley Cabott RPP, MCIP continued as the Chair of the Committee. As previously reported, the Board established standing policy to confirm that the current President shall normally serve as the chair of the Committee. Therefore, as of June 2021, David Block RPP, MCIP took over as the new Chair.

BOARD ELECTIONS & NOMINATIONS:

As mandated by the Institute's bylaws, elections for the Board of Directors are held every two years (every odd numbered year) leading up to the Annual General Meeting of that year. Therefore, the latest election took place in conjunction with the 2021 AGM.

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 works 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.

The Committee began work in 2020 to develop and confirm potential nominees for the 2021 Board elections, which involved undertaking outreach across a range of member volunteers, further outreach through personal and professional networks, as well as communications and outreach to the membership at-large to seek interest and a diverse range of potential nominees. This work was completed in early 2021, with a total of fourteen nominees put forward for ten available positions on the Board.

Additionally, and as is stipulated in the bylaws, following the formal submission of the Committee's list of nominees for election to the Board to the Secretary-Treasurer, and prior to the voting period, an open call for nominations at-large was

made in early 2021, whereby any additional members could also be nominated by the membership to stand for election to the Board. The Board elections were then subsequently successfully conducted in accordance with the bylaws, with the results reported at the June 2021 AGM. Thanks are extended to all those members who stepped forward and were nominated to stand for election, and to those whose terms on the Board concluded in 2021. And congratulations are extended to those who were successfully elected or re-elected to the Board in 2021 as well.

BYLAWS & POLICY WORK:

The Institute did not undertake any formal bylaw revisions or amendments in 2021. As was previously reported, many substantial amendments to the bylaws were developed and adopted in 2016 and 2017 (driven in part by the new *Societies Act* adopted in British Columbia at that time). Additionally, the most recent amendments were to Part 13 of the bylaws (related to the structures and processes of the Institute's Professional Conduct Review Committee and the disciplinary process) which were completed and adopted in 2018.

Initial work undertaken by the Committee in 2020 which began to explore greater potential support and promotion of equity, diversity, and inclusion in the profession and Institute – which included monitoring of CIP's work at the national level in this area; an initial internal administrative scan of areas of potential improvements to policies and practices; work on improved language and communications to more clearly support and promote equity, diversity, and inclusion; and other initial discussions of shorter-term approaches – will now be carried forward under new and updated strategic goals and objectives in the areas of justice, equity, diversity, decolonization, and inclusion developed and adopted by the Board as part of the 2021-2023 Strategic Plan, which was revised and updated in the latter part of 2021. It is anticipated that, going forward, much of this more comprehensive work in this area will be undertaken under the guidance of a new specially established Committee in the near future.

COMMITTEE VOLUNTEERS & THANKS:

The Institute's governance, policy and nominating work could not be completed without the efforts of the volunteer members who serve on and contribute to the Committee. Our thanks are extended to all the members who served on the Committee in 2021, 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 stepped forward to stand for election to the Institute's Board of Directors during the 2021 Board elections, or who may be considering doing so in the future. Thank you.

POLICY & PUBLIC AFFAIRS:

Overseeing the institute's policy and public affairs matters, including potential advocacy on issues or identified areas 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 relevant legislation and regulation, and issues advocacy also broadly fall under the Committee's mandate. Chani Joseph-Ritchie RPP, MCIP and Deborah Jensen RPP, MCIP continued as co-chairs of the Committee until June 2021. The Board recently appointed Sara Muir RPP, MCIP as the new chair of the Committee.

2021 was a period of transition for the Committee, as the role of chairing the Committee became vacant at the start of the new Board term, and the Board worked to identify a new chair (or co-chairs), while also focusing on reviewing and updating key goals and objectives with revisions to the Institute's Strategic Plan. The Committee met in early 2021 to connect and continue coordinating its activities. Key work on various fronts also moved forward through the ongoing efforts of the Committee's sub-committees, such as the Climate Action Sub-Committee. Additionally, the previous Indigenous planning working group (which had been under the umbrella of the Committee) evolved into a permanent standing committee to continue its important work.

RPP REGULATION & PROFESSIONAL LEGISLATION:

A small sub-committee of the Policy & Public Affairs Committee is responsible for monitoring matters related to the potential regulation of professional planners and regulation or legislation related to the Registered Professional Planner (RPP) designation. Throughout 2021 this work continued largely through monitoring of the ongoing implementation of the BC *'Professional Governance Act'*.

Following the implementation of the Act with the five professions initially mandated under the legislation (Applied Science Technologists and Technicians of British Columbia (ASTTBC); Association of British Columbia Forest Professionals (ABCFFP); British Columbia Institute of Agrologists (BCIA); College of Applied Biology (CAB); and Engineers and Geoscientists British Columbia (EGBC)), the Office of the Superintendent of Professional Governance (OSPG) is now moving ahead with the incorporation of architects (the Architectural Institute of British Columbia), as well as landscape architects (the BC Society of Landscape Architects) under the Act as well. The Superintendent has the authority to both consider requests from professional bodies to become regulated under the Act, and to compel professional bodies to become regulated under the Act.

Considering the legislative and regulatory circumstances, the revised Strategic Plan adopted by the Board mandates that the Committee (and sub-committee) investigate and analyze the opportunities, challenges, and implications of potential 'right to practice' regulation for RPPs in BC and Yukon under the Act. Currently, the Registered Professional Planner (RPP) title and designation continue to remain protected for the Institute under the Occupational Titles Protection provisions of the *'Societies Act'*.

OTHER LEGISLATIVE MATTERS & GOVERNMENT RELATIONS:

During 2021 monitoring of the BC Ministry of Municipal Affairs' Development Approvals Process Review (DAPR) process continued, though significant new activity in this area did not occur during 2021. Early in the new year, however, the Ministry began to re-engage with stakeholders (including PIBC) and is moving ahead with work on the next phases of this work. PIBC will continue to monitor and engage with this work.

Additionally, and as previously reported, PIBC was able to schedule and convene a valuable meeting between Institute leaders and the newly appointed Deputy Minister of Municipal Affairs in January 2021. The meeting was a valuable opportunity to connect, learn about Ministry priorities and activities for the current government term, as well as share the Institute's priorities and issues of interest with the Deputy Minister.

CORE PLANNING ISSUES:

As part of its role advising and supporting the Board on potential advocacy, the Committee works to identify possible broad topic or issue areas of relevant interest or concern for PIBC and the planning profession. No new topics or issue areas were identified in 2021, and in keeping with some of the key objectives previously identified and outlined in the Institute's Strategic Plan, focus continued to be in the areas of climate action, Indigenous reconciliation and planning practice, as well as government regulation. These areas of focus have carried forward in the revised Strategic Plan, as updated in 2021.

CLIMATE ACTION:

The Climate Action Sub-Committee continued its active work in the core advocacy area of climate and climate action throughout 2021. Patricia Dehnel RPP, MCIP and Sean Tynan RPP, MCIP continued as co-chairs of the Sub-Committee



during the year. Sara Muir RPP, MCIP also continued to serve on the Sub-Committee in a Board liaison role. Key work undertaken this past year included: finalizing a draft revised climate action policy (intended as an update to the Institute's previous 'Climate: A Call for Action' piece developed and adopted by PIBC in 2017) – signification progress on this initiative was made in 2021, with the revised policy piece going forward in draft form to the Board for consideration in early 2022; continued stakeholder feedback and input to government on climate related matters (including a comprehensive submission on behalf of the profession to the Province of BC regarding Sectoral Targets for Greenhouse Gas Emissions Reductions made in early 2021); and continued ongoing external engagement, outreach and liaison with relevant external organizations, bodies, and processes in the climate action space.

INDIGENOUS PLANNING WORKING GROUP – PLANNING PRACTICE & RECONCILIATION:

Another key issue area identified both in the prior and revised Strategic Plan relates to planning practice and reconciliation. As previously noted, the Indigenous planning working group (which had been established under the

umbrella of the Policy & Public Affairs Committee) evolved into a permanent standing committee to continue its important work. This newly formed standing committee and its work are covered in a separate section of this report.

COMMITTEE THANKS:

The Institute's policy advocacy and public affairs work continues to rely on, and benefit from, the time and contributions of the many volunteer members of the Policy & Public Affairs Committee, its sub-committees, and working groups, as well as the various volunteer members who serve as external representatives and liaisons. Our thanks are extended to all the members who volunteered and served in these roles in 2021. Thanks go out to the past co-chairs of the Committee who concluded their terms, as well as to those volunteer members of the Committee, sub-committees, and working groups who also concluded their roles during this past year. Finally, thanks are extended to PIBC staff for their work supporting the work of the Committee, its sub-committees and working groups. Thank you!

PLANNING PRACTICE & RECONCILIATION:

The Institute's Planning Practice & Reconciliation Committee was established as a standing committee in 2021 as an evolution from the previously established Indigenous planning working group. The Committee was created in keeping with the Institute's ongoing strategic goals and objectives related to truth and reconciliation with respect to Indigenous peoples and communities. It is responsible for acting as representatives of the Institute and the planning profession in BC and Yukon who are asked to seek truth, to assist in the active decolonization of planning practices in BC and Yukon, and to support members in advancing this work.

