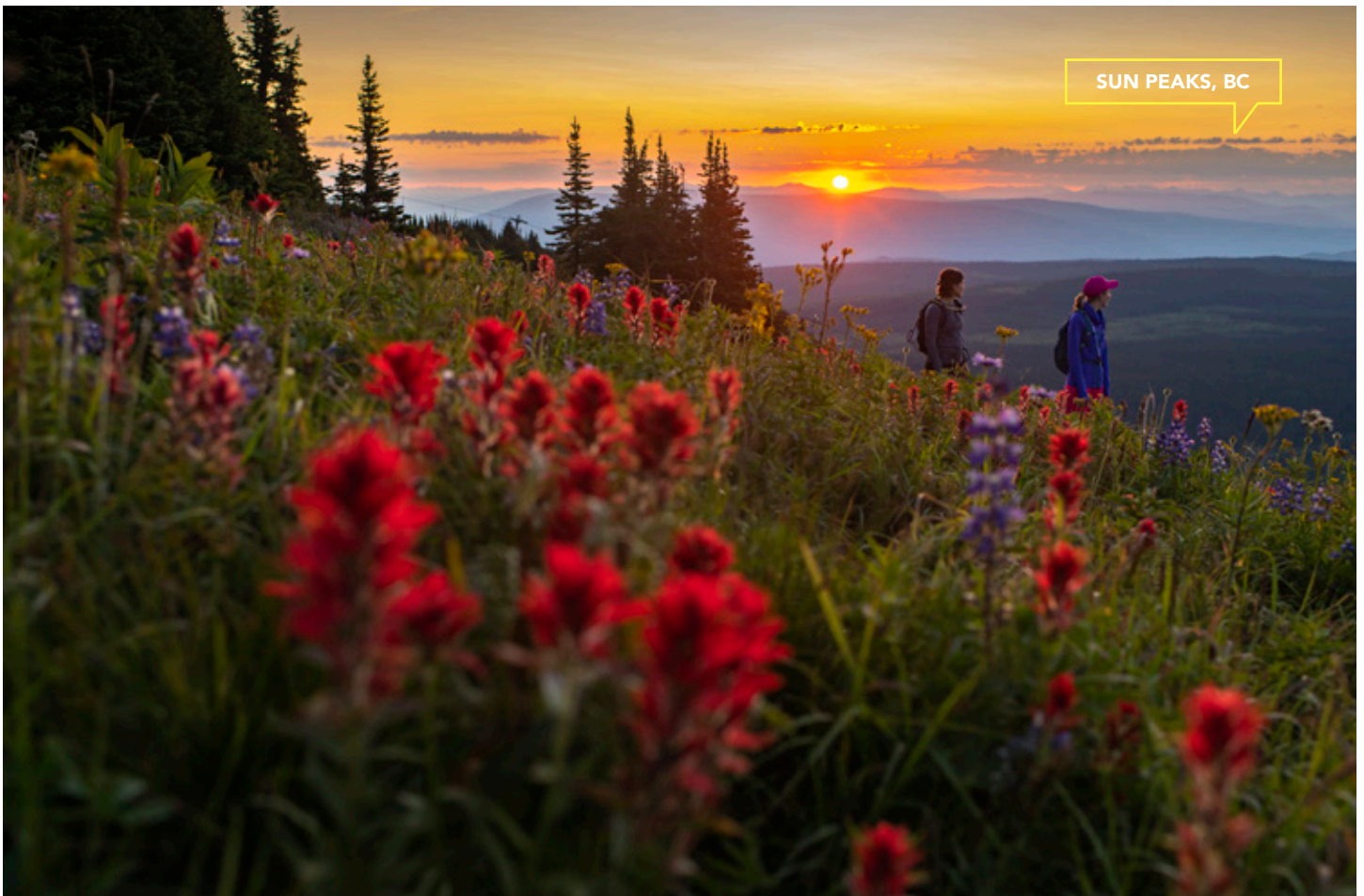


2022 ANNUAL REPORT

Planning Institute of British Columbia

Presented to 2023 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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MINUTES

2022 ANNUAL GENERAL MEETING PLANNING INSTITUTE OF BRITISH COLUMBIA

3:00 pm Tuesday July 5th, 2022

Empress B Ballroom

Fairmont Chateau Whistler Hotel

4599 Chateau Blvd., Whistler, BC

ATTENDANCE:

There were twenty-eight (28) corporate members in good standing present and three (3) non-corporate members present. There was also one (1) non-member guest present, as well as two (2) members of the Institute's staff.

1. CALL TO ORDER

The President called the meeting to order at 3:06 pm; it was noted that a quorum was present. The traditional territories of First Nations and Indigenous people were acknowledged, including the traditional territories of the Squamish and Lil'wat nations.

It was noted that copies of the meeting Agenda, and the Annual Report, including the Minutes of the previous Annual General Meeting and the 2021 Audited Financial Statements, had all been distributed and were also available on the Institute's website.

2. INTRODUCTION OF BOARD MEMBERS AND INVITED GUESTS

The President welcomed everyone in attendance, and introduced members of the Board of Directors and guests present.

3. MINUTES OF PREVIOUS GENERAL MEETINGS

3.1 ANNUAL GENERAL MEETING OF JUNE 18, 2021

MOTION: It was moved and seconded:

That the minutes of the June 18th, 2021, Annual General Meeting be adopted.

Carried

4. REPORT OF THE BOARD & COMMITTEES – ANNUAL REPORT

The President noted and briefly reviewed the 2021 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

5. 2021 AUDITED FINANCIAL STATEMENTS

The Secretary-Treasurer presented the 2021 Audited Financial Statements as distributed.

MOTION: It was moved and seconded:

That the 2021 Financial Statements be accepted.

Carried

6. APPOINTMENT OF AUDITORS – 2022 FISCAL YEAR

MOTION: It was moved and seconded:

That the Institute appoint Tompkins Wozny LLP, Chartered Professional Accountants, as the Institute's auditors for the 2022 fiscal year.

Carried

7. ADJOURNMENT

The President thanked all members for attending, and acknowledged and thanked the many members who volunteer with the Institute for their contributions. Thanks were also extended to the Executive Director and staff for their service and work for the Institute.

The President also noted that next year's annual conference would be taking place in Sun Peaks, BC, and encouraged members to plan to attend.

The meeting adjourned at 3:29 pm.



2022 JOINT NATIONAL CONFERENCE, WHISTLER, BC

PRESIDENT'S REPORT

David Block RPP, MCIP



This President's report for the 2022 Annual Report is the last I write as my term as your President concludes. I believe it is fairly safe to say that 2022 was the year the pandemic calmed, and we were able to transition back to somewhat more normal work and life routines. The year began with Board and other Institute meetings held primarily on-line and then saw a gradual return to in-person meetings, events, and gatherings as the year progressed, as we all adjusted to the emerging post pandemic reality.

The Board met regularly throughout 2022 guided by our revised strategic plan (finalized and adopted in early 2022 following two planning sessions held in late summer and late fall 2021). As we transitioned back to more in-person meetings in 2022 we were very pleased to be able to add a meeting in Nanaimo at Vancouver Island University to our schedule which took place in conjunction with a VIU student social event. The VIU meeting and event was in addition to our regular meetings and student social events in Vancouver with UBC and SFU, and in Prince George with UNBC, and is now part of our regular schedule going forward.

Another milestone in the return to regular events occurred in July 2022 as we, along with our colleagues at CIP, welcomed planners from across Canada and beyond to Whistler for the joint national conference. The conference had a special vibe and was a great opportunity to re-engage and reconnect face-to-face, while also gaining new professional knowledge and skills from fellow planners and others. Riding up the gondola to the Roundhouse lodge atop Whistler Mountain for the closing reception was a particularly unique and memorable part of the conference. Many thanks are extended to the volunteers, presenters, sponsors, attendees, and others who made the Whistler conference such a success.

We were also pleased to again host and gather for our annual World Town Planning Day gala celebration in November 2022, where we recognized 71 of our newest Registered Professional Planners and 10 long-serving professional members from the past year. It was also an opportunity to acknowledge and welcome our newest Honourary Member, accomplished Victoria-based architect Franc D'Ambosio.

Many thanks are extended to Board members and other volunteer members who engaged on behalf of our profession through the many PIBC committees and other roles over the past year. As we worked to start implementation of the new strategic plan, emerge from the impacts of the pandemic, and maintain key Institute services and activities, the time, effort and contributions of our Board and other volunteer members was key. I remain impressed by the commitment and energy reflected in these many volunteer contributions throughout the year. This includes the many volunteers who lead and participated through our various local Chapters and who I was pleased to join in Vancouver in late 2022 for their annual roundtable meeting. Like many other events and meetings, it was the first in-person one held since the onset of the pandemic.

I also want to highlight the efforts of the Board to re-engage and build upon our government outreach and engagement activities, in line with our strategic plan goals. After limitations posed in recent years, we were successful in arranging and planning various in-person meetings with key government officials – in particular with the new BC Ministry of Housing and the BC Ministry of Municipal Affairs. These meetings were convened, along with a full regular Board meeting, in Victoria in early 2023 and will grow and continue as a regular activity. They represent advancement



Many thanks are extended to Board members and other volunteers who engaged on behalf of our profession... over the past year."

of our key strategic objectives to engage with government more actively and to raise the profile of planning and the planning profession.

At the national level PIBC continued to be active and engaged in a number of areas. Of particular note, our joint national Professional Standards Committee (or Standards Committee) devoted much time and effort to advancing work on a new and updated competencies profile for the planning profession in Canada. With significant work undertaken in 2022, and substantial feedback and input being provided, this work continues into 2023 as we collectively consider how best to move forward. Special thanks to President-Elect Emilie Adin who continued to serve as PIBC's Standards Committee representative throughout 2022 and was an active contributor to the work of the Committee. Thanks are also extended to the PIBC members who also volunteered at the national level to serve our profession through CIP, the Professional Standards Board (PSB), and elsewhere.

The Board is tasked with setting in place a vision to build on the past, but the excellent work undertaken for the Institute each year truly moves forward through the work of volunteers and staff in so many different operational areas. I wish to acknowledge and recognize the many activities, initiatives, programs, and services that the Institute continued to implement and deliver in 2022 under the guidance and vision established through the Board. From our CPL webinars and local chapter events to our communications activities and awards and recognition programs, from our policy and key issue advocacy work to our core membership and professional certification activities, these all continued – with the essential work of our volunteer members and dedicated staff team – to contribute to our success in 2022.

In closing, I wish to thank our Executive Director Dave Crossley and the rest of our staff team. Dave reached a significant milestone in 2022 – reaching 20 years of exemplary service with PIBC. Dave provides excellent leadership to a strong team that support and facilitate the work of the Board and the delivery of benefits and services to all of our members. Many thanks to Dave and the whole staff team.

Finally, I would also like to acknowledge and thank all of the volunteer Board members whom I have had the pleasure to work with as President this term – some of whom are standing to continue on the Board while others are moving on. A sincere thanks to: President-Elect Emilie Adin, Past President Lesley Cabott, Secretary Treasurer Kenna Jonkman, Board members Dear Bhokanandh, Lui Carvello, Pat Maloney, Sara Muir, Angel Ransom, Alex Taylor, Andy Yan, and Candidate Member Arta Navab-Tehrani, as well our many Student member representatives from this term. You have all made my role as President for the 2021-2023 term a very rewarding one. Thank you.

DAVID BLOCK RPP, MCIP
President
Planning Institute of British Columbia

EXECUTIVE DIRECTOR'S REPORT

Dave Crossley

Throughout 2022 we were pleased to see continued advancement beyond the substantial impacts of the COVID-19 pandemic, as activities largely returned to a more typical 'new normal'. We were again pleased to be able to continue adapting and maintaining the successful delivery of key member services, benefits, programs, and activities throughout the past year.