The volunteer membership of the Committee carried forward from the previous working group, and the Committee continues to be chaired by Sarah Atkinson RPP, MCIP.

INITIAL RESEARCH WORK:

Over the course of 2020 and 2021 the working group and Committee completed its initial efforts to review and consider Canada's *Truth and Reconciliation Commission Final Report and Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls*. Key findings were that the two reports were inextricably linked by collective trauma caused by colonial systems and processes.

Throughout these documents, the message that was identified is a demand for the fundamental right for respect for: First Nations, and First Nations rights, culture, knowledge, and traditions. A continuation of the 'business, as usual', is not going to heal these deep wounds that affect us all. And the positive impact that these lessons can have for the profession is profound.

TRUTH & LEARNING:

The group identified that its initial work was, importantly, very much at the 'truth' stage. It was agreed that a key first step is hearing about Indigenous experience with planning and planning institutions. With the support of the Board and resources and capacity allocated, the Committee began a process of engaging, listening, and learning with various Indigenous and other sources, to undertake various truth and learning sessions and activities.

Other research and learning engaged by the group included exploring other reconciliation approaches that have been undertaken by other organizations and in other settings. These included: the Canadian Institute of Planners; Vancouver Park's Board; Canada Post; the BC Association of Social Workers; the Continuing Legal Education Society of BC; the Justice Institute of BC; the Architectural Institute of BC; the Law Society of BC; and Engineers and Geoscientists of BC.

This work informed discussions of the various approaches that have been taken and helped identify what resonated with the group. The Committee's priority is for a meaningful process that is rooted in authenticity and outcomes that ultimately result in tangible action.

EVOLVING STRUCTURE & STRATEGIC SUPPORT:

Based on the initial work undertaken, and as previously noted, potential approaches identified, and recommendations put forward, in 2021 the Board approved a proposed new structure, name, and mandate for what is now the Planning Practice & Reconciliation Committee. Support and resources were allocated to assist in the Committees ongoing work, and the strategic importance of the work was carried forward by the Board through related strategic objectives outlined in the revised Strategic Plan as well.

LOOKING AHEAD:

The Committee continues to move ahead with its deliberative and meaningful truth and learning work, and is looking ahead to helping the Institute develop and implement a framework for a Truth process for the planning profession in BC and the Yukon.

MEMBER ENGAGEMENT

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 through a key liaison sub-committee. Board member Kenna Jonkman RPP, MCIP continued as chair of the Committee until June 2021. The Board recently appointed Andrew Yan RPP, MCIP as the new chair of the Committee.

2021 was also a period of transition for the Committee, as the Committee chair role became vacant in June 2021 with the start of the new Board term, and the Board worked to identify and appoint a new chair. The Committee met in early 2021 to connect and follow through on coordinating some of its recent activities. Key work was continued by some of the Committee's sub-committees, including activities related to student and academic liaison, and work moving forward with the Institute's new student internship program.

PIBC MEMBER SERVICE RESILIENCE AND WELL-BEING ACTION PLAN:

The Member Engagement Committee moved forward from the previously completed survey on member resilience and professional well-being undertaken in the Summer of 2020, and the subsequently developed action plan, by following up with other Institute committees, volunteers, and staff with respect to insights and lessons learned from the survey results as appropriate.

Most of the actions from the plan that was developed focused on taking advantage of, building upon, or enhancing existing PIBC member services and programs to further strengthen support for member resilience and professional well-being, particularly in areas related to practical professional skills and development. Key programs and services identified to channel and support these objectives included: *Planning West* magazine, PIBC's CPL webinar programming, and the Institute's regular e-News, among others. This work addressed a key part of the strategic objectives tasked to the Committee from the 2019-2021 Strategic Plan related to member well-being.

STUDENT & ACADEMIC LIAISON:

The Academic Liaison Sub-Committee (formerly known as the School of Planning Liaison Sub-Committee) worked to advance its activities over the course of 2021. The sub-committee is co-chaired by Mark Holland RPP, MCIP and Student member Chelsea Krahn. Significant recent activity focused on highlighting and communicating the work of both planning students and academic planners at the four accredited university planning programs at UBC, UNBC, SFU and VIU to the wider profession.

Work in 2021 included the development and publication of regular, ongoing, rotating features and profiles of the accredited university planning programs and their people

in *Planning West* magazine, as well as featured profiles and information about the students and faculty of the programs on the PIBC website and in the regular PIBC e-News as well. Further work continues to better bridge gaps and connect the learning, research, and work at the accredited university planning programs with professional practitioners in the field and across the profession.

SUPPORT FOR STUDENT MEMBERS:

The Committee continues work with our Student Member Representatives, staff, and others 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 (both virtual and some in-person). The Institute was particularly pleased to be a significant supporter of the national PLACE21 student planning conference, held online in November 2021 and organized with the support and work of students and others at Vancouver Island University. The theme of this third-ever PLACE conference was 'Emerge' with a focus on new ideas, practices, and connections. It was rewarding to see the return of this great event.

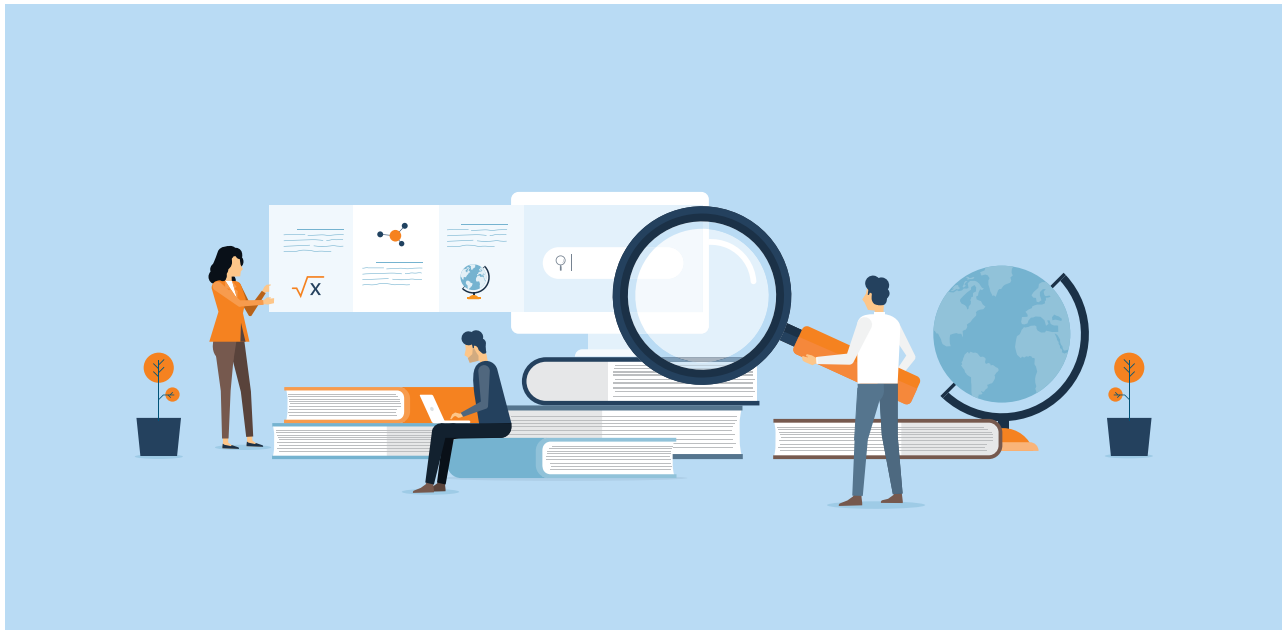
In addition, through the Institute's 2021 online annual conference, 'North of Normal', the Institute's Student Fellowship program supported the full participation of Student members as program presenters during the conference. Further support was provided through the Institute's annual conference student funding program – facilitating the complimentary participation of many Student members as attendees during the online annual conference and giving them full participation and access to the sessions, presenters, and learning opportunities that made up the full conference program.

STUDENT INTERNSHIP PROGRAM:

As reported last year, the Institute moved forward with the development and implementation of a new internship program for Student members. As previously noted, the framework developed by the Committee was approved by the Board and resources were allocated as part of the Institute's annual budget. Part of the framework and implementation plan included the creation of a stand-alone committee to oversee this new program going forward, and their work is covered elsewhere in this report.

COMMITTEE THANKS:

Many thanks are extended to all the volunteer members who participated on the Member Engagement Committee and its sub-committees throughout 2021, including to those who have stepped away from the Committee. Special thanks to outgoing chair Kenna Jonkman RPP, MCIP for leading this Committee for the past several years. Thank you. With the new Board and Strategic Plan in place work will be underway to regroup and move the Committee forward. Thanks also to PIBC staff for their ongoing support and assistance.



STUDENT INTERNSHIP PROGRAM COMMITTEE:

Based on the work of the Institute’s Member Engagement Committee and its development of a new student internship program, the Board approved the establishment of a new operating committee of the Institute – the Student Internship Program Committee. Working with Institute staff, the Committee is responsible for the oversight, coordination, direction, and implementation of the Institute’s Student Internship Program. In 2021 this new committee was chaired by Kenna Jonkman RPP, MCIP.

NEW COMMITTEE:

A key first step was identifying volunteers and populating the Committee, as well as finalizing its terms of reference, both of which were completed in 2021. The inaugural volunteer members of the Committee included: Kenna Jonkman RPP, MCIP (Chair), Student member Kira Gill-Maher, Rylan Graham RPP, MCIP, and Mark Groulx RPP, MCIP. The Committee receives staff support from Member Services Coordinator Kelly Chan. The finalized terms of reference were approved by the Board in March of 2021.

STUDENT INTERNSHIP IMPLEMENTATION:

A key goal of the Committee was to move ahead with the implementation of the first student internship under the new framework and committee within the first year. A flexible model for the program was developed and approved that contemplates the potential for both PIBC led internship initiatives (where the Institute – through its committees and internal activities – identifies and proposes an internal project or activity that requires support that would be a good fit for a student intern), and student led internship initiatives (where a Student member has an identified research project or other work external to PIBC that they wish to propose to PIBC for internship support).

It was felt that it would likely make the most sense if the initial implementation of the first student internship under the new model were an internal PIBC led initiative. Therefore, the Committee reached out to other PIBC committees and provided information and background on the program and the opportunities it could present to support their work on their various activities and projects. A process was commenced in the fall of 2021 to seek more formal internal proposals from interested PIBC committees for the Student Internship Program Committee to review and consider.

Into 2022 the next steps are to select a suitable proposal and work with the applicable PIBC committee and staff to develop and distribute a student internship posting, select and hire a student, and move forward with implementing the first student internship.

COMMITTEE THANKS:

Thanks are extended to the professional, academic, and student members who stepped forward, volunteered, and contributed their time and effort to this valuable new committee in 2021. Appreciation is also extended to staff for their support of the work of the Committee. Thank you.

CONTINUOUS PROFESSIONAL LEARNING

The Institute's Continuous Professional Learning (CPL) Committee is an operational committee of the Institute responsible for the oversight and management of the Institute's member continuous professional learning programs, activities, and events. Gloria Venczel RPP, MCIP continued as chair of the Committee in 2021.

With the continuing impacts of the COVID-19 pandemic, the Institute's CPL programming continued to be a valuable and successful service and benefit to members seeking to enhance their professional knowledge and skills while meeting their continuous professional development obligations as members of the profession.

CPL WEBINAR PROGRAM:

The Institute's popular and successful CPL webinar programming continued as a key member service throughout 2021 – having another very successful year in terms of webinars delivered and the overall levels of participation. Working with PIBC staff, the Committee continued in its role helping to identify and develop topic areas, identify potential presenters, and suggest possible partners for CPL webinars. The Committee and staff continued to work to identify and incorporate emerging issues and relevant best practices into CPL webinar programming.

In 2021 the Institute developed and implemented a total of 7 regular online webinars on a variety of diverse planning topics, including: a BC Provincial outlook update, the impacts of COVID-19 on planning, a legal update focused on public engagement, flood risk management, planning and the future of work, the 'Net Zero' city, and affordable housing policy and partnerships.

Altogether, this past year's webinars delivered a total of 10.5 learning units (hours) of structured professional learning

for PIBC members. The 2021 webinars brought together a total of 28 different speakers and presenters and reached more than 1,000 participants across all the seven webinars delivered. The shared group registration option continued to prove popular in 2021 (with over 180 group registrations over the course of the year, in addition to the many individual registrations).

Options to purchase recorded copies of PIBC's CPL webinars continued to further expand the reach and flexibility of the webinar program. In 2021 we also continued, through coordination with the Institute's Student member representatives, to provide complimentary access to webinar programming and recordings for Student members at each of the four accredited university planning programs in BC and Yukon.

PIBC's CPL webinar programming continues to generate additional revenue for the Institute, helping to offset the resources and capacity (staff, technical resources, etc.) invested in planning, developing, and delivering the webinars. This past year we continued to achieve success in securing several external sponsors and learning partners

CPL Events & Activities in 2021

32 CPL events & activities delivering
77.25 CPL Learning Units (LUs)

- 1 Annual Conference (Online) – **41.25** LUs
- 7 CPL Webinars – **10.5** LUs
- 16 Local Chapter Events (Online) – **16.0** LUs
- 8 Local Chapter Events (In-Person) – **9.5** LUs

The Gwa'sala-'Nakwaxda'xw Story



Keynote speaker Jessie Hemphill presenting at the 2021 PIBC annual conference, held online.

for our CPL webinar programming from key external organizations such as: BC Housing, Canada Mortgage & Housing Corp. (CMHC), the Province of British Columbia, UBC, and TransLink, to name a few. Thank you to those sponsors and learning partners for their ongoing support and participation.

WORK WITH PIBC LOCAL CHAPTERS:

Supporting PIBC's nine local chapters across British Columbia and Yukon remains an ongoing strategic priority, including supporting the delivery of local professional learning opportunities for members. While the COVID-19 pandemic continued to impact activities and events across local chapters, we were pleased to continue to support PIBC chapters who were successful in delivering various virtual and online events, as well as some creative, safe, and unique in-person activities. Throughout 2021 local chapters delivered a total of 16 different online events, as well as 8 in-person events, for a total of 25.5 learning units of activity.

The Institute continues to provide resources and capacity (including a dedicated Zoom subscription exclusively for chapters' use, continued staff support, registration and administrative resources, and communications support) to help chapters organize and deliver professional learning, networking, and other events/activities. Our continued thanks are extended to the many volunteer members at the local chapter level who help keep local Institute activities and events happening across BC and Yukon. Thank you.

2021 ONLINE ANNUAL CONFERENCE – NORTH OF NORMAL:

While we were disappointed that the 2021 annual conference, North of Normal, was not able to proceed entirely in-person in Whitehorse, Yukon, as originally planned, we were pleased that, with the help of a strong, dedicated volunteer team and the support of our partners and vendors, we were able to successfully pivot and hold the event as a primarily online conference, organized and hosted from Yukon.

The modified annual conference took place over three and a half days last year (June 15-18, 2021). The program included 3 general sessions with 2 keynote speakers, more than 26 individual conference sessions with 80 speakers and

presenters, 3 recorded mini-mobile workshops from Yukon, and several unique live in-person elements from the Kwanlin Dün Cultural Centre in Whitehorse.

We were very pleased to see the strong support from sponsors and partners, and the participation of more than 440 attendees. Special thanks to the volunteer conference team from Yukon for their valuable work in helping make it happen. Thank you.

PROFESSIONAL LEARNING ACTIVITIES BY THE NUMBERS:

As the Institute continues to support and deliver professional learning opportunities for members, we continue to measure and monitor these activities over the course of each year. We were pleased to see the delivery of 32 different professional learning activities and events over the course of 2021, representing a total of 77.25 units of structured professional learning for PIBC members.

MOVING FORWARD:

Looking ahead into 2022 and beyond, the Committee will continue its work on: planning and implementing PIBC's ongoing CPL webinar programming; expanding potential partnerships to enhance the delivery of more accessible, complimentary webinars; exploring new learning partnerships with external organizations; continuing support for local chapters; and the development and implementation of potential new professional learning opportunities (including potential hybrid events that include virtual and in-person elements). Additionally, the Committee will be looking at outreach and recruitment to bring potential new members onto the Committee in the coming year.

COMMITTEE THANKS:

Our thanks are extended to the dedicated volunteer members of the CPL Committee and to PIBC staff for their participation and work helping to guide and deliver the Institute's CPL programs and activities. Further thanks are extended to the many volunteers who contributed to the Institute's local chapters and to the annual conference this past year, as well as to the presenters, sponsors, and partners who helped make all the Institute's CPL programming and other events such a success in 2021. Thank you!

COMMUNICATIONS

The Institute's Communications Committee is an operational committee responsible for overseeing PIBC's communications activities and services. Jada Basi RPP, MCIP continued as the chair of the Committee to the end of 2021. Communications & Marketing Specialist Cindy Cheung of the Institute's staff team supports the Committee.

Work continued through the year to maintain and enhance PIBC's communications activities and services. Additionally, there was a continued strategic focus on communicating and highlighting the value and benefits of professional membership and Institute benefits and services to PIBC members and externally as well.

PLANNING WEST MAGAZINE:

The Institute again successfully published and delivered four seasonal issues of our flagship publication, *Planning West* magazine, over the course of 2021. As always, the magazine included a range of diverse topical articles, recurring features (such as legal updates and spotlights on PIBC members), regular news and information about Institute activities, book reviews, timely and thoughtful commentary, and more. Just some of the topics and themes covered in 2021 included: sea level rise, youth and climate action, diversity in community planning, Indigenizing planning, BC's UNDRIP legislation, First Nations housing, cultural planning, the 2021 PIBC annual conference, higher learning updates, post-pandemic planning, the future of work, and the Step Code and low carbon building policies, to highlight a few.