Key operational activities and accomplishments from 2022 worthy of acknowledgement included: collaborating with CIP in the planning and delivery of the successful joint national planning conference in Whistler – Elevation 2.0 (which had originally been scheduled to take place in 2020); delivery of the 2022 PIBC Awards for Excellence in Planning & Individual Achievement in conjunction with the conference; planning and implementation of another successful World Town Planning Day gala celebrating newly certified and long serving 25 year RPPs; ongoing delivery of PIBC's popular Continuous Professional Learning (CPL) webinar program; working with the Board and assisting with the final adoption and redesign of the new Strategic Plan; and initial implementation (in partnership with CIP and other local planning institutes across Canada) of a new shared online membership database or association management system (AMS). In 2022 we also finalized updated policies and procedures to continue with our flexible internal staffing arrangements and operations – particularly supporting an optional hybrid work environment for staff with both remote work as well as work at the office.

Other ongoing operational activities that continued through 2022 included: delivery of the Institute's regular communications activities and services (including *Planning West* magazine, the regular PIBC e-News, social media, the PIBC website, etc.); regular and ongoing support for local PIBC Chapters (including streamlined and simplified administrative and organizational support for Chapter events and activities, as well as once again convening an annual in-person roundtable of Chapter volunteers); ongoing support for PIBC's various volunteer committees, sub-committees, and working groups; continued liaison, outreach, collaboration and coordination with CIP, other national professional bodies, and other external organizations with which PIBC is involved (including contributions to the work of the national Standards Committee on a new competencies framework).

We were pleased to support several key strategic initiatives and activities moving forward in 2022. This included implementing and supporting the first PIBC Student Internship offered under the Institute's new Student Internship program. Our first student intern started in the summer of 2022 and came on board to assist the Institute's Professional Standards & Certification Committee in undertaking work helping to develop content for a new professional development webinar on ethics. This work continued through the end of 2022.

Strategic support work also included continued support for the ongoing work of the Institute's Planning Practice & Reconciliation Committee, which is starting to undertake work looking at recognizing and incorporating Indigenous learning, knowledge and experience within the membership certification processes and approaches of the planning profession. Additionally, we continued to assist and support work in the areas of policy and public affairs – in particular government outreach, support for the Institute's Climate Action Sub-Committee, and further research into the new BC *Professional Governance Act* and its potential impacts on/opportunities for PIBC. Also, under the guidance of the Board and our new Strategic Plan, initial terms of reference for a new task force on justice, equity, diversity, and inclusion were developed and adopted, as we look to stand up and move forward with that strategic objective. Staff also continued with normal, ongoing support work for the Institute's other standing and operational committees in their respective areas of responsibility.

We were pleased to see the success of the joint national planning conference held in Whistler in July 2022, as well as the continued strength and success of other key Institute services and member programs during the year, such as: our successful CPL webinar program (which continued to be supported by expanded attendance and capacity this past year); our very popular and busy job opportunity advertising service (which continued to grow in 2022 – exceeding expectations while continuing to provide a valuable career development tool for members and a positive source of revenue for the Institute); and our now established and evolving online member consultants directory portion of the PIBC website. We continue to be encouraged by the financial strength, stability and resilience of the Institute's operations.

Regular, ongoing membership activities, including membership admissions, certification, and other membership administration tasks continued as usual in 2022, 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 admissions and other matters; ongoing monitoring and administration of the Institute's annual CPL reporting requirements; and continued work implementing the new shared online association management system (AMS). We continued with our ongoing collaboration and coordination

with CIP and other provincial and regional institutes across Canada regarding relevant membership and other issues at the national level as well.

Work in support of the Institute’s Professional Conduct Review Committee continued through 2022. Case work was notably busier over the past year, with five new formal complaints received in 2022. However, no ongoing cases carried over from 2021. Three of the five new complaints were concluded and successfully resolved prior to the end of the year, while the other two are looking like they will be wrapped up in the first half of 2023. Other work undertaken in this area included initiating a call for new volunteer members to join the Committee (a process that carried over into 2023), as well as continued internal policy and procedures work in support of the complaints and disciplinary process.

Looking forward into 2023 and beyond, anticipated work and priorities include: planning and delivery of the 2022 annual conference in Sun Peaks – as well as looking ahead to future conferences, including the next joint, interprofessional BC Land Summit conference in 2024 and further future conferences beyond 2024; implementation and management of the 2021 Board elections process; further implementation of and enhancements to the new online association management system (AMS); continued work with the Board and committees on the implementation and delivery of various strategic goals and objectives; and continued successful ongoing management and delivery of key member services and benefits.

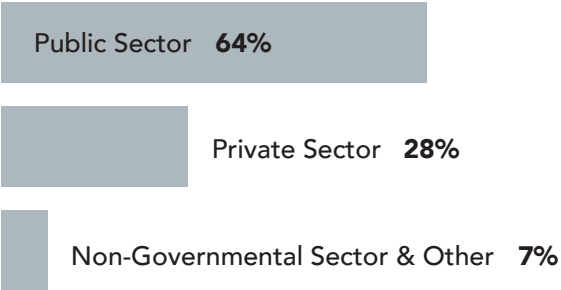
I’d like to once again extend my sincere and heartfelt thanks and appreciation to the entire PIBC staff team for their hard work, passion, ongoing resilience and dedication over the past year: Manager of Operations Nina Schmidt, Member Services Coordinator Kelly Chan, Professional Learning & Events Coordinator 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 our various committees and other roles on behalf of the Institute. Thank you!



DAVE CROSSLEY
Executive Director
Planning Institute of British Columbia

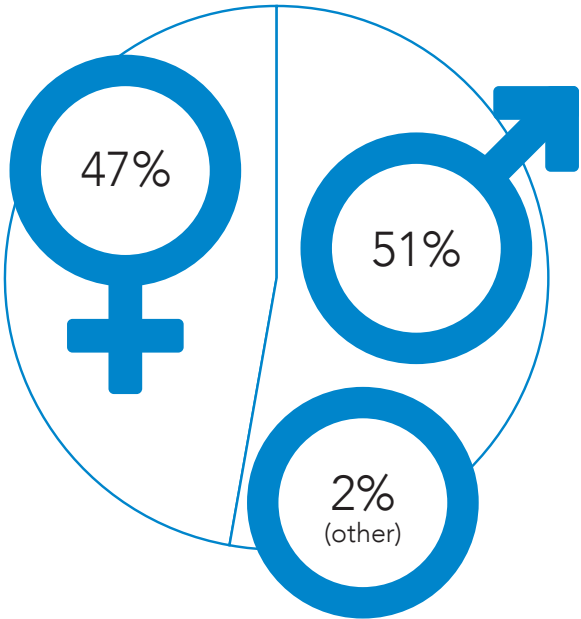
Membership Profile Snapshot

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 2022 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 2022. The results were reviewed and approved by PIBC's Board of Directors in April 2023. 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, 2022)

Through most of 2022 our operations had largely moved beyond the impacts of the COVID-19 pandemic which had greater impact on the Institute's operations and finances in previous years. Overall, the Institute reported a very financially stable, net-positive year in 2022. Total financial operations generated a net surplus of \$194,897. General operations included total revenues of \$886,156 and total costs and expenses of \$691,259. As of December 31, 2022, the Institute's total gross assets were \$1,852,608 with net fund balances of \$1,245,098.

With respect to revenues, there was an overall increase compared to last year. Membership revenues continued to be strong and stable at \$467,886 in 2022 (compared to \$447,812 in 2021), while adjustments to membership fees in 2022 were kept to about 1%. Conference and event revenues were slightly less at \$142,043, reflecting the fact that our annual conference was held jointly with CIP (who handled most of the financial operations for the conference), while we continued to see strong uptake of our CPL webinars during the year. Advertising revenues continued to grow in 2022 at \$238,029 (compared to \$180,860 in 2021). There was continued strong employment advertising by organizations over the past year, as was seen in the previous year as well. Local chapter events and activities generated more revenue in 2022 as chapters continued to restart their events activities. Stable membership and ongoing strong non-fee revenues continued to contribute to the Institute's overall healthy financial position while supporting and maintaining key member services and operations.

On the expenditures side, staff salary and benefits expenditures were up slightly and largely stable in 2022, reflecting continued operation with our full staff team throughout the year. Costs related to hosting conferences and events, at \$52,007, were down compared to last year primarily due to the fact that our annual conference was held jointly with CIP (who handled most of the financial operations for the conference). Additionally, expenses related to chapters were up due to the return of more

chapter events and activities in 2022 following a slow down during the pandemic.

Board and governance related expenses (including all committees), at \$62,412, were up compared to 2021, with the return of many in-person meetings and the associated travel and expenses. Administration fees and related expenses were up slightly, 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 with some modest increases compared to last year. Special project and other similar expenses were down somewhat compared to 2021 as contributions required for certain national activities or projects and one-time external donations were less than in the previous year. Other ongoing initiatives and projects continued with limited expenses incurred during the year.

As previously reported the Institute's surplus funds continue to be maintained in designated funds set aside for particular purposes through internally restricted funds (e.g. operating, legal, capital, strategic initiatives, and chapters). This approach continues to help manage and guide the Institute's financial resources and activities, while mitigating risk and also keeping the Institute in line with best management practices for not-for-profit organizations. With the current strength and health of the Institute's finances, it is anticipated that a review and update to some of the designated internal funds will be undertaken in the coming year. Additional details about the various internally allocated funds, including current amounts allocated to each, can be found within the 2022 Audited Financial Statements.

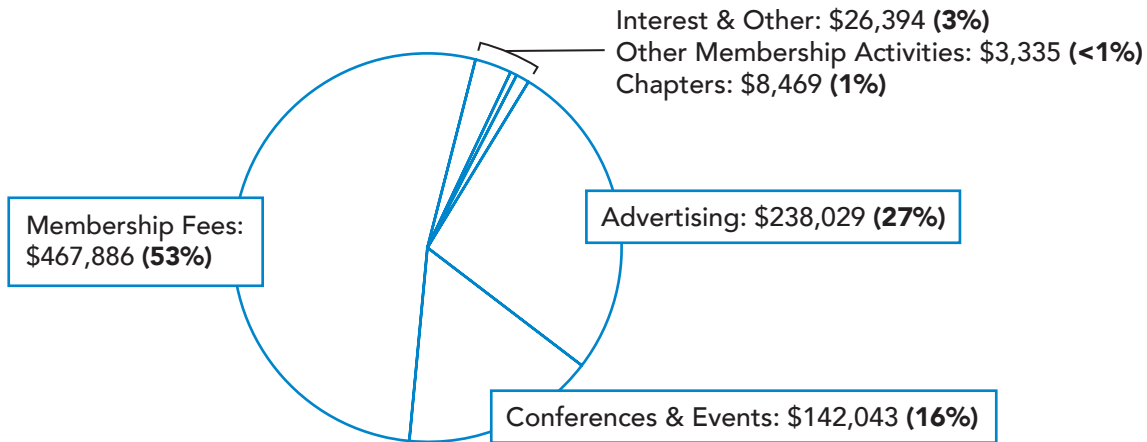
The Board continues to be pleased to see the Institute's ongoing financial stability and health, following a period of disruption and uncertainty over the past few years. The Institute's stable, healthy financial position supports the organization's long-term resilience, and the maintenance of core operations, while keeping PIBC well positioned to make ongoing key strategic investments in the organization and the profession. It also enables the Board to continue to mitigate or hold off on potential annual membership fee increases, or increases to other fees and charges, while maintaining operations and valuable member services and 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.

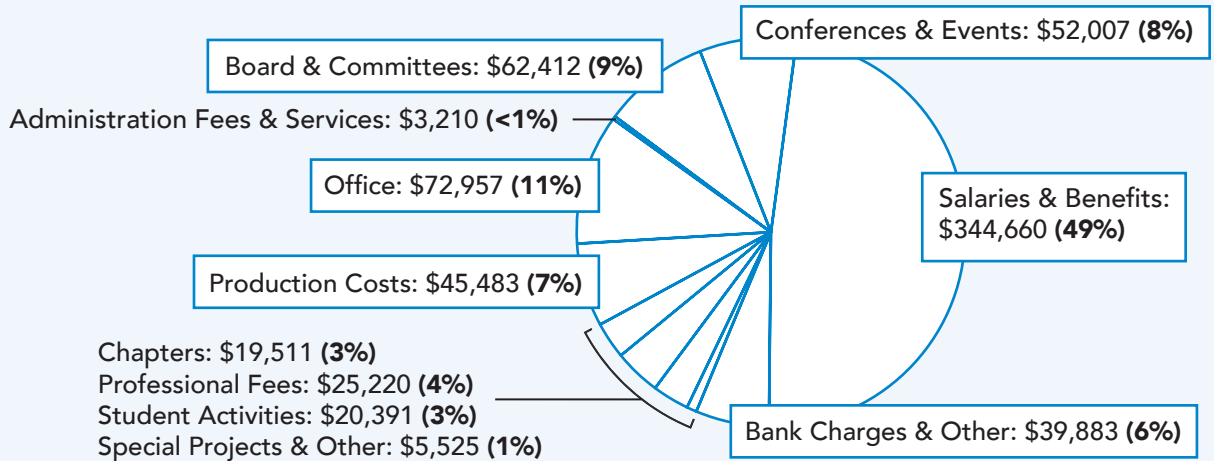
Financial Operations

Total operations (revenues & expenditures)
in 2022, by area (in \$ and % of total):

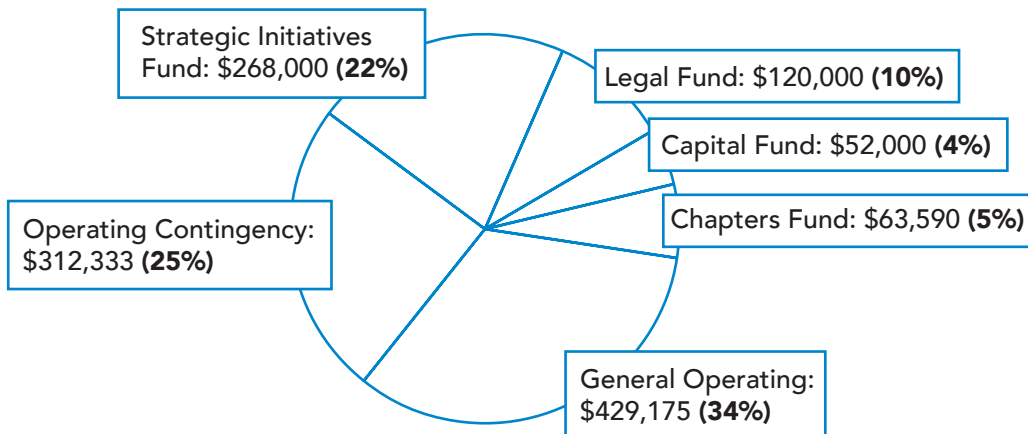
REVENUES (TOTAL: \$886,156)



EXPENSES (TOTAL: \$691,259)



INTERNAL FUNDS & RESERVES (TOTAL: \$1,245,098)



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. This includes membership certification standards and processes, as well as monitoring continuous professional learning (CPL) reporting. It also includes receiving and acting upon recommendations for membership admissions based on assessments undertaken on behalf of PIBC by the national Professional Standards Board (PSB), overseeing membership applications for non-corporate membership categories (not handled by the PSB), and reviewing and making recommendations regarding applications for changes in membership status (such as temporary leave from active membership). Patricia Maloney RPP, FCIP continued as Chair of the Professional Standards & Certification Committee in 2022.

MEMBERSHIP APPLICATIONS & ADMISSIONS:

Membership activities continued to be quite busy in 2022, notwithstanding some residual impacts from the COVID-19 pandemic. In 2022 PIBC handled approximately 397 membership applications, admissions, transfers, membership status changes, and other membership actions, including 177 admissions into Corporate membership categories and 135 Non-Corporate membership admissions.

PIBC MEMBERSHIP:

At December 31, 2022 the total (estimated) Institute membership was as follows:

Corporate Membership:

Fellows (Practicing)	19
Certified members (RPPs)*	1,149
Candidate members *	289

Total Corporate: 1,457

Non-Corporate Membership:

Retired members **	58
Pre-Candidate members	94
Student members	243
Honourary members	11

Total Non-Corporate: * 406**

TOTAL MEMBERS: 1,863

Notes:

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

Overall membership in the Institute remained stable, with a slight decrease in total members. PIBC admitted a total of 177 new Corporate Members (including 74 new RPPs), and a total of 135 new Non-Corporate members in 2022.

A number of PIBC Candidate members successfully completed the certification process to become Registered Professional Planners (RPPs) in 2022, while new Candidate members continued to join at the same time. Additionally, a small number of other Candidate members ceased to be members during 2022 due to the expiry of their prescribed time limits to remain a Candidate and complete certification. There were a total of 103 new Candidate members admitted, reinstated, or transferred in 2022.

Also, in terms of Non-Corporate membership, the net total number of Retired members remained the same and the net number of Pre-Candidates decreased slightly. The number of

Student members decreased slightly in 2022 (with a number ceasing to be members due to the expiry of prescribed time limits to remain a Student member, as happens each year). PIBC continued its policies of waiving annual membership fees for Student members.

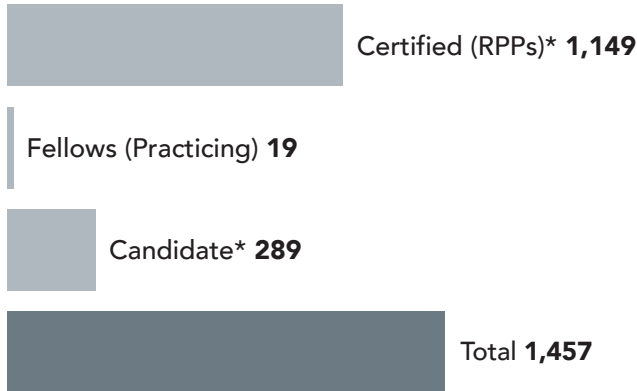
MEMBERSHIP CERTIFICATION:

The national Professional Standards Board for the Planning Profession in Canada (PSB) continued its work undertaking the administrative and assessment functions for membership certification – both in terms of assessing new Candidate membership applicants and administering the various steps and processes towards full certification of members as Registered Professional Planners (RPPs). Throughout 2022 we continued to see a healthy, steady number of new Candidate membership applicants coming through the PSB assessment process, as well as new RPPs completing their requirements and becoming certified as new RPPs. The

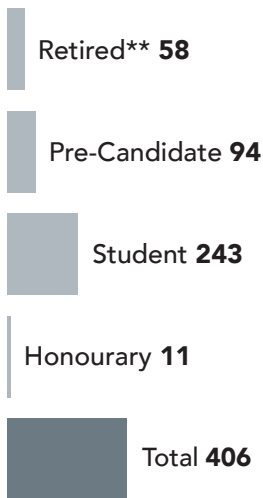
Membership Numbers By Member Type & Category

At December 31, 2022 the total (estimated) Institute membership was as follows:

CORPORATE MEMBERSHIP



NON-CORPORATE MEMBERSHIP



**TOTAL
MEMBERS
1,863**

Notes:

* Includes members On Leave

** Includes Fellows who are retired

*** Non-member Public Subscribers not included

national professional examination continued to be delivered by the PSB twice each year (every March and September), and, as previously reported, continues to be now conducted entirely online through a remote, invigilated process.

PROFESSIONAL STANDARDS & NATIONAL COORDINATION:

The national Professional Standards Committee (Standards Committee, or SC), which oversees shared national standards for professional certification and university planning program accreditation on behalf of the planning profession across Canada, continued its work in 2022. Key activities in 2022 focused on substantial work further developing and advancing proposed new, updated and more clear, rigorous professional competencies and related indicators for the planning profession in Canada. This work moved ahead with the support and assistance of external expertise and with input from SC parties and stakeholders. The SC continued its coordination on professional standards matters with the national Professional Standards Board (PSB), with continued funding support from the PSB helping to resource the work of the SC. Emilie Adin RPP, MCIP served as PIBC's SC representative throughout 2022, having taken over the role at the beginning of the year.

As previously reported, 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. As noted, the PSB delivered both sittings of the national professional examination in the Spring and Fall of 2022, seeing a total of 56 PIBC Candidates participating over both offerings of the exam.

The PSB continued its ongoing work refining and improving the professional examination (including ongoing evaluation and updates to the exam 'question bank') and the further development of information and preparatory resources for Candidates moving through the certification process. Lindsay Chase RPP, MCIP continued as PIBC's representative on the PSB Board of Directors in 2022, along with other PIBC member volunteers serving on different PSB Committees and those other volunteer members supporting Candidates in the certification process as mentors and sponsors.

CPL REPORTING REQUIREMENTS FOR MEMBERS:

Overseeing the administration and policies of the Institute's mandatory Continuous Professional Learning (CPL) and reporting requirements, as stipulated by the Institute's

bylaws, is another key responsibility of the Professional Standards & Certification Committee. Key work in this area in 2022 again included application of a consistent and structured process for monitoring CPL compliance, including random periodic reviews of individual members' annual CPL reporting (along with associated follow-up) to help ensure successful compliance. The process to complete implementation of mandatory CPL reporting requirements for practicing Candidate members was largely completed in 2021 and is now fully in place as of 2022.

We continue to be pleased to see a strong, successful level of compliance with CPL activity and reporting requirements by members in 2022 and appreciate that there were no significant compliance issues stemming from the random reviews that were undertaken in the past year. Like in previous years, the most common CPL reporting issues arising were minor, and usually reflected: a simple need to provide additional or clarifying information in reporting some activities; the inadvertent mis-categorization of some CPL activities during the reporting process; or the need to ensure that applicable Learning Units were clearly and properly tracked and reported. Based on the experience and knowledge gained from these regular reviews the Committee again used the outcomes for an updated 'lessons learned' article in *Planning West* magazine, helping members know and understand the most common challenges and errors that occur with CPL reporting.

The Committee continued moving forward with work examining the enhancement of the CPL reporting system to incorporate specific requirements for required ongoing learning in key, essential topics over time, with an initial focus ethics and professionalism. In anticipation of an eventual requirement for professional members to undertake and report a reasonable, minimum amount of ongoing professional learning in ethics and professionalism every few years the Committee engaged a student intern, Neha Nair, in 2022 to assist with researching and helping to develop a new professional learning webinar in ethics. This work continues into 2023 and includes seeking input and further content for

the new webinar from the Institute's Professional Conduct Review Committee. The Committee also undertook work to explore how to consider and recognize applicable CPL credit for some certification activities undertaken by Candidate members going through the certification process.

GENERAL MEMBERSHIP ISSUES:

The Committee continued its work in 2022 to monitor and enforce required time limits for various members to complete membership requirements and/or move forward to the next applicable membership category, as stipulated in the Institute's bylaws. The Committee also continues to review and consider the normal, occasional requests from individual members facing unique and extenuating circumstances related to membership time limits, requests for leave from active membership, CPL reporting, and other related issues on a case-by-case basis, as appropriate from time to time.