In 2021 we were pleased to bring on Gwen Bridges as a guest editor and contributor for *Planning West*, working with Editor Maria Stanborough RPP, MCIP and contributing additional content and unique perspectives to the magazine and its coverage – particularly with respect to more regular Indigenous features and content. Additionally, in 2021 we updated our policies and practice with respect to publicly posting archived digital copies of past issues of the magazine online – reducing the period of delay from one year after initial publication down to six months, thus giving greater and more timely access to past issues for the broader public, while still ensuring members and subscribers receive preferred, immediate access.

Our continued thanks are extended to Editor Maria Stanborough RPP, MCIP for her ongoing work as *Planning West* Editor throughout 2021; work which includes curating content, coordinating with authors, writing articles, and managing overall themes and content for the magazine. In late 2021 Maria indicated that she would be transitioning out of her role as Editor in late 2022, and therefore the process to seek a new member Editor was begun in early 2022. Additional thanks are extended to the many members and other authors who contributed articles and content to the magazine in 2021, as well as to the new and continuing advertisers and subscribers for their support of *Planning West*. Thank you all.

OTHER COMMUNICATIONS MATERIALS & WORK:

The Committee completed work in 2021 exploring potential new and expanded communications channels for the Institute. In particular (and as noted last year) the Committee finished researching and examining the possibility of developing and implementing a stand-alone PIBC mobile app. After further review and consideration, it was confirmed that such a tool would not be of significant additional value for the Institute or members, as it would largely duplicate much of what the current PIBC website accomplishes.

Another opportunity being investigated is the possibility of launching a new PIBC planning related podcast. This opportunity holds some promise and is being investigated further to determine potential resource & capacity needs, logistics, strategies, and implementation issues. The Committee will continue to explore this further and, if deemed appropriate, potentially undertake a 'pilot' of such a new podcast in the coming year.

PIBC WEBSITE:

PIBC's website continued to serve as the key online hub for Institute communications and virtual resources for members and others looking for information about the Institute. The Committee and staff were focused on a few key aspects of the website over the past year, including adding a section with profiles and information from the accredited university planning programs in BC and Yukon, building and expanding the online planning consultants directory, continuing to enhance the resources pages of the website, and updating the CPL information sections of the website. Looking ahead, the Committee is investigating online tools or website content that could further support mentorship, such a mentorship resources page or section tailored for PIBC mentors and mentees.

Over the course of 2021 the PIBC website had more than 85,000 user visits over more than 133,000 sessions, generating almost 275,000 page views. The three most popular pages or sections of the PIBC website in 2021 were: current job postings, CPL pages, and the online AMS member login.

Communications Activities in 2021



PLANNING WEST MAGAZINE

4 quarterly issues containing a total of 148 pages of content, with a total of **6,625 copies** produced and distributed.

PIBC E-NEWS

31 regular editions and notices, **33 special editions**, and 32 local chapter editions produced and distributed. **Average open rate of 43% - 50%**.

PIBC WEBSITE

85,343 visits/users over 133,252 sessions, with **274,981 page views**. Top 3 most popular pages/sections: Current job postings; CPL pages; and AMS member login.

SOCIAL MEDIA: TWITTER

1,588 total Twitter followers, 315 tweets, and 4,219 re-tweets, comments, and engagement.

SOCIAL MEDIA: LINKEDIN

6,471 total LinkedIn followers, 298 posts, and approx. 7,763 impressions/engagement.

SOCIAL MEDIA: FACEBOOK

989 total Facebook followers, over one main PIBC page (672 connections) and five local chapter pages (317 connections combined).



PIBC E-NEWS:

The PIBC regular bi-weekly email newsletter, the PIBC e-News, continued throughout 2021 as the Institute's main channel for timely, ongoing direct electronic communications with PIBC members. Filled with a variety of content, such as Institute news and member announcements, national news from CIP, current job postings in planning, chapter news and events, and other external events and information, the e-News keeps members informed and up to date throughout the year. In 2021 there were 31 regular editions of the PIBC e-News and member notices, as well as 32 local chapter-specific bulletins.

One area of focus with respect to the e-News is updating and enhancing the content to include regular content about key Institute member benefits and services. Additionally, we will be looking at updating and transitioning the e-News platform when the Institute implements its new online member Association Management System (AMS) in 2022. This may also present an opportunity to revise and freshen up the look and feel of the e-News as well. Watch for more on this in 2022.

SOCIAL MEDIA:

The Institute continued to be engaged and active across several key social media platforms throughout 2021, sharing information, communicating, and interacting with members and others affiliated with and beyond the planning profession. Twitter, LinkedIn, and Facebook continued to be the primary social media channels for PIBC's activities and

outreach. PIBC continues to support and facilitate presence on social media for some of the Institute's local chapters on Facebook and Twitter as well, though some of these accounts have become less active in recent years. We look forward to continuing to work with local chapters to keep their social media active.

In 2021 PIBC's following on LinkedIn grew to over 6,400 followers. Followers on Twitter grew to nearly 1,600. The Institute's Facebook page, which largely reiterates the information and messaging disseminated through our other social media channels, currently has connections with more than 670 users.

The Institute also maintains a YouTube channel that currently hosts 31 videos. It is a valuable platform to permanently share certain CPL and other Institute video content in a convenient and accessible way. That content includes recordings of virtual Institute events held in 2021, such as webinars, sessions from the 2021 annual conference, as well as recordings promoting and celebrating PIBC award winners. Additionally, we were very pleased to be able to use the YouTube channel to livestream the presentations from our returned 2021 World Town Planning Day gala event celebrating members, which enabled those who could not attend in person to tune in and follow along remotely.

COMMITTEE THANKS:

Thanks are, once again, extended to all the members who volunteered and contributed to the Communications Committee and to the Institute's various communications activities throughout 2021. Thanks also to the Institute's staff, in particular Communications & Marketing Specialist Cindy Cheung, for their ongoing work in supporting and implementing the Institute's communications activities and services.

AWARDS & RECOGNITION

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

Each year the Committee issues calls for submissions or nominations for a number of award types and categories. The Committee then reviews and evaluates all the submissions received, acting as the jury for the awards program, to collectively determine the winners. In the case of Honourary and Life Member recipients, they are ultimately determined by unanimous approval of the Board, on recommendation from the Committee.

2021 WINNERS OF THE AWARDS FOR EXCELLENCE IN PLANNING:

Excellence in Planning Practice (City & Urban Areas):

- Gold Winner: The Canada Lands Company, MST Development Corporation, & DIALOG for Heather Lands Rezoning Plan
- Silver Winner: City of New Westminster for Municipal Regulations to Deter Renovictions
- Honourable Mention: City of New Westminster for New Westminster COVID-19 Pandemic Response: Transforming Planning Practice and Saving Lives

Excellence in Policy Planning (City & Urban Areas):

- Gold Winner: City of Victoria for Victoria Housing Strategy Phase Two 2019-2022
- Silver Winner: City of North Vancouver for Safe Mobility Strategy

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

- Gold Winner: Salmo Valley Early Childhood Advisory Committee, C+S Planning Group, John Foster Planning, Splash:Design, & Licker GeoSpatial Consulting for Salmo Valley Child Care Inventory and Action Plan
- Silver Winner: Thompson-Nicola Regional District for North Thompson Official Community Plan
- Honourable Mention: City of West Kelowna & Lanarc Consulting for West Kelowna's Community Vision, #OurWK a Vision to 2040

Excellence in Research & New Directions in Planning:

- Gold Winner: Third Space Community Planning & Generation Squeeze for Regulating Short Term Rentals: A Toolkit for Canadian Local Governments
- Silver Winner: Plassurban Consulting Inc. for Child in the City: Planning Communities for Children and their Families

2021 Annual Student Fellowship Award Winners

- Author: Sarah Foulkes, Vancouver Island University, Master of Community Planning program. Presentation: Planning for Sustainable Seaweed Aquaculture on Vancouver Island
- Author: Myfannwy Pope, Simon Fraser University, School of Resource & Environmental Management (Planning). Presentation: Indigenous Housing Governance: Lessons from a First Nation's Housing Needs Assessment Off-Reserve
- Author: Dawn Smith, University of British Columbia, School of Community & Regional Planning. Presentation: Implementing UNDRIP to Support First Nations-led Planning

CONGRATULATIONS & THANKS:

Congratulations to all the 2021 award winners and to everyone who participated in the 2021 awards and recognition programs. Special thanks are extended to all the volunteer members of the Awards & Recognition Committee for their time and contributions to the Committee and their significant efforts and thoughtful deliberations in reviewing and evaluating the many different award submissions and nominations. We wish to particularly acknowledge the long serving members who stepped back from the Committee in 2021, as well as the new volunteers who are joined the Committee for the 2021 awards program. Thank you all.



CELEBRATING 2021 PIBC AWARD WINNERS

LOCAL PIBC CHAPTERS:

PIBC's nine local chapters across all regions of BC and Yukon continued to return to being more active in 2021, though the lingering impacts of the COVID-19 pandemic also continued to affect local chapter activities, since social, networking, and professional development events (usually held in-person) are typically at the core of our local chapter's activities each year.

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. During the pandemic PIBC has kept in touch with local chapter volunteers providing updates and guidance with respect to activities. As previously noted, PIBC continues to provide support and resources, including a dedicated Zoom subscription exclusively for chapters' use, communications support, and registration and administrative resources to help chapters with their events and activities. We are looking forward to return to hosting a full in-person annual roundtable meeting of our local chapter representatives again in 2022.

CHAPTER ACTIVITIES & EVENTS:

We were pleased to see that, despite the ongoing challenges and uncertainties, several of PIBC's chapters were able to successfully organize, partner, or participate in several local events and activities in 2021 – both online and in-person events. A number of examples included:

Central North Chapter:

- Sept 15 - Sticky Planning Topics Dialogue #2
- April 21 – Sticky Planning Topics Dialogue #1 with UNBC Students

Okanagan-Interior Chapter:

- Nov 8 – World Town Planning Day Event:
- Nov 6 – CITE Lunch & Learn: Rail Integrated Communities
- Oct 7 – Building Housing Knowledge
- July 1 – Aug 31 – Summer Photo Contest
- June 2 – CITE Lunch & Learn: Doing More With Less (Rapid Bus)
- April 14 – CITE Lunch & Learn: Dockside Green
- Feb 10 – CITE Lunch & Learn: Improving Mobility with Micro-mobility

South Coast Chapter:

- Dec 11 – North Vancouver's Shipyards District Walking Tour & Winter Social
- Dec 7 – Sketch Club: Vancouver Central Library
- Nov 10 – Sketch Club: Gastown
- Sept 28 – Covid -19 and Urban Parks: Stanley Park Walking Tour
- Sept 20 – Global Civic Public Salon: Alain Bertaud
- Sept 9 – Sketch Club: Chinatown
- April 8 – Spring Social Trivia Night

Vancouver Island North Chapter:

- Oct 14 – Lunch & Learn: Affordability Quest
- Aug 12 – Lunch & Learn & Social: Development Cost Recovery
- June 10 – Lunch & Learn: From the Trenches- A Planner's Guide to Dealing with Difficult Councils

Vancouver Island South Chapter:

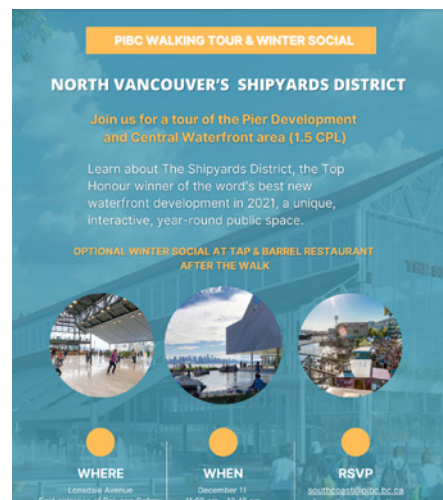
- May 28 – Building Housing Knowledge

Yukon Chapter:

- Nov 5 – World Town Planning Day Event: Reconciliation & Planning
- Feb 11 – Lunch & Learn: Dockside Green

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 local regions. The time and efforts of these volunteer members keep PIBC's local chapters active and engaged with fellow members across BC and Yukon. Thank you!



**2021 PIBC
CHAPTER EVENT**

NATIONAL AFFAIRS

PIBC continued to be actively engaged with our partners and activities at the national level in 2021. This included PIBC's ongoing involvement and with the Canadian Institute of Planners (CIP) – the national Institute – 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 at both the leadership and staff levels.

CANADIAN INSTITUTE OF PLANNERS (CIP):

2021 saw continued collaboration and work with CIP on the rescheduled joint national conference – Elevation 2.0 – set for July 2022 in Whistler. This work included following up with previously accepted speakers, conducting a follow-up call for program proposals in the fall of 2022, planning logistics, marketing and communications, and preparation for registration. It was also determined that we would offer an option for the livestreaming of some conference content (enabling remote participation options for the conference given the uncertainties and lingering effects of the COVID-19 pandemic). Special thanks are extended to the many volunteer members on the conference team who worked on and contributed to the rescheduled conference, as. Thank you.

CIP continued to deliver its various core services and member benefits throughout the year, including continued provision of the national professional liability insurance program for all professional members; production and distribution of Plan Canada magazine; the monthly Plan-It email newsletter; CIP's national awards programs; scholarships and support for students; and ongoing policy work. Due to the ongoing uncertainties and impacts of the pandemic, CIP did not host a national conference in 2021.

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 2021 David Block RPP, MCIP continued as PIBC's representative on the Committee.

Significant activities by the PSC in 2021 included continued work on the comprehensive review of and update to the profession's competency standards. The initial phase of this work – which included the assistance of outside professional consultants and various iterations of engagement with the membership over the course of the year – was substantially completed by the end of 2021. The next phase will include further stakeholder engagement and the development of key indicators to accompany the draft competencies developed.

Additionally, the PSC, in consultation with the partner provincial, territorial and regional professional planning institutes, finalized certain revisions to the existing national membership standards policy manual (such as those related to university program accreditation), while continuing to work on others (such as those related to ethical standards). PIBC has continued to be engaged and contributed feedback and input into these processes.

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). In 2021 Lindsay Chase RPP, MCIP continued as PIBC's representative on the Board of Directors of the PSB. Administratively the PSB's work continued to be supported and delivered through Redstone Agency Inc., a Toronto based association management and support firm. Congratulations are extended to Larissa Johnston, who was appointed as the PSB's new Executive Director in 2021.

In addition to the regular membership application assessments, RPP certification activities, and university program accreditation, some of the other work of the PSB in 2021 included: ongoing evaluation and revisions to the national Professional Examination (such as improvements to existing questions and expanding the overall 'question bank' for the examination as well as sample questions); work on support and study resources for Candidates looking to complete the Examination; continued efforts to support mentorship for Candidates; financial resources to assist with the professional standards work being undertaken by the PSC and the profession; and involvement with the development of a new shared online member association management system. As previously noted, the PSB has now permanently shifted the delivery of the Professional Examination to an online platform and format (continuing with two offerings every year in the spring and fall).



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 2021.”

OTHER NATIONAL ACTIVITIES:

PIBC continued to be active and engaged at the national level through other established and ongoing collaborative forums and initiatives with CIP and the other provincial, territorial, and regional professional planning institutes in Canada in 2021. 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. Both groups held several meetings throughout 2021 in which PIBC participated. Active involvement in these forums and groups

continues to enable PIBC to coordinate activities, share strategies and best practices, and collaborate on projects and initiatives for the profession.

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 2021. 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	David Block RPP, MCIP	Terrace
President-Elect	Emilie Adin RPP, MCIP	Vancouver
Secretary-Treasurer	Kenna Jonkman RPP, MCIP	Prince George
Member	Sawngjai (Dear) Bhokanandh RPP, MCIP	Vancouver
Member	Lui Carvello RPP, MCIP	Victoria
Member	Patricia Maloney RPP, FCIP	Gabriola
Member	Sara Muir RPP, MCIP	Vancouver
Member	Angel Ransom RPP, MCIP	Prince George
Member	Alex Taylor RPP, MCIP	Vancouver
Member	Andrew Yan RPP, MCIP	Vancouver
Candidate Member Rep.	Arta Navab-Tehrani	Vancouver

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.	Chelsea Krahn	Vancouver
UNBC Student Rep.	Santana Patten	Fernie
SFU Student Rep.	Deanna Cummings	Coquitlam
VIU Student Rep.	Sadie Chezenko	Hornby Is.

PIBC Committees

Executive:

David Block RPP, MCIP (Chair)
Emilie Adin RPP, MCIP
Kenna Jonkman RPP, MCIP
Dave Crossley (Staff)

Governance & Nominating:

Lesley Cabott RPP, MCIP (Chair)
Barbara Crawford
Michelle Kam RPP, MCIP
Rob Roycroft RPP, MCIP
Marjan Navab-Tehrani
Alex Taylor RPP, MCIP
Dave Crossley (Staff)

Professional Conduct Review:

Alex Taylor RPP, MCIP (Chair)
Linda Adams RPP, MCIP
William Buholzer RPP, FCIP
Lindsay Chase RPP, MCIP
Brent Elliott 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
Daniel Huang RPP, MCIP
Heather Kauer RPP, MCIP

Brian Miller RPP, MCIP
Sara Muir-Owen RPP, MCIP
Aaron Rodgers 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)
Mairi Bosomworth
Lesley Cabott RPP, MCIP
Jonathan Kitchen
Kasel Yamashita RPP, MCIP
Kelly Chan (Staff)

Planning Practice & Reconciliation:

Sarah Atkinson RPP, MCIP (Chair)
Ken Cossey RPP, MCIP
Robyn Holme RPP, MCIP
Caroline Lamont RPP, MCIP
Isha Matous-Gibbs (Candidate Member)
Gillian McKee RPP, MCIP
Jodi-Lyn Newnham RPP, MCIP
Angel Ransom RPP, MCIP
Bob Sokol RPP, MCIP
Kelly Chan (Staff)

Communications:

Jada Basi RPP, MCIP (Chair)
Lindsay Allman RPP, MCIP
Kali Holahan RPP, MCIP
Alison McNeil RPP, MCIP
Katrin Saxty RPP, MCIP
Heike Schmidt RPP, MCIP
Maria Stanborough RPP, MCIP (Editor)
Steffi Sunny (Candidate Member)
Cindy Cheung (Staff)