COMMITTEE THANKS:

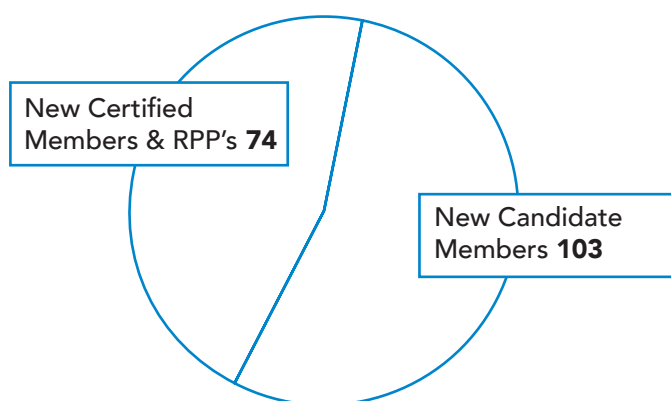
The Institute's membership certification and professional standards activities could not be completed each year without the valuable time and effort contributed by so many volunteer PIBC members engaging through the many membership-related roles and tasks each year. Our thanks are extended to all the volunteer members who served on the Professional Standards & Certification Committee in 2022.

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

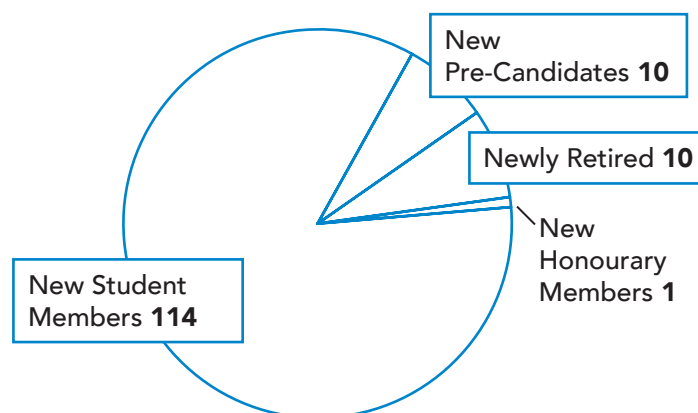
2022 Membership Activities

Processed 397 membership admissions and other membership actions, including the following 312 membership admissions...

NEW CORPORATE MEMBERS (TOTAL: 177)



NEW NON-CORPORATE MEMBERS (TOTAL: 135)



As well as processing 85 membership status and other changes.



PROFESSIONAL CONDUCT REVIEW

Overseeing and upholding standards of ethics and professionalism is a core function of PIBC as a professional organization. As outlined in PIBC's 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 2022 Alex Taylor RPP, MCIP continued as Chair of the Committee, and Gwendolyn Sewell RPP, MCIP also served as Deputy Chair. The Committee also included a number 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 balancing and 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 2022 handling complaints, while continuing with efforts to ensure the efficiency and thoroughness of completing investigations. As the past impacts of the COVID-19 pandemic faded in 2022, the principal work and key activities 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.

Part 14 of the Institute's bylaws contains the Code of Ethics and Professional Conduct. The Code is the key policy element that underpins 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, including the Code, visit: <https://www.pibc.bc.ca/official-documents>

ADDRESSING COMPLAINTS:

As outlined in PIBC's bylaws, in response to any formal complaint of alleged professional misconduct by a member, 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 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 2022 there were five new formal complaints received and case files initiated within the Institute's professional conduct review and disciplinary process – a notable increase from just one new case in the previous year. No work from previous complaints and case files initiated in 2021 carried over into 2022. Three of the four new cases were successfully addressed and concluded before the end of the year, while the remaining two continue to be addressed and are expected to conclude in the first half of 2023. Of the five new complaints initiated during 2022, two were initiated by members of the public and three were initiated by members of the Institute. The somewhat unusually higher caseload in 2022 required significant volunteer and staff time to manage over the course of the year and indicated a potential need for additional resources to support the Committee's work.

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 continued to be rare, and there were no substantial incidences addressed in 2022.

SUPPORT & POLICY WORK:

There were no substantial policy and process changes (such as further revisions to the bylaws) made in 2022, however the Committee continues to build and share knowledge amongst committee members and, with support from staff and legal counsel, further develop internal guidelines, tools, and best practices to aid and support our disciplinary processes, as well as looking at continuing to build internal training and information sharing amongst volunteer members. This includes ongoing work to improve and expand documentation and reporting on completed disciplinary cases to advance member knowledge and understanding of the process.

As previously reported, the Committee has been undertaking work to improve and expand documentation and reporting on all 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 substantially increased case work in 2022 the full implementation of the enhanced reporting on completed cases is taking longer than expected, but it is hoped that this will continue to move forward in 2023.

EDUCATION FOR MEMBERS:

In addition to responding to individual formal complaints of alleged misconduct, one of the Committee's other functions is to assist with the ongoing education and training of PIBC members on matters of ethics and professionalism. This typically includes organizing and delivering an ethics session at each PIBC annual conference by volunteer members of the Committee. As the 2022 conference was a joint national conference, a nationally curated and delivered ethics session was included as part of the conference program in Whistler. Another offering of a PIBC delivered ethics and professionalism session is planned for the 2023 annual

conference in Sun Peaks. And, as previously reported, past iterations of PIBC's online ethics and professionalism webinars and presentations continue to be accessible to members at any time on the Institute's YouTube channel as an ongoing, easily accessible resource.

As reported elsewhere, the PCRC is also contributing feedback, input, and suggested content to the Institute's Professional Standards & Certification Committee on the development and implementation of a new, updated ethics and professionalism webinar as part of that committee's work on moving towards required regular professional learning (and CPL reporting) by members in the areas of ethics and professionalism.

The Committee also continued to assist individual members with specific inquiries on issues related to ethics and professionalism as needed. This was accomplished through designated Committee members connecting with such members to provide occasional confidential general ethical guidance regarding their ethical questions or dilemmas raised. The Committee responded to several such member inquiries during 2022.



Photo by Bill Oxford on Unsplash

COMMITTEE VOLUNTEERS & THANKS:

The valuable work of the Professional Conduct Review Committee is carried out primarily by 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 2022. 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!

Looking ahead, as workloads increase and some long serving Committee members move on from the Committee, the chair has been coordinating a recruitment process for new volunteer members to join the PCRC in early 2023. We thank those who have served (and continue to serve) and look forward to the participation of those new volunteer members who will be joining the Committee. Thank you again.

PIBC Professional Conduct Review 2022 Case Summary

Although the Institute fields various general professional practice inquiries each year, typically only a few result in formal complaints. In 2022 five new formal complaints were received, while no previous cases from 2021 carried over into 2022. No other investigations were initiated in response to any information about potential member misconduct in the public domain. As of December 31, 2022, work on three formal cases had been concluded and two 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 2022:

- A new case in 2022 resulting from a formal complaint by a member of the public regarding a local planning process was resolved with the successful completion of the initial investigation by the case officers. No further action was undertaken with respect to the complaint.
- A new case in 2022 resulting from a formal complaint by a PIBC member regarding the conduct of another member in the context of a business relationship was resolved with the successful completion of the initial investigation by the case officers. No further action was undertaken with respect to the complaint.
- Another new case in 2022 resulting from a formal complaint by a PIBC member regarding the conduct of another member in a public context remained under initial investigation as of the end of the year.
- Another new case in 2022 resulting from a formal complaint by a PIBC member regarding the conduct of another member in a professional context remained under initial investigation as of the end of the year.
- A new case in 2022 resulting from another formal complaint by a member of the public regarding a local planning process 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;
- Professional responsibilities to the profession and other professionals;
- 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 the Committee's responsibilities include consideration of potential significant bylaw amendments and related governance policy work that arises from time to time.

In accordance with the current standing policy of the Board – that the current President normally serve as chair of the Committee – the Governance and Nominating Committee was chaired by David Block RPP, MCIP throughout 2022.

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 next election will take place in conjunction with the 2023 Annual General Meeting (AGM).

For each election, the Committee is required to nominate a minimum number of members for the various positions on the Board of Directors. 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 chair and Committee began work in late 2022 in anticipation of and preparation for the 2023 regular Board elections. Due to volunteer turnover on the Committee from the previous term, initial efforts focused on seeking out and securing additional new volunteer members to join the Committee itself. This work took place through a membership-wide call for expressions of interest and recruitment process coordinated by the chair. The process ultimately led to the appointment of several new volunteer members to the Committee in early 2023.

The Committee continued its work on the formal Board election nomination process into 2023, in accordance with the Institute's bylaws. This involves nominating at least one Certified member to stand for election to the position of President-Elect for the coming term; nominating at least eight Certified members to stand for election as directors on the Board for the coming term; and nominating at least one

Candidate member to stand for election as the Candidate member on the Board for the coming term.

Following the Committee's nomination process, additional at-large nominations for all available positions on the Board are sought from the membership, after which the voting process takes place leading up to the 2023 AGM. Thanks are extended to all those members who may step forward and be nominated to stand for election to the Board in 2023.

BYLAWS & POLICY WORK:

The Institute did not undertake any formal bylaw revisions or amendments in 2022. As has been previously reported, the most recent major amendments to the bylaws took place in 2016 and 2017 (driven in part by the new *Societies Act* adopted in British Columbia at that time). Additionally, the most recent minor amendments were to Part 13 of the bylaws (updating some of the structures and processes for the Institute's Professional Conduct Review Committee and the disciplinary process). Those most recent changes were completed and adopted in 2018.

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 – including those who have recently joined the Committee. Our thanks are extended to all the members who served on the Committee over the past year, and to the staff for their ongoing support of the Committee's work. Additional thanks are again extended to those members from across BC and the Yukon who step forward to stand for election to the Institute's Board of Directors, or who might be considering doing so in the future. Thank you.



POLICY & PUBLIC AFFAIRS:

Overseeing and assisting with the institute's policy and public affairs matters, including relevant external relations, government outreach, and potential advocacy on issues or identified areas of interest to the Institute, and providing related advice and assistance to the Board, is the responsibility of the Policy & Public Affairs Committee. Following a period of transition, Sara Muir RPP, MCIP was appointed as the new chair and led the Committee in 2022.

The Committee met regularly throughout 2022 to coordinate and follow up on various key activities, including relevant strategic objectives and tasks identified and delegated through new Strategic Plan revised and adopted by the Board in 2021. This work included monitoring and considering professional regulation and legislation, government relations related to development approvals and other public policy matters, and continued work on climate issues through the Climate Action Sub-Committee. The Committee also pleased to welcome several new volunteer members who were appointed to the Committee at the end of 2022.

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. A continued focus of this work in 2022 was ongoing monitoring and consideration of the continued implementation of the BC *'Professional Governance Act'*.

As previously reported, following the implementation of the Act with the five professions originally mandated under the legislation (Applied Science Technologists and Technicians of British Columbia (ASTTBC); Association of British Columbia Forest Professionals (ABCFP); 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) continued to move ahead in 2022 with the incorporation of architects (the Architectural Institute of British Columbia), and 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 context, the revised Strategic Plan adopted in 2021 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 exclusively for PIBC under the Occupational Titles Protection provisions of the *'Societies Act'*.

Based on the initial work of the Committee, and information gathered and presented by the Institute's legal counsel on the new Act and its ongoing implementation, the Committee put forward a recommendation to the Board in early 2023 to further engage the services of legal counsel to specifically

undertake an analysis and report on how the new Act might apply to PIBC (should PIBC become subject to it at some point in the future), how PIBC's current organization and operations might align (or not) with the requirements of the Act, and what some of the opportunities, advantages, risks and challenges of operating under the Act might be for PIBC. The Board endorsed this proposed work, which is now being undertaken in 2023. It is anticipated that, following completion of the work, information on the results and outcomes will be reported and shared with members through potential information sessions and articles in *Planning West*, among other information channels.