Continuous Professional Learning:

Gloria Venczel RPP, MCIP (Chair)
Brent Elliott RPP, MCIP
Clarissa Huffman RPP, MCIP
Deborah Jensen RPP, MCIP
Sara Muir-Owen RPP, MCIP
Jan Thingsted RPP, MCIP
Sophie King (Staff)
Student Internship Program Committee:

Student Internship Program Committee:

Kenna Jonkman RPP, MCIP (Chair)
Rylan Graham RPP, MCIP
Mark Groulx RPP, MCIP
Kira Gill-Maher (Student Member)
Kelly Chan (Staff)

Awards & Recognition:

Emilie Adin RPP, MCIP (Chair)
Lisa Colby RPP, MCIP
Andrew Baigent RPP, MCIP
Larry Beasley RPP, FCIP
Gordon Easton RPP, MCIP
Margaret Eberle RPP, MCIP
Anthony Kittel RPP, MCIP
Matthew Roddis RPP, MCIP

PIBC Committees (cont'd)

Leanne Taylor RPP, MCIP
Nicole Capewell RPP, MCIP
Kerri Clark RPP, MCIP
Margaret-Ann Thornton RPP, MCIP
Lynn Wilson RPP, MCIP
Raymond Young RPP, MCIP
Kelly Chan (*Staff*)

2021 Annual Conference:

Zoe Morrison RPP,
MCIP (Co-Chair)
Simon Lapointe RPP,
MCIP (Co-Chair)
Mike Gau RPP, MCIP
Cian O'Neill-Kizoff RPP, MCIP
Nicole Percival RPP, MCIP
Duncan Martin RPP, MCIP

Jane Koepke RPP, MCIP
Lesley Cabott RPP, MCIP
Amanda Taylor RPP, MCIP
Ron Cruikshank RPP, MCIP
Ian Robertson RPP, MCIP
Charlette Luscombe RPP, MCIP
Hannah McDonald RPP, MCIP
Melodie Simard RPP, MCIP
Sophie King (*Staff*)

Other PIBC Representatives

Professional Standards Committee (PSC):

David Block RPP, MCIP
Emilie Adin 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

Dave Crossley
& Christine Callihoo RPP, MCIP

Community Energy Association

Richard White RPP, FCIP

BC Energy Step Code Council

Norm Connolly RPP, MCIP

City of Vancouver Chinatown Historic Area Planning Committee

Leslie Shieh RPP, MCIP

PIBC Volunteers – Thank You!

THROUGHOUT THE YEAR, THE PLANNING INSTITUTE OF BRITISH COLUMBIA relies on the volunteer contributions of our members in moving forward the impactful projects, events and activities that advance and improve the planning profession and the Institute. It is with our heartfelt thanks that we recognize our volunteers in 2021 for their many contributions – thank you!

2021 PIBC VOLUNTEERS:

Linda Adams RRP, MCIP
Eric Aderneck RRP, MCIP
Emilie Adin RRP, MCIP
Karin Albert RRP, MCIP
Andrew Allen RRP, MCIP
Lindsay Allman RRP, MCIP
Ericka Amador
Gail Andestad RRP, MCIP
Sarah Atkinson RRP, MCIP
Tina Atva RRP, MCIP
Michelle Babiuk RRP, MCIP
Andrew Baigent RRP, MCIP
Robert Barrs RRP, MCIP
Terry Barton RRP, MCIP
Jada Basi RRP, MCIP
Rupinder Basi RRP, MCIP
Larry Beasley CM RRP, FCIP
Dana Beatson RRP, MCIP
Courtney Beaubien RRP, MCIP
Ryan Beaudry RRP, MCIP
Roy Beddow RRP, MCIP
Kirsten Behler RRP, MCIP
Laura Bentley RRP, MCIP
Robin Beukens RRP, MCIP
Sawngjai (Dear) Bhokanandh
Ross Blackwell RRP, MCIP
David Block RRP, MCIP
Annie Booth RRP, MCIP
Mairi Bosomworth
Matthew Boyd RRP, MCIP
Coralie Breen RRP, MCIP
Lisa Brinkman RRP, MCIP
Keith Broersma RRP, MCIP
Kevin Brooks RRP, MCIP
Andrew Browne RRP, MCIP
William (Bill) Buholzer RRP, FCIP
Anika Burse

Lesley Cabott RRP, MCIP
Chi Chi Cai RRP, MCIP
Christine Callihoo RRP, MCIP
Ken Cameron FCIP
Nicole Capewell RRP, MCIP
Luigi (Lui) Carvello RRP, MCIP
Daniel Casey RRP, MCIP
Keltie Chamberlain RRP, MCIP
Helen Chan RRP, MCIP
Patrick Foong Chan RRP, MCIP
Lindsay Chase RRP, MCIP
Lilian Chau RRP, MCIP
Sadie Chezenko
Jeff Chow RRP, MCIP
Jason Chu RRP, MCIP
Kerri Clark RRP, MCIP
Michele Cloghesy RRP, MCIP
Dallas Clowes RRP, MCIP
Odessa Cohen
Lisa Colby RRP, MCIP
Steven Collyer RRP, MCIP
Mitchell Comb RRP, MCIP
Norm Connolly RRP, MCIP
Robert Conway RRP, MCIP
Laurie Cordell RRP, MCIP
Ken Cossey RRP, MCIP
Barbara Crawford
Ron Cruikshank RRP, MCIP
Deanna Cummings
Gavin Davidson RRP, MCIP
James de Hoop RRP, MCIP
Jeff Deby RRP, MCIP
Birte Decloux RRP, MCIP
Patricia (Trish) Dehnel RRP, MCIP
Bryce Deveau
Michael Dickinson RRP, MCIP
Graeme Dimmick RRP, MCIP
Andréanne Doyon RRP, MCIP

John Dumbrell RRP, MCIP
Paul Dupuis RRP, MCIP
Meeri Durand RRP, MCIP
Gordon Easton RRP, MCIP
Margaret Eberle RRP, MCIP
Brent Elliott RRP, MCIP
Elicia Elliott RRP, MCIP
Mike Ellis RRP, MCIP
Cherie Enns RRP, MCIP
Heather Evans RRP, MCIP
Katherine Fabris RRP, MCIP
Alisha Feser
Jennifer Fix RRP, MCIP
Daniel (Dan) Freeman RRP, MCIP
Christopher Garrish RRP, MCIP
Mike Gau RRP, MCIP
Hardev Gill RRP, MCIP
Kira Gill-Maher
Andrea Gillman RRP, MCIP
Kenny (Ken) Gobeil RRP, MCIP
Michael Gordon RRP, MCIP
Nancy Gothard RRP, MCIP
Rylan Graham RRP, MCIP
Amanda Grochowich RRP, MCIP
Mark Groulx RRP, MCIP
Kim Grout RRP, MCIP
Matthew (Matt) Gunn RRP, MCIP
Thomas (Tom) Gunton RRP, MCIP
Penelope (Penny) Gurstein RRP, MCIP
Tomoko Hagio RRP, MCIP
Susan Haid RRP, MCIP
Devon Harlos RRP, MCIP
Michael Hartford RRP, MCIP
Robin Hawker RRP, MCIP
Dana Hawkins RRP, MCIP
Taryn Hayes RRP, MCIP
Shaun Heffernan RRP, MCIP
Yazmin Hernandez-Banuelas RRP, MCIP

PIBC Volunteers – Thank You! (cont'd)