OTHER LEGISLATIVE MATTERS & GOVERNMENT RELATIONS:

Through 2022 the Committee continued to monitor the previous BC Ministry of Municipal Affairs' Development Approvals Process Review (DAPR) process – though significant new activity in this area was limited during 2022, and responsibility for this work shifted in late 2022 with the establishment of a new Ministry of Housing by the BC Government. However, the Committee continues to monitor and work to stay engaged on this public policy work.

In late 2022 the Institute reached out and engaged with both the new BC Ministry of Housing, as well as the BC Ministry of Municipal Affairs, to set up meetings between PIBC and Ministry officials for early 2023. The purpose of these meetings is to maintain and build ongoing relationships between the profession and key government officials and to provide opportunities for feedback and input to government from the planning profession. We were pleased to successfully organize and hold these key meetings in Victoria in January 2023, along with a presentation and discussion with the PIBC Board by representatives from the Planning and Land Use Management Branch of the Ministry of Housing. Looking ahead, we will continue to build upon these outreach opportunities and continue to seek opportunities to engage with key government officials.

CORE PLANNING ISSUES:

As part of its ongoing role supporting and advising 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 from time to time. Continued focus on the areas of climate action (through the Climate Action Sub-Committee) and Indigenous reconciliation and planning practice (through the new Planning Practice & Reconciliation Committee) carried forward through 2022, as tasked and prioritized in the revised Strategic Plan. No new or additional broad issue areas were identified in 2022.

CLIMATE ACTION:

The Climate Action Sub-Committee continued its active work in the core advocacy area of climate and climate action throughout 2022. Patricia Dehnel RPP, MCIP and Clarissa Huffman RPP, MCIP served 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: finalization and publication of the revised Climate Action Policy (intended as an update to the Institute's previous 'Climate: A Call for Action' piece originally developed and adopted by PIBC in 2017). This updated initiative was completed this past year, with the revised policy piece receiving approval from the Board in 2022, and a final published version being subsequently completed and published.

Members are encouraged to visit the PIBC website and review this updated policy document. The Sub-Committee also continued to monitor and respond to opportunities for stakeholder feedback and input to government on climate related matters, as well as continued ongoing external engagement, outreach and liaison with relevant external organizations, bodies, and processes in the climate action space. The Sub-Committee also continues working to deliver ongoing climate related planning education and professional development for members through occasional CPL webinar offerings and climate focused articles in *Planning West* magazine.

COMMITTEE THANKS:

The Institute's policy advocacy and public affairs work continues to be supported and advanced by 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 2022. Finally, thanks are extended to PIBC staff for their work supporting the work of the Committee, its sub-committees and working groups. Thank you all!

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 continued to be chaired throughout 2022 by Sarah Atkinson RPP, MCIP.

INITIAL RESEARCH WORK:

As previously reported in 2021, the Committee reviewed and considered 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*. The Committee identified that throughout those documents, the message that came through 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 Committee continued to acknowledge and recognize that its work was still, in many respects, at the 'truth' stage. The Committee continued its learning journey by further engaging in opportunities to hear about Indigenous experience with planning and planning institutions. With the support of the Board, the Committee moved forward with its ongoing process of engaging, listening, and learning with various Indigenous and other sources, to undertake various truth and learning sessions and activities.

During 2022 this learning included a presentation about the Lil'wat Nation as well as a two-part set of workshops and learning sessions provided by Sky Spirit Studio + Consulting that explored Indigenous history and design approaches, and the decolonization of design from a Coast Salish perspective and context.

The Committee also undertook work to explore participating in delivering conference sessions as part of the programs at the upcoming PIBC annual conference in Sun Peaks, and the national planning conference in Halifax in the summer of 2023.

INDIGENOUS KNOWLEDGE & EXPERIENCE AND PROFESSIONAL MEMBERSHIP:

In 2022, based in part on inquiries received as well as on advancing the overall goals in the area of planning practice and reconciliation, the Committee also began to take up the question of how the planning profession can and should understand, recognize, and acknowledge Indigenous learning, knowledge, and experience as it would apply to professional certification and membership processes.

With the support of the Board, the Committee began to develop a request for proposals to engage appropriate, knowledgeable external expertise to undertake initial work in this area. The engagement of the external expertise and initial work is anticipated to take place in 2023.

CONTINUED STRATEGIC SUPPORT:

Support and resources have continued to be allocated and provided by the Board to assist in the Committee's ongoing work and, as previously reported, the strategic importance of the work was carried forward by the Board 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 the anticipated work on Indigenous knowledge and experience in the context of professional membership. The Committee continues to explore ways in which the Institute can develop and implement truth and reconciliation for the planning profession in BC and 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 Andrew Yan RPP, MCIP was appointed by the Board in 2022 as the new chair of the Committee.

2022 continued as a period of transition for the Committee, as the Committee chair role had remained vacant since mid-2021 with the start of the new Board term, and the Board worked to identify and appoint a new chair. The Committee as a whole did not meet in 2022, though key work and initiatives did continue moving ahead through some of the Committee's active sub-committees and other related committees, including activities related to student and academic liaison, and work implementing the Institute's new student internship program.

STUDENT & ACADEMIC LIAISON:

The Academic Liaison Sub-Committee continued to work on key activities and initiatives related to planning students and over the course of 2022. The sub-committee continued to be chaired by Mark Holland RPP, MCIP. Ongoing work continued to focus 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 membership and profession.

This work continued to include developing and publishing regular, ongoing, rotating features and profiles of the accredited university planning programs and their people (students and faculty) in *Planning West* magazine, as well as featured profiles and information about individual students and faculty of the programs on the PIBC website and in the regular PIBC e-News over the course of the year. The Committee also undertook activities to help inform and support students in their career development and transition from academia to the professional working world.

SUPPORT FOR STUDENT MEMBERS:

The Committee continued working with our Student Member Representatives, staff, and others in 2022 to ensure PIBC funding opportunities and other supports for students are being delivered to our Student members. These include continued financial support for student events and activities (including social and networking activities with all four planning programs in 2022).

In addition, through the joint national planning conference in Whistler, 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 several Student members as attendees at the conference and giving them full participation and access to the sessions, networking, and learning opportunities that made up the full conference program.

STUDENT INTERNSHIP PROGRAM:

Building upon the work undertaken last year, the Institute moved forward with the implementation of a new internship program for Student members. Based on the framework developed by the Committee and with the support of funding approved by the Board, the new stand-alone Student Internship Program Committee implemented the first student internship in 2022. Further details on the work of this committee and the implementation of the student internship program can be found elsewhere in this report.

COMMITTEE THANKS:

Many thanks are extended to all the volunteer members who have participated in the past on the Member Engagement Committee and on its sub-committees throughout 2022. Work ahead will focus on re-engaging the Committee and exploring key goals and objectives for the Committee going forward. Thanks are also extended to PIBC staff for their ongoing support and assistance.

STUDENT INTERNSHIP PROGRAM COMMITTEE:

The Student Internship Program Committee, working with Institute staff, is responsible for the oversight, coordination, direction, and implementation of the Institute's Student Internship Program. Board member Kenna Jonkman RPP, MCIP continued as chair of the Committee.

STUDENT INTERNSHIP LAUNCH:

After initial outreach to internal PIBC committees in the Fall of 2021, several formal proposals were submitted to the Committee to review and consider. The Committee selected the proposal from the Institute's Professional Standards & Certification Committee (PSCC) to help develop a new professional learning webinar focused on ethics and professionalism, to serve as a future learning resource for the membership, and a means to provide ongoing ethics and professionalism training for members.

Staff worked with the PSCC to implement the first student internship by developing and distributing the internship posting. Neha Nair, a Student member from Vancouver Island University, was selected and hired to work with the

PSCC to undertake the project. Neha began her work with the Institute in the summer and continued work on the project until the end of 2022. Subject to final revisions, refinement and review, the new webinar is expected to be launched and offered in 2023.

COMMITTEE THANKS:

Thanks are extended to the professional, academic, and student members who volunteered and contributed their time and effort to this committee in 2022. 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 2022.

With the impacts of the COVID-19 pandemic receding, we began to see a shift back to more in-person events at both the Institute and local chapter levels this past year. Additionally, the Institute's online CPL programming still continued to be a strong and successful service and benefit to members in 2022, with continued enhanced capacity and more online webinars delivered than in the previous year.

CPL WEBINAR PROGRAM:

The Institute's successful and popular CPL webinar programming continued as a key member service delivered in 2022 – having another highly successful year in terms of webinars delivered and 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 2022 the Institute developed and implemented a total of 9 regular online webinars on a variety of diverse planning topics, including: an annual planning outlook update, planning and social justice, multigenerational and culturally sensitive housing, riparian areas regulation, reading and interpreting survey plans, perspectives on planning and development, reconciliation through placemaking, practical skills for planners, and models of missing middle market housing.

Altogether, this past year's webinars delivered a total of 13.5 learning units (hours) of structured professional learning for PIBC members. With expanded webinar capacity, the 2022

webinars brought together a total of 39 different speakers and presenters and reached more than 1,800 participants across all of the nine webinars delivered. The shared group registration option was again popular in 2022 (with at least 236 group registrations over the course of the year, in addition to the over 1,100 individual registrations). We continued to offer the option to purchase recorded copies of PIBC's CPL webinars for those unable to attend at the time of the webinars. This option continued to expand the accessibility and reach of the webinar program.

Through ongoing coordination with the Institute's Student member representatives, we continued to provide coordinated complimentary group access to webinar programming and recordings for Student members at each of the four accredited university planning programs in BC and Yukon throughout last year.

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 for our CPL webinar programming from key external

CPL Events & Activities in 2022

37 CPL events & activities delivering
177.5 CPL Learning Units (LUs)

1 Annual Conference
(National Conference with CIP) **110.75** LUs
9 CPL Webinars **13.5** LUs
28 Local Chapter Events **53.25** LUs

organizations. In 2022 this included our partnership with ESRI Canada which resulted in our ability to offer a free webinar hosted by ESRI during the year.

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. We were pleased to see greater activity and a return to more in-person events (as well as the continuation of online or virtual events) across our local chapters this past year. Throughout 2022 there were at least 27 or more local chapter events that delivered a minimum of 53.25 learning units of activity for members across BC and Yukon.

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. We have been working internally and with chapters to streamline the provision of these logistical supports while reducing financial and administrative impacts on chapters as well.

We were also pleased to organize and convene our annual in-person roundtable meeting of local chapter volunteers which was held in November 2022 (the first since the onset of the pandemic in early 2020). These organized meetings provide an excellent opportunity for volunteer leaders from our chapters to connect with PIBC and each other, share experience and knowledge, and help coordinate activities for the membership. 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.

2022 NATIONAL CONFERENCE – ELEVATION 2.0:

We were pleased to collaborate and partner with our national association – the Canadian Institute of Planners (CIP) – to deliver the joint national planning conference in early July 2022 in Whistler. Originally scheduled to take place in 2020, we were excited to at last successfully convene this delayed conference and welcome planners and others from across Canada and beyond.

The conference took place over three and a half days (July 5-8, 2022) at the Fairmont Chateau Whistler and included over 800 total attendees (including those who were able to participate virtually, thanks to the online streaming of certain program content). It involved over 200 presenters who helped us deliver 44 conference sessions, 10 workshops, and 9 learning tours, providing 110.75 learning units of professional development. Additionally, the conference included a number of unique and memorable social,

networking and cultural elements – including a mountaintop closing reception accessed by a gondola ride up Whistler Mountain. Thanks to the staff and volunteer teams from PIBC and CIP, along with all the other volunteers, presenters, sponsors, attendees, and others who made this joint national conference such a success.