Kali Holahan RRP, MCIP
Ian Holl RPP, MCIP
Mark Holland RRP, MCIP
Robyn Holme RRP, MCIP
Michael Hooper RRP, MCIP
Darwin Horning RRP, MCIP
Eve Hou RRP, MCIP
Christina Hovey RRP, MCIP
Daniel Huang RRP, MCIP
Emily Huang
Andrea Hudson RRP, MCIP
Clarissa Huffman RRP, MCIP
Jake Hughson RRP, MCIP
Jessica Hum RRP, MCIP
Christopher (Chris) Hutton RRP, MCIP
John Ingram RRP, MCIP
Renee Jamurat RRP, MCIP
Katherine (Kasha) Janota-Bzowska
Arlene Janousek RRP, MCIP
Deborah Jensen RRP, MCIP
Jessica Jiang RRP, MCIP
Carl Johannsen RRP, MCIP
Courtney Johnson Gosselin RRP, MCIP
Carole Jolly RRP, MCIP
Laura Jones RRP, MCIP
Kenna Jonkman RRP, MCIP
Chani Joseph Ritchie RRP, MCIP
Michelle Kam RRP, MCIP
Joaquin Karakas RRP, MCIP
Heather Kauer RRP, MCIP
Kevin King RRP, MCIP
Lisa King RRP, MCIP
Jonathan Kitchen
Anthony Kittel RRP, MCIP
Patrick Klassen RRP, MCIP
Jane Koepke RRP, MCIP
Maggie Koka RRP, MCIP
Alex Kondor RRP, MCIP
Chelsea Krahn
Karen Kreis
Zeno Krekic RRP, MCIP
Cory Labrecque RRP, MCIP
Kailey Laidlaw RRP, MCIP
Katherine (Kate) Lambert RRP, MCIP
Caroline Lamont RRP, MCIP
Simon Lapointe RRP, MCIP
Stéphane Laroye RRP, MCIP
Blake Laven RRP, MCIP
Catherine (Cathy) LeBlanc RRP, MCIP
Danika LeBlanc (née Dudzik) RRP,
MCIP
Angela Letman RRP, MCIP
Dale Lindsay RRP, MCIP
Tara Lindsay RRP, MCIP
Peter Lipscombe RRP, MCIP
Jason Llewellyn RRP, MCIP
Jason Locke RRP, MCIP
Maren Luciani RRP, MCIP
Charlotte Luscombe
Jennifer MacIntyre RRP, MCIP
Rebekah Mahaffey RRP, MCIP
Patricia (Pat) Maloney RRP, FCIP
Paris Marshall Smith RRP, MCIP
Duncan Martin RRP, MCIP
Isha Matous-Gibbs
Adam Mattinson RRP, MCIP
Joanna Mazzardis RRP, MCIP
Elaine McAloney
Alanna McDonagh RRP, MCIP
Hannah McDonald RRP, MCIP
Gillian McKee RRP, MCIP
Jennifer McLean RRP, MCIP
Mark McMullen RRP, MCIP
Alison McNeil RRP, MCIP
Henry McQueen RRP, MCIP
Andrew Merrill RRP, MCIP
Robert Miles RRP, MCIP
Wesley Miles RRP, MCIP
Brian Miller RRP, MCIP
Devon Miller
Gregory Mitchell RRP, MCIP
Lisa Moffatt RRP, MCIP
Elizabeth Moore
Luciana Moraes RRP, MCIP
Hillary Morgan RRP, MCIP
Zoë Morrison RRP, MCIP
Sara Muir-Owen RRP, MCIP
Kent A. Munro RRP, MCIP
Ashley Murphey RRP, MCIP
Kathryn Nairne RRP, MCIP
Marjan Navab-Tehrani
Kimberly (Kim) Needham RRP, MCIP
Claire Negrin RRP, MCIP
Greg Newman RRP, MCIP
Jodi-Lyn Newnham RRP, MCIP
Danielle Noble-Brandt RRP, MCIP
Cian O'Neill-Kizoff RRP, MCIP
Teresa O'Reilly RRP, MCIP
Umur Olcay RRP, MCIP
Christopher Osborne RRP, MCIP
David Pady RRP, MCIP
Anya Paskovic RRP, MCIP
Kerry Pateman RRP, MCIP
Santana Patten
Brian Patterson RRP, MCIP
JoAnn Peachey
Kevin Pearson RRP, MCIP
Lisa Pedrini RRP, MCIP
Ted Pellegrino RRP, MCIP
Madelaine Peters RRP, MCIP
Kirsten Pichaloff
Barclay Pitkethly RRP, MCIP
Troy Pollock RRP, MCIP
Gary Pooni RRP, MCIP
Edward Porter RRP, MCIP
Melissa Pryce RRP, MCIP
Andrew Ramlö RRP, MCIP
Angel Ransom RRP, MCIP
Nicholas (Nick) Redpath RRP, MCIP
Joshua Reis RRP, MCIP
Karen Rendek RRP, MCIP
Abigail Riley RRP, MCIP
Ian Robertson RRP, MCIP
Derek Robinson RRP, MCIP
Matthew Roddis RRP, MCIP
Aaron Rodgers RRP, MCIP
Leonard O. Rodrigues
Jaleen Rousseau RRP, MCIP
Lainya Rowett RRP, MCIP

PIBC Volunteers – Thank You! (cont'd)

Lynn Roxburgh RRP, MCIP
Robert (Rob) Roycroft RRP, MCIP
Blaine Russell RPP, MCIP
David Sametz RPP, MCIP
Jaime Sanchez RPP, MCIP
Maria Sandberg RPP, MCIP
Rpinder (Ruby) Sandher RRP, MCIP
Katrin Saxty RRP, MCIP
Kristiina (Tiina) Schaeffer RRP, MCIP
Heike Schmidt RRP, MCIP
Gwendolyn Sewell RRP, MCIP
Pamela Shaw RRP, FCIP
Leslie Shieh RRP, MCIP
Davin Shillong RRP, MCIP
Jessica Shoubridge
Laura Sidi RRP, MCIP
Melodie Simard RRP, MCIP
Paul Simon RRP, MCIP
Courtney Simpson RRP, MCIP
Robert (Rob) Smailes RRP, MCIP
David Grant Smith RRP, MCIP
Ryan Smith RRP, MCIP
Scott Robert Smith RRP, MCIP
Robert (Bob) Sokol RRP, MCIP
Daniel Sommer RRP, MCIP
Patrick Sorfleet RRP, MCIP
Lisa Spitale RRP, MCIP
Emma Squires
Lesley-Anne Staats RRP, MCIP
Maria Stanborough RRP, MCIP
Hailey Steiger-Tang
John Steil RRP, FCIP
Alison Stewart RRP, MCIP
Carla Stewart RRP, MCIP
James Stiver RRP, MCIP
Katherine Suggitt RRP, MCIP
Steffi Sunny
Shannon Tartaglia RRP, MCIP
Kristine Tatebe RRP, MCIP
Alex Taylor RRP, MCIP
Amanda Taylor RRP, MCIP
Leanne Taylor RRP, MCIP
Susanne Theurer
Jan Thingsted RRP, MCIP
Ren Thomas RRP, MCIP
Kerry Thompson RRP, MCIP
Tyler Thomson RRP, MCIP
Margaret-Ann Thornton RRP, MCIP
Erica Tiffany RRP, MCIP
Kacia Tolsma
William (Will) Trousdale RRP, MCIP
Tanya Turner RRP, MCIP
Brittany Tuttle RRP, MCIP
Sean Tynan RRP, MCIP
Joyce Uyesugi RRP, MCIP
Eric Vance RRP, FCIP
Gloria Venczel RRP, MCIP
Rafael Villarreal RRP, MCIP
Karrilyn Vince RRP, MCIP
Patrick Ward RRP, MCIP
Tania Wegwitz RRP, MCIP
Richard White RRP, FCIP
Nigel Whitehead RRP, MCIP
Karen Williams RRP, MCIP
Lynn Wilson RRP, MCIP
Andrea Winkler RRP, MCIP
Graham Winterbottom RRP, MCIP
Kaeley Wiseman RRP, MCIP
Lauren Wright RRP, MCIP
Kasel Yamashita RRP, MCIP
Andrew Yan RRP, MCIP
Amber Zirnhelt RRP, MCIP
Marla Zucht RRP, MCIP
Jeff Zukiwsky RRP, MCIP
Thérèse Zulinick RRP, MCIP
Brian Zurek
Anthony Kittel RPP, MCIP
Mark Koch RPP, MCIP
Jane Koepke RPP, MCIP
Alex Kondor RPP, MCIP
Karen Kreis RPP, MCIP
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Zoë Morrison RPP, MCIP
Michael Mortensen RPP, MCIP
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Andrew Ramlo RPP, MCIP

Karen Ramsay Cline RPP, MCIP

Angel Ransom RPP, MCIP

Joshua Reis RPP, MCIP

Ian Robertson RPP, MCIP

Derek Robinson RPP, MCIP

Aaron Rodgers RPP, MCIP

Jaleen Rousseau RPP, MCIP

Robert Roycroft RPP, MCIP

Cristina Rucci RPP, MCIP

Blaine Russell RPP, MCIP

Karen Russell RPP, FCIP

David Sametz

Maria Sandberg RPP, MCIP

Katrin Saxty RPP, MCIP

Heike Schmidt RPP, MCIP

Cameron Scott RPP, MCIP

Maged Senbel RPP, MCIP

Gwendolyn Sewell RPP, MCIP

Pamela Shaw RPP, FCIP

Leslie Shieh RPP, MCIP

Jessica Shoubridge

Laura Sidi RPP, MCIP

Melodie Simard RPP, MCIP

Courtney Simpson RPP, MCIP

Suzanne Smith RPP, MCIP

Robert Sokol RPP, MCIP

Daniel Sommer RPP, MCIP

Patrick Sorfleet RPP, MCIP

Tanya Soroka RPP, MCIP

Robyn Spencer RPP, MCIP

Lisa Spitale RPP, MCIP

Emma Squires

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Justine Starke RPP, MCIP

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Sean Tynan RPP, MCIP

Eric Vance RPP, FCIP

Gloria Venczel RPP, MCIP

Dan Wallace RPP, MCIP

Patrick Ward RPP, MCIP

Tania Wegwitz RPP, MCIP

Sam West

Richard White RPP, FCIP

Karen Williams RPP, MCIP

Lynn Wilson RPP, MCIP

Andrea Winkler RPP, MCIP

Andrea Witoszkin

Mary Wong RPP, MCIP

Kasel Yamashita RPP, MCIP

Raymond E. Young RPP, MCIP

Amber Zirnhelt RPP, MCIP

Jeff Zukiwsky RPP, MCIP

Brian Zurek RPP, MCIP



Photo by [\[Name\]](#) on Unsplash

APPENDIX

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FINANCIAL STATEMENTS

PLANNING INSTITUTE OF BRITISH COLUMBIA

December 31, 2021

Limited Liability Partnership



Tompkins Wozny
Chartered Professional Accountants

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, 2021, 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, 2021, 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.
- 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.