PROFESSIONAL LEARNING ACTIVITIES BY THE NUMBERS:

As the Institute continues implementing professional learning activities for members, we continue to measure and monitor these activities over the course of each year. We were pleased to see the delivery of at least 37 different professional learning activities and events over the course of 2022, representing a total of 177.5 units of structured professional learning for PIBC members.

MOVING FORWARD:

Looking ahead into 2023 and beyond, the Committee will continue its work on: planning and implementing PIBC's ongoing CPL webinar programming; continuing to build partnerships to enhance the delivery of more accessible, complimentary webinars; continuing to develop and explore partnerships with external organizations; ongoing support for local chapters; and the development and implementation of potential new professional learning opportunities (including potential new in-person learning activities). Additionally, the Committee will be looking at possible recruitment and outreach to bring potential new members onto the Committee in the future.

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 again helped make all the Institute's CPL programming and other events such a success in 2022. Thank you!

COMMUNICATIONS

The Institute's Communications Committee is an operational committee responsible for overseeing PIBC's communications activities and services. Heike Schmidt RPP, MCIP served as the chair of the Committee in 2022, taking over from Jada Basi RPP, MCIP. Communications & Marketing Specialist Cindy Cheung of the Institute's staff team supports the Committee and assists with implementing much of our communications work.

Work continued through the year to maintain and advance PIBC's communications activities and services. As in previous years, there was continued focus on communicating to highlight the value and benefits of professional membership and Institute benefits and services to PIBC members, and on promoting PIBC and the Institute's profile to external audiences as well.

PLANNING WEST MAGAZINE:

Over the course of 2022 PIBC once again successfully published and delivered four regular seasonal issues of our primary publication, *Planning West* magazine. As always, the magazine included a range of diverse planning-related 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, feature articles, and more. Some of the themes and topics that were covered in 2022 included: planning for accessibility, street re-allocation in light of the pandemic, climate action, Indigenous housing, small town downtown revitalization, heritage conservation, cultural resiliency, and farm housing, to highlight a few.

In 2022 as our outgoing Editor Maria Stanborough RPP, MCIP wrapped up her time in this key role, we were pleased to welcome new Editor Kristin Agnello RPP, MCIP, who took over the role in late 2022. Our many thanks to Maria for her time, hard work, and dedication in helping curate and maintain *Planning West* as a vibrant and engaging professional publication, and a heartfelt welcome to Kristin who has now fully transitioned into the role of Editor as of the Winter 2023 issue. Additional thanks are extended to the many members and other authors who contributed articles and content to the magazine in 2022, as well as to our continuing and new advertisers and subscribers for their ongoing support of *Planning West*.

Additionally, in 2022 we continued with our updated policy and practice (introduced last year) with respect to publicly posting archived digital copies of past issues of the magazine online sooner (within six months of initial publication). This revised approach is working well, and continues to provide broader, more timely public access to past issues (and their diverse and valuable content), while still maintaining immediate, preferred access and benefits to members and subscribers.

OTHER COMMUNICATIONS MATERIALS & WORK:

The Committee continued its work reviewing and considering the possibility of developing and implementing a new planning related PIBC podcast. While this continues to be explored as a potential long-term objective, in the short term the Committee has begun to develop and

curate information and resources promoting and sharing information about existing podcasts of interest to planners to members through our existing communications channels (*Planning West*, the website, PIBC e-News etc.). It is hoped that, over time, an extensive resource of different podcasts and podcast episodes will be developed and maintained for PIBC members and others to utilize.

The Committee also continued to collaborate and work with other PIBC committees, sub-committees, and other areas of Institute activity to curate and disseminate communications content – facilitating ongoing communications regarding other key Institute initiatives and work – ranging from climate action work to academic planning and student affairs, from mentorship and membership activities to CPL events and activities, and from planning practice and reconciliation work to Indigenous planning content. Communications continues to play a vital and central role in supporting the work of the Institute across many areas, while helping to keep members and others informed and engaged.

PIBC WEBSITE:

PIBC's website continued to serve as the primary online hub for Institute communications and virtual resources for members and others looking for information about the Institute. In addition to keeping ongoing sections and information on the website up to date (job postings, event listings, Institute news and information etc.) efforts this past year also focused on maintaining and growing the online planning consultants directory as a permanent resource on the website, adding new planning resource sections, links and materials (including planning podcast information, mentorship resources, and information related to planning students and planning academia).

Additionally, as part of the launch of the new online membership database or association management system in late 2022, the integrated register of members and online login was updated on the website. Looking ahead we will also continue to work to update and revise key Institute information on the website (such as membership information, CPL information, etc.) to keep it current and accessible for members, and will continue to explore opportunities to further enhance and integrate our website and other communications with the new online association management system.

Communications Activities in 2022



PLANNING WEST MAGAZINE

4 quarterly issues containing a total of 140 pages of content, with a total of **6,665 copies** produced and distributed.

PIBC E-NEWS

26 regular editions and notices, **53 special editions**, and 62 local chapter editions produced and distributed. **Average open rate of 58% - 61%.**

PIBC WEBSITE

87,351 visits/users over 139,436 sessions, with **257,856 page views**. Top 3 most popular pages/sections: Current job postings; CPL pages; and AMS member login.

SOCIAL MEDIA: TWITTER

1,673 total Twitter followers, 258 tweets, and 2,734 re-tweets, comments, and engagement.

SOCIAL MEDIA: LINKEDIN

7,095 total LinkedIn followers, 268 posts, and approx. 6,164 direct & indirect engagement.

SOCIAL MEDIA: FACEBOOK

827 total Facebook followers, over one main PIBC page (709 connections) and two local chapter pages (118 connections combined).

Over the course of 2022 the PIBC website had more than 87,000 user visits over more than 139,000 sessions, generating almost 258,000 page views. The three most popular pages or sections of the PIBC website in 2022 continued to be: current job postings, CPL pages, and the online AMS member login.

PIBC E-NEWS:

The PIBC e-News – the Institute’s regular bi-weekly email newsletter – continued throughout 2022 as the Institute’s main channel for ongoing direct and timely electronic communication with PIBC members. Each regular and special issue of the e-News contained a range of content, such as Institute news and member announcements, chapter news and events, current job postings, national news from CIP, and other external events and information. Once again, the e-News helped keep members up to date and informed throughout the year. In 2022 there were 26 regular editions of the PIBC e-News, 53 special editions and member notices, as well as 62 local chapter-specific editions of the e-News.

SOCIAL MEDIA:

The Institute again continued to be engaged and active across several key social media platforms throughout 2022, communicating, sharing key information, 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 relevant social media presence for some of the Institute’s local

chapters on Facebook and Twitter in cases where the local chapter has expressed interest and ability to engage on such platforms on behalf of their chapters.

In 2022 PIBC’s LinkedIn following grew to over 7,000 followers. Followers on Twitter grew to just over 1,600, though overall platform-wide activity and engagement on Twitter showed some signs of potential decline in late 2022 and into 2023. The Institute’s Facebook page, which largely restates existing information and messaging disseminated through our other social media channels, currently has connections with more than 700 users.

The Institute also maintains a YouTube channel that currently hosts 33 videos. It is a valuable platform to permanently share Institute video content, including certain CPL webinars and events, and other Institute video content in a convenient and accessible way. Several new pieces of video content (primarily CPL events and content) were added to the channel in 2022.

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 2022. 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.



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.

The Committee continues to iterate on the awards process and program based on the objectives of the Institute's Strategic Plan and feedback from the membership at large. Based on feedback, member input, and experience from each annual awards process, the Committee reviews and considers potential revisions to the awards categories, submission requirements, selection criteria, and approaches to recognition.

2022 WINNERS OF THE AWARDS FOR EXCELLENCE IN PLANNING:

Excellence in Policy Planning (Cities & Urban Areas):

- Gold Winner: City of New Westminster for Seven Bold Steps for Climate Action
- Silver Winner: Township of Langley, MODUS Planning, Design & Engagement, Solstice Sustainability Works, and Strandberg Consulting for Our Thriving Community: Township of Langley Social Sustainability Strategy
- Silver Winner: City of Coquitlam for City of Coquitlam Child Care Partnership Strategy
- Silver Winner: District of Saanich for Saanich Housing Strategy

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

- Gold Winner: City of Vernon & Climate Action Advisory Committee for City of Vernon Climate Action Plan
- Silver Winner: City of Castlegar and Resilience Planning for City of Castlegar Housing Strategy

Excellence in Planning Practice (Cities & Urban Areas):

- Gold Winner: District of West Vancouver and Neighbourhood Character Working Group for Community-led approach to Neighbourhood Character
- Silver Winner: None awarded



CELEBRATING 2022 PIBC AWARD WINNERS

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

- Gold Winner: City of Port Alberni, Vancouver Island University, and Mount Arrowsmith Biosphere Region Research Institute for Uptown District Revitalization Strategy
- Silver Winner: City of Prince Rupert, iPlan Planning and Development Services, and CIVITAS Studio for Prince Rupert OCP and Visioning Processes

Research & New Directions

- Gold Winner: CitySpaces Consulting Ltd. and BC Non-Profit Housing Association for A Path to Partnership: A Guide to Navigating Non-Profit Partnerships with Developers in Mixed-Tenure Developments
- Silver Winner: Origin Sustainable Design + Planning and AES Engineering for Local Government Low Carbon Building Policy Toolkit

2022 Annual Student Fellowship Award Winners

- Author: Kristina Bell, Vancouver Island University, Master of Community Planning program. Presentation: Unpacking Form-based Codes in a British Columbia Planning Context

- Author: Maily Lai, Vancouver Island University, Master of Community Planning program. Presentation: "Natural" Disasters and Natural Assets: The Path to Climate Change Resiliency
- Author: Chris (Crystal) Oberg, Vancouver Island University, Master of Community Planning program. Presentation: Indigenous Protected and Conserved Areas Certificate – Building Capacity for Professional Planners in BC
- Author: Jasmin Senghera, University of British Columbia, School of Community & Regional Planning. Presentation: The 15-Minute Suburb: Determining the Accessibility of Amenities in the City of Surrey

CONGRATULATIONS & THANKS:

Congratulations to all the 2022 award winners and to everyone who participated in the 2022 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 2022, as well as the new volunteers who have joined the Committee for the 2022 awards program. Thank you all.



CELEBRATING 2022 PIBC AWARD WINNERS

LOCAL PIBC CHAPTERS:

PIBC's nine local chapters across all regions of BC and Yukon continued to return to more regular activities this past year, with considerably more in-person events (as well as continued online activities as well) throughout 2022. Local and regional events organized and held by chapters included both professional learning activities, as well as social and networking opportunities for members.

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. 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 were very pleased to return to organizing and hosting our full in-person annual roundtable meeting of local chapter representatives again in November 2022, and are looking at opportunities to expand it with additional networking activities for chapter volunteers and PIBC representatives.

CHAPTER ACTIVITIES & EVENTS:

We were pleased to see that, with the pandemic impacts fading in 2022, many of PIBC's local chapters expanded their delivery of local events and activities for members throughout the regions of BC and Yukon. A number of examples included:

Central North Chapter:

- Mar. 10 – PIBC UNBC Social
- Oct. 20 – Fall Celebration with UNBC

Kootenay Rocky Mountain Chapter:

- Dec. 16 – Kootenay Chapter - AGM & Holiday Social

Okanagan-Interior Chapter:

- Jun. 16 – Legal Seminar
- Oct. 21 – Chapter & CITE - 2022 Fall Conference
- Nov. 8 – WTPD Lunch & Learn Presentation on Lytton, BC

South Coast Chapter:

- Feb. 8 – Urban Sketch Club - Shipyards District
- Mar. 22 – Sketch Club - Granville Island
- Apr. 12 – Sketch Club - Science World and Olympic Village
- May 25 – Urban Sketch Club - Mt. Pleasant
- Jun. 21 – Urban Sketch Club - West End
- Jul. 13 – Urban Sketch Club - Yaletown
- Jul. 26 – Urban Sketch Club - Kitsilano
- Aug. 4 – Cedar Cove Tour with John Atkin
- Aug. 24 – Guided Sketch Walk with Sam Khany
- Sep. 12 – Olympic Village Walking Tour

- Sep. 26 – Sketch Club September Meet Up: Downtown New West
- Sep. 29 – Exploring the Full Potential of Public Realm
- Oct. 14 – Surrey Central Watching Tour & Social
- Oct. 19 – Sketch Club October Meet Up: Aberdeen Centre
- Oct. 20 – Public Realm: Learning from the Amazing Brentwood
- Oct. 27 – Joyce/Collingwood Walking Tour
- Nov. 17 – Sketch Club November Meet Up: UBC Nest

Sunshine Coast Chapter:

- Dec. 10 – Chapter Meeting

Vancouver Island North Chapter (Chapter Committee Chair – Chris Osborne RPP, MCIP):

- Feb. 16 – Chapter Membership Update and VIU Student Showcase Lunch and Learn
- Jun. 22 – Cumberland Walking Tour and Social
- Sep. 6 – Urban Design Master Class, Book Launch & Reception
- Sep. 16 – International Park(ing) Day 2022
- Dec. 1 – Planning Legal Session with Young Anderson

Vancouver Island South Chapter:

- Apr. 5 – Chapter Meeting
- Jun. 24 – Walking Tour: Chinatown Victoria
- Sep. 22 – Victoria Bike Tour
- Nov. 25 – Climate Resiliency and Sustainability Panel and Networking Night

Chapter Committee Chairs & Co-Chairs:

- Central North: Ashley Murphey RPP, MCIP
- Fraser Valley: Michael Dickinson RPP, MCIP
- Kootenay Rocky Mountain: Rhiannon Barbour RPP, MCIP & Santana Patten
- South Coast: Karen Williams RPP, MCIP & Jessica Jiang RPP, MCIP
- Sunshine Coast: Ian Holl RPP, MCIP
- Vancouver Island North: Chris Osborne RPP, MCIP
- Vancouver Island South: Kailey Quirk RPP, MCIP & Kelsey Tyerman
- Yukon: Jane Koepke RPP, MCIP

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!



**PIBC CENTRAL NORTH CHAPTER & UNBC STUDENT SOCIAL,
PRINCE GEORGE, BC**

NATIONAL AFFAIRS

PIBC continued to be engaged and active at the national level, working with our partners and participating in key national activities in 2022. This included PIBC's ongoing involvement and collaboration with the Canadian Institute of Planners (CIP) – the national Institute – as well as with the national Professional Standards Committee (SC) 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):

This past year saw continued collaboration and extensive work with CIP on planning and implementation of the successful joint national conference – Elevation 2.0 – in July 2022 in Whistler. This collaborative work with CIP included finalizing program details, launching registration, managing speakers and presenters, liaising with sponsors, planning logistics and activities, and ultimate delivery of the event in Whistler. We were pleased to have been able to provide the facilities to livestream some of the program content, enabling remote access and participation (in addition to in-person attendance). Special thanks are extended to the many volunteer members on the conference team who worked on and contributed to the conference, as well as to all those who presented, attended, and participated. Thank you.

CIP continued to deliver its various core member benefits and services throughout 2022, 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; national professional learning opportunities and resources; and ongoing policy work. As noted above, 2022 also represented the return of the national planning conference as well.

PROFESSIONAL STANDARDS COMMITTEE:

The Professional Standards Committee (Standards Committee, or SC) 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 functions as partnership that includes PIBC, CIP and all of the other provincial, territorial and regional professional planning institutes in Canada (except the OUQ). In 2022 Emilie Adin RPP, MCIP served as PIBC's volunteer representative on the Committee.

The bulk of the SC's activities and work in 2022 were dedicated to the comprehensive review of and update to the profession's competency standards. Over the course of the year, with the continued support of external expertise, work focused on refining the potential new draft competencies, developing and refining key indicators for the proposed competencies, and initial consideration of key implementation matters that would arise from a

transition to a new professional competencies framework. At the end of 2022 and into 2023 the SC was engaged in further consultation with the key parties and stakeholders on the proposed new competencies. PIBC has continued to be engaged and contributed feedback and input into these processes. Additional outstanding work of the SC on other aspects of the national membership standards policy manual is currently on hold as the extensive work on the competencies is undertaken.

PROFESSIONAL STANDARDS BOARD:

The Professional Standards Board (PSB) operates as the administrative body that processes the assessment of applications for Candidate membership, membership certification (for Candidates to become certified as Registered Professional Planners), 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 (SC). In 2022 Lindsay Chase RPP, MCIP continued as PIBC's representative on the Board of Directors of the PSB, while PIBC members also contributed through various PSB committees and other volunteer roles as well. Administratively the PSB's work continued to be supported and delivered through Redstone Agency Inc., a Toronto based association management and support firm.

In addition to the regular membership application assessments, RPP certification activities, and university program accreditation, some of the other ongoing work of the PSB in 2022 included: continuous and 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 the development of sample questions); work on study resources and support materials for Candidates looking to complete the Examination; ongoing efforts to support mentorship for Candidates; continued financial support for the SC to assist that Committee with the professional standards policy work being undertaken; and involvement with the development and implementation of the new shared online member association management system (with the aim of better



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 2022.”

integrating and coordinating shared Candidate, applicant, and certification data). 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 each year every March and September).

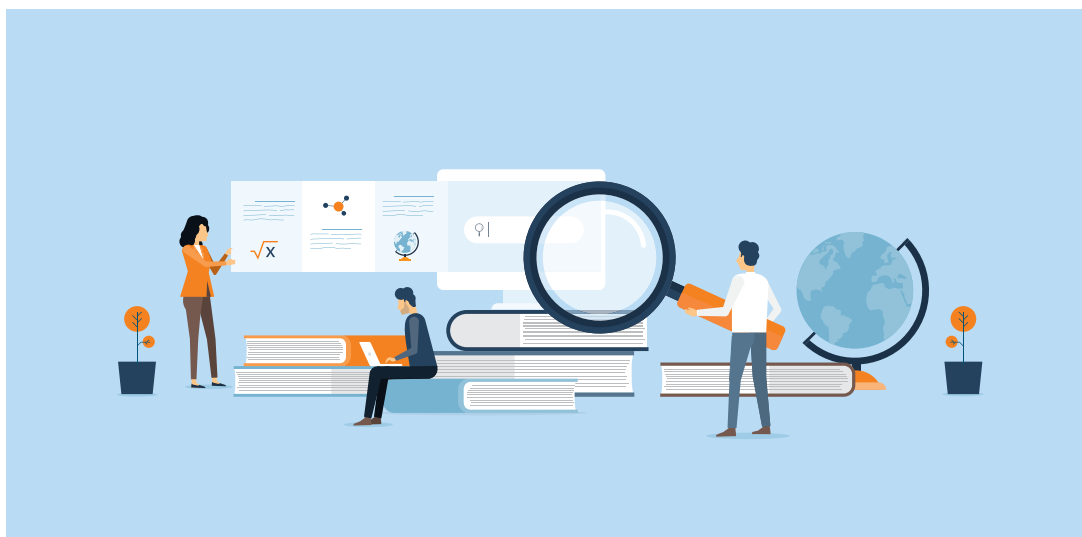
OTHER NATIONAL ACTIVITIES:

PIBC remained active and engaged at the national level through other established and ongoing collaborative forums, bodies, and initiatives with CIP and the other provincial, territorial, and regional professional planning institutes in Canada in 2022. This included ongoing participation with the Planning Alliance Forum (PAF) – the liaison and coordinating 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 2022 in which PIBC participated – including several in person meetings at the national planning conference in Whistler. Ongoing participation in these forums and groups continues to enable PIBC to coordinate activities, collaborate, and share strategies and best practices 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 throughout 2022. Special thanks to the many volunteer Registered Professional Planners (RPPs) who serve as mentors and sponsors for new Candidate members navigating the certification process seeking to become certified as RPPs themselves. Your support and involvement is greatly appreciated. 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	Nanaimo
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 (<i>Planning West</i>)	Kristin Agnello RPP, MCIP	Sidney
UBC Student Rep.	Amy Liebenberg	Vancouver
UNBC Student Rep.	Scott Monroe	McBride
SFU Student Rep.	Andrew Palmer	Vancouver
VIU Student Rep.	Tove Lundsten	Nanaimo

PIBC Committees

Executive:

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

Governance & Nominating:

David Block RPP, MCIP (Chair)
Michelle Kam RPP, MCIP
Jennifer MacIntyre RPP, MCIP
Rob Roycroft 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:

Sara Muir RPP, MCIP (Chair)
Deborah Jensen RPP, MCIP
Lui Carvello RPP, MCIP
Patricia Dehnel RPP, MCIP
Jared Kassel RPP, MCIP
Heather Kauer RPP, MCIP
Brian Miller RPP, MCIP
Danielle Noble-Brandt RPP, MCIP
Aaron Rodgers RPP, MCIP
Timothy Shah RPP, MCIP
Aishwarya Thabitha (Student)
Erica Tiffany RPP, MCIP
Dave Crossley (Staff)

Professional Standards & Certification:

Patricia Maloney RPP, FCIP (Chair)
Emilie Adin 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:

Andy Yan RPP, MCIP (Chair)
Mairi Bosomworth
Lesley Cabott RPP, MCIP
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)
Jodi-Lyn Newnham RPP, MCIP
Angel Ransom RPP, MCIP
Bob Sokol RPP, MCIP
Kelly Chan (Staff)

Communications:

Heike Schmidt RPP, MCIP (Chair)
Kristin Agnello RPP, MCIP (Editor)
Lindsay Allman RPP, MCIP
Kali Holahan RPP, MCIP
Alison McNeil
Katrin Saxty 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 RPP, MCIP
Jaleen Rousseau RPP, MCIP
Jan Thingsted RPP, MCIP
Sophie King (Staff)

Student Internship Program Committee:

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

Awards & Recognition:

Emilie Adin RPP, MCIP (Chair)
Larry Beasley RPP, FCIP
Nicole Capewell RPP, MCIP
Kerri Clark RPP, MCIP
Lisa Colby RPP, MCIP
Gordon Easton RPP, MCIP
Margaret Eberle RPP, MCIP
Anthony Kittel RPP, MCIP
Matthew Roddis RPP, MCIP
Leanne Taylor RPP, MCIP
Margaret-Ann Thornton RPP, MCIP
Lynn Wilson RPP, MCIP
Kelly Chan (Staff)

2022 Annual Conference:

Dear Bhokanandh RPP, MCIP (Co-Chair)
Courtney Beaubien RPP, MCIP (Co-Chair)
Amanda Grochowich RPP, MCIP
Elicia Elliott RPP, MCIP

PIBC Committees (cont'd)

Lisa Pedrini RPP, MCIP
Sophie King (Staff)

2023 Annual Conference:

Nola Kilmartin RPP, MCIP (Chair)
Odessa Cohen RPP, MCIP
Allyson Friesen RPP, MCIP
Rylan Graham RPP, MCIP

Amanda Haeusler RPP, MCIP
Hayley Inglis
Sean O'Flaherty RPP, MCIP
Linda Piroddi RPP, MCIP
Sophie King (Staff)

Other PIBC Representatives

Professional Standards Committee (PSC):

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:

Iain Bourhill RPP, MCIP

Asset Management BC

Dave Crossley & Christine Callihoo RPP, MCIP

Community Energy Association

Clarissa Huffman RPP, MCIP

BC Energy Step Code Council

Norm Connolly RPP, MCIP

BC Development Finance Review Committee

Dan Huang 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 2022 for their many contributions – thank you!