INDEPENDENT AUDITOR'S REPORT

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the British Columbia Societies Act, we report that, in our opinion, the accounting principles used in these financial statements, Canadian accounting standards for not-for-profit organizations, have been applied on a basis consistent with that of the preceding year.

Vancouver, Canada
May 27, 2022

Tompkins Wozny LLP

Chartered Professional Accountants



STATEMENT OF FINANCIAL POSITION

As at December 31

	2021		2020	
	General Fund \$	Internally Restricted Fund \$	Total \$	Total \$
ASSETS				
Current				
Cash and cash equivalents	668,665	272,005	940,670	699,768
Investments [note 3]	—	542,083	542,083	538,293
Accounts receivable [note 4]	24,573	—	24,573	35,952
Prepaid expenses	40,651	—	40,651	38,353
Total current assets	733,889	814,088	1,547,977	1,312,366
Capital assets [note 5]	31,464	—	31,464	48,589
	765,353	814,088	1,579,441	1,360,955
LIABILITIES AND FUND BALANCES				
Current liabilities				
Accounts payable and accrued liabilities [note 6]	259,078	—	259,078	221,047
Deferred revenue	270,162	—	270,162	250,970
Total liabilities	529,240	—	529,240	472,017
Fund balances				
Unrestricted	236,113	—	236,113	78,779
Internally restricted [note 7]	—	814,088	814,088	810,159
Total fund balances	236,113	814,088	1,050,201	888,938
	765,353	814,088	1,579,441	1,360,955

Commitments [note 9]

COVID-19 [note 11]

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 \$
2021		<i>[note 7]</i>	
Balance, beginning of year	78,779	810,159	888,938
Excess of revenue over expenses	161,263	—	161,263
Interfund transfers <i>[note 8]</i>	(3,929)	3,929	—
Balance, end of year	236,113	814,088	1,050,201
2020			
Balance, beginning of year	50,069	801,569	851,638
Excess of revenue over expenses	37,300	—	37,300
Interfund transfers <i>[note 8]</i>	(8,590)	8,590	—
Balance, end of year	78,779	810,159	888,938

See accompanying notes to the financial statements

STATEMENT OF OPERATIONS

Year ended December 31

	2021	2020
	\$	\$
REVENUE		
Membership fees	447,812	416,791
Advertising sales	199,104	103,066
Conference and event sales	180,860	76,948
Other sales	13,512	7,524
Interest and other	4,636	13,962
Other membership revenue	2,310	6,055
Chapters revenue <i>[schedule]</i>	1,000	808
Government assistance - wage subsidies <i>[note 11]</i>	—	6,552
Gain on disposal of capital assets	—	350
	849,234	632,056
EXPENSES		
Salaries and benefits	332,495	324,277
Conference costs	92,235	38,236
Office	65,185	63,874
Board travel, meetings and other	49,289	27,145
Productions costs	39,370	42,274
Professional fees	22,316	28,131
Bank charges and interest	20,209	13,578
Amortization	17,125	17,980
Student activities	14,943	13,835
National activities	7,169	9,175
Special projects	7,138	3,501
Donations and sponsorships	6,500	—
Chapters expenses <i>[schedule]</i>	5,271	418
Volunteer recognition	4,522	3,226
Administration fees	2,477	6,787
Staff development	1,727	1,223
Other chapter expenses	—	1,096
	687,971	594,756
Excess of revenue over expenses	161,263	37,300

See accompanying notes to the financial statements

STATEMENT OF CASH FLOWS

Year ended December 31

	2021	2020
	\$	\$
OPERATING ACTIVITIES		
Excess of revenue over expenses	161,263	37,300
Item not affecting cash		
Amortization	17,125	17,980
Changes in other non-cash working capital items		
Accounts receivable	11,379	(25,388)
Prepaid expenses	(2,298)	20,428
Accounts payable	38,031	191,138
Deferred revenue	19,192	46,645
Cash provided by operating activities	244,692	288,103
INVESTING ACTIVITIES		
Purchase of capital assets	—	(14,820)
Purchase of investments, net	(3,790)	90,382
Cash provided by (used in) investing activities	(3,790)	75,562
Increase in cash during the year	240,902	363,665
Cash, beginning of year	699,768	336,103
Cash, end of year	940,670	699,768

See accompanying notes to the financial statements

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

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, 2021

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, 2021

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

	2021	2020
	\$	\$
Guaranteed Investment Certificates	542,083	538,293

The investments have interest rates of 0.45% to 0.5% [2020 - 0.45% to 2.56%] per annum and have varying maturity dates from January 31 to December 14, 2022. The value of the investments includes the interest accrued to December 31, 2021.

4. ACCOUNTS RECEIVABLE

	2021	2020
	\$	\$
Operations	18,040	10,321
Canadian Institute of Planners	6,533	25,631
Allowance for doubtful accounts	—	—
	24,573	35,952

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

5. CAPITAL ASSETS

	Cost \$	Accumulated Amortization \$	Net Book Value \$
2021			
Furniture and equipment	19,805	15,000	4,805
Website	64,900	43,181	21,719
Computers	27,285	22,345	4,940
	111,990	80,526	31,464
2020			
Furniture and equipment	19,805	13,924	5,881
Website	64,900	34,493	30,407
Computers	27,285	14,984	12,301
	111,990	63,401	48,589

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2021 \$	2020 \$
Operations	47,617	38,610
Canadian Institute of Planners	174,107	151,436
Wages and vacation payable	26,071	20,416
Payroll tax withholdings	5,649	5,412
GST payable	5,634	5,173
	259,078	221,047

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>	57,826	3,929	61,755
	810,159	3,929	814,088

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

8. INTERFUND TRANSFERS

Interfund transfers are comprised of the following:

\$8,200 [2020 - \$8,200] 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.

During the year, \$4,271 was transferred from the Internally Restricted Chapters Fund to the General Fund to reflect the deficiency from Chapters Fund activities for the year. In 2020, \$390 was transferred from the General Fund to the Internally Restricted Chapters Fund to reflect the surplus from Chapters Fund activities for the year.

9. COMMITMENTS

The Society has long term leases with respect to its premises. The operating lease for the Society's share of its premises is \$2,007 per month, and increases \$65 bi-annually each May to \$2,266 under a lease expiring April 30, 2028. Future minimum lease payments for the next five years are as follows:

	\$
2022	25,377
2023	25,636
2024	26,154
2025	26,413
2026	26,931

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, 2021.

Credit Risk

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

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

10. FINANCIAL INSTRUMENTS (CONT'D)

Liquidity Risk

Liquidity risk is the risk of being unable to meet cash requirements or fund obligations as they become due. The Society maintains adequate levels of working capital by preparing budgets to ensure all its obligations can be met when they fall due.

Interest Rate Risk

The Society has interest rate risk on its guaranteed investment certificates. Changes in the bank's prime lending rate or other rates can cause fluctuations in interest payments and cash flows. The Society does not use derivative financial instruments to alter the effects of this risk.

11. COVID-19

The Society remained operational during the COVID-19 pandemic (with modified operations, work from home arrangements, etc.). Board meetings continued (remotely) as scheduled throughout the COVID-19 pandemic.

In 2020, the Society applied for the 10% temporary wage subsidy during the March to May 2020 period. Staffing compliment remained unchanged – no layoffs, no new staff hired, nor changes in normal hours of work during 2021.

SCHEDULE OF CHAPTER ACTIVITY

Year ended December 31

	Balance, Beginning of Year \$	Revenue \$	Expenses \$	Seed Funding \$	Balance, End of Year \$
2021					
Kootenay	13,796	—	72	1,000	14,724
Fraser Valley	10,252	—	72	—	10,180
South Coast	8,132	1,000	1,830	1,200	8,502
Interior/Okanagan	7,302	—	326	1,000	7,976
Vancouver Island South	5,602	—	72	1,000	6,530
Yukon	4,445	—	539	1,000	4,906
Central North	4,679	—	72	1,000	5,607
Sunshine Coast	2,218	—	216	1,000	3,002
Vancouver Island North	1,400	—	2,072	1,000	328
	57,826	1,000	5,271	8,200	61,755
2020					
Kootenay	12,861	—	65	1,000	13,796
Fraser Valley	9,482	—	230	1,000	10,252
South Coast	6,645	200	(87)	1,200	8,132
Interior/Okanagan	6,745	—	443	1,000	7,302
Vancouver Island South	4,506	—	(96)	1,000	5,602
Yukon	4,510	—	65	—	4,445
Central North	3,632	—	(47)	1,000	4,679
Sunshine Coast	1,283	—	65	1,000	2,218
Vancouver Island North	(428)	608	(220)	1,000	1,400
	49,236	808	418	8,200	57,826



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