2022 PIBC VOLUNTEERS:

Linda Adams RPP, MCIP

Emilie Adin RPP, MCIP

Kristin Agnello RPP, MCIP

Karin Albert RPP, MCIP

Andrew Allen RPP, MCIP

Lindsay Allman RPP, MCIP

Sarah Atkinson RPP, MCIP

Xerxes Au

Michelle Babiuk RPP, MCIP

Jim Bailey RPP, MCIP

Paula Andrea Barriga Guerra

Robert Barrs RPP, MCIP

Jada Basí RPP, MCIP

Robert Batallas RPP, MCIP

Larry Beasley CM RPP, MCIP

Dana Beatson RPP, MCIP

Courtney Beaubien RPP, MCIP

Robin Beukens RPP, MCIP

Sawngjai (Dear) Bhokanandh RPP, MCIP

Analisa Blake RPP, MCIP

David Block RPP, MCIP

Mairi Bosomworth

Matthew Bourke RPP, MCIP

Matthew Boyd RPP, MCIP

Kevin Brooks RPP, MCIP

Andrew Browne RPP, MCIP

William Buholzer RPP, FCIP

Angela Buick RPP, MCIP

Gary Buxton RPP, MCIP

Lesley Cabott RPP, FCIP

Chi Chi Cai RPP, MCIP

Christine Callihoo RPP, MCIP

Nicole Capewell RPP, MCIP

Luigi Carvello RPP, MCIP

Lindsay Chase RPP, MCIP

Sadie Chezenko

Jeff Chow RPP, MCIP

Kerri Clark

Dallas Clowes RPP, MCIP

Odessa Cohen RPP, MCIP

Lisa Colby RPP, MCIP

Steven Collyer RPP, MCIP

Norm Connolly RPP, MCIP

Robert Conway RPP, MCIP

Ken Cossey RPP, MCIP

Matt Craig RPP, MCIP

Barbara Crawford

Deanna Cummings

Gavin Davidson RPP, MCIP

Birte Decloux RPP, MCIP

Patricia Dehnel RPP, MCIP

Michael Dickinson RPP, MCIP

Andréanne Doyon RPP, MCIP

Meeri Durand RPP, MCIP

Gordon Easton RPP, MCIP

Margaret Eberle

Brent Elliott RPP, MCIP

Elicia Elliott RPP, MCIP

Mike Ellis RPP, MCIP

Katherine Fabris RPP, MCIP

Alisha Feser

Carl Funk RPP, MCIP

Corine Gain RPP, MCIP

Sean Galloway RPP, MCIP

Lee-Ann Garnett RPP, MCIP

Mike Gau RPP, MCIP

Kira Gill-Maher

Andrea Gillman RPP, MCIP

Kenny Gobeil RPP, MCIP

Nancy Gothard RPP, MCIP

Rylan Graham RPP, MCIP

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Amanda Haeusler RPP, MCIP

Susan Haid RPP, MCIP

Ian Hall RPP, MCIP

Teresa Hanson RPP, MCIP

Devon Harlos RPP, MCIP

Robin Hawker

Dana Hawkins

Shaun Heffernan RPP, MCIP

Ryan Hennessey RPP, MCIP

Yazmin Hernandez-Banuelas RPP, MCIP

Timothy Hewett RPP, MCIP

Kali Holahan RPP, MCIP

Mark Holland RPP, FCIP

Ian Holl RPP, MCIP

Robyn Holme RPP, MCIP

Michael Hooper RPP, MCIP

Dilys Huang RPP, MCIP

Emily Huang

Andrea Hudson RPP, MCIP

Clarissa Huffman RPP, MCIP

Christopher Hutton RPP, MCIP

John Ingram RPP, MCIP

Michael Irg RPP, MCIP

Katherine Janota-Bzowska

Arlene Janousek RPP, MCIP

Deborah Jensen RPP, MCIP

Jessica Jiang RPP, MCIP

Bradley Jones RPP, MCIP

Laura Jones RPP, MCIP

Kenna Jonkman RPP, MCIP

Michelle Kam RPP, MCIP

Heather Kauer RPP, MCIP

Nola Kilmartin RPP, MCIP

Anthony Kittel RPP, MCIP

Sven Koberwitz

Jane Koepke RPP, MCIP

Alex Kondor RPP, MCIP

Chelsea Krahn

PIBC Volunteers – Thank You! (cont'd)

Caroline Lamont RPP, MCIP

Stéphane Laroye RPP, MCIP

Catherine LeBlanc

Angela Letman RPP, MCIP

Amy Liebenberg

Angela Lucas RPP, MCIP

Tove Lundsten

Jennifer MacIntyre RPP, MCIP

Gina MacKay RPP, MCIP

Patricia Maloney RPP, FCIP

Isha Matous-Gibbs

Adam Mattinson RPP, MCIP

Ronald Mattiussi RPP, MCIP

Celine Mauboules RPP, MCIP

Elaine McAloney

Hannah McDonald RPP, MCIP

Michelle McGuire RPP, MCIP

Gillian McKee RPP, MCIP

Hollie McKeil RPP, MCIP

Alison McNeil

Henry McQueen RPP, MCIP

Chelsea Medd

Gerry Melenka RPP, MCIP

Andrew Merrill RPP, MCIP

Alison Meyer RPP, MCIP

Wesley Miles RPP, MCIP

Brian Miller RPP, MCIP

Devon Miller

Lisa Moffatt RPP, MCIP

Scott Monroe

Elizabeth Moore

Hillary Morgan RPP, MCIP

Zoë Morrison RPP, MCIP

Sara Muir RPP, MCIP

Kent A. Munro RPP, MCIP

Ashley Murphey RPP, MCIP

Kathryn Nairne RPP, MCIP

Arta Navab-Tehrani

Claire Negrin RPP, MCIP

Jodi-Lyn Newnham RPP, MCIP

Kristian Nichols RPP, MCIP

Meghan Norman RPP, MCIP

Raymond Nothstein RPP, MCIP

Sean O'Flaherty RPP, MCIP

Cian O'Neill-Kizoff RPP, MCIP

Umur Olcay RPP, MCIP

Christopher Osborne RPP, MCIP

Andrew Palmer

Jimin Park

Anya Paskovic RPP, MCIP

Santana Patten

Lisa Pedrini RPP, MCIP

Linda Piroddi RPP, MCIP

Karen Ramsay Cline RPP, MCIP

Angel Ransom RPP, MCIP

Nicholas Redpath RPP, MCIP

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Matthew Roddis RPP, MCIP

Aaron Rodgers RPP, MCIP

Alannah Rodgers RPP, MCIP

Jaleen Rousseau RPP, MCIP

Lainya Rowett RPP, MCIP

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Robert Roycroft RPP, MCIP

Cristina Rucci RPP, MCIP

Karen Russell RPP, FCIP

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Katrin Saxty RPP, MCIP

Heike Schmidt RPP, MCIP

Stirling Scory RPP, MCIP

Noha Sedky RPP, MCIP

Maged Senbel RPP, MCIP

Gwendolyn Sewell RPP, MCIP

Pamela Shaw RPP, FCIP

Leslie Shieh RPP, MCIP

Jessica Shoubridge

Laura Sidi RPP, MCIP

Courtney Simpson RPP, MCIP

David Grant Smith RPP, MCIP

Ryan Smith RPP, MCIP

Scott Robert Smith RPP, MCIP

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Jan Thingsted RPP, MCIP

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Margaret-Ann Thornton RPP, MCIP

Erica Tiffany RPP, MCIP

Brittany Tuttle RPP, MCIP

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FINANCIAL STATEMENTS

**PLANNING INSTITUTE OF
BRITISH COLUMBIA**

December 31, 2022



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, 2022, 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, 2022, 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.

Tompkins Wozny LLP

Vancouver, Canada
May 2, 2023

Chartered Professional Accountants



STATEMENT OF FINANCIAL POSITION

As at December 31

	2022		2021	
	General	Internally	Total	Total
	Fund	Restricted		
	\$	\$	\$	\$
ASSETS				
Current				
Cash and cash equivalents	639,635	—	639,635	940,670
Investments [note 3]	253,140	614,718	867,858	542,083
Accounts receivable [note 4]	77,198	—	77,198	24,573
Prepaid expenses	46,864	—	46,864	40,651
Total current assets	1,016,837	614,718	1,631,555	1,547,977
Capital assets [note 5]	19,848	—	19,848	31,464
Long investments [note 3]	—	201,205	201,205	—
	1,036,685	815,923	1,852,608	1,579,441
LIABILITIES AND FUND BALANCES				
Current liabilities				
Accounts payable and accrued liabilities [note 6]	227,139	—	227,139	259,078
Deferred revenue	380,371	—	380,371	270,162
Total liabilities	607,510	—	607,510	529,240
Fund balances				
Unrestricted	429,175	—	429,175	236,113
Internally restricted [note 7]	—	815,923	815,923	814,088
Total fund balances	429,175	815,923	1,245,098	1,050,201
	1,036,685	815,923	1,852,608	1,579,441

Commitments [note 9]

See accompanying notes to the financial statements

On behalf of the Board:


Director


Director

STATEMENT OF CHANGES IN FUND BALANCES

As at December 31

	General Fund \$	Internally Restricted Fund \$	Total \$
2022		<i>[note 7]</i>	
Balance, beginning of year	236,113	814,088	1,050,201
Excess of revenue over expenses	194,897	—	194,897
Interfund transfers <i>[note 8]</i>	(1,835)	1,835	—
Balance, end of year	429,175	815,923	1,245,098
2021			
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

See accompanying notes to the financial statements

STATEMENT OF OPERATIONS

Year ended December 31

	2022 \$	2021 \$
REVENUE		
Membership fees	467,886	447,812
Advertising sales	238,029	199,104
Conference and event sales	142,043	180,860
Other sales	14,706	13,512
Interest and other	10,888	4,636
Other membership revenue	3,335	2,310
Chapters revenue <i>[schedule]</i>	8,469	1,000
Gain on disposal of capital assets	800	—
	886,156	849,234
EXPENSES		
Salaries and benefits	343,454	332,495
Office	72,957	65,185
Board travel, meetings and other	62,412	49,289
Conference costs	52,007	92,235
Productions costs	45,483	39,370
Professional fees	25,220	22,316
Bank charges and interest	23,704	20,209
Student activities	20,391	14,943
Amortization	16,179	17,125
Chapters expenses <i>[schedule]</i>	11,835	4,175
Other chapter expenses	7,676	1,096
Special projects	2,186	7,138
Administration fees	3,210	2,477
Volunteer recognition	2,002	4,522
National activities	1,337	7,169
Staff development	1,206	1,727
Donations and sponsorships	—	6,500
	691,259	687,971
Excess of revenue over expenses	194,897	161,263

See accompanying notes to the financial statements

STATEMENT OF CASH FLOWS

Year ended December 31

	2022 \$	2021 \$
OPERATING ACTIVITIES		
Excess of revenue over expenses	194,897	161,263
Item not affecting cash		
Amortization	16,179	17,125
Changes in other non-cash working capital items		
Accounts receivable	(52,625)	11,379
Prepaid expenses	(6,213)	(2,298)
Accounts payable	(31,939)	38,031
Deferred revenue	110,209	19,192
Cash provided by operating activities	230,508	244,692
INVESTING ACTIVITIES		
Purchase of capital assets	(4,563)	—
Purchase of investments, net	(526,980)	(3,790)
Cash provided by (used in) investing activities	(531,543)	(3,790)
Increase (decrease) in cash during the year	(301,035)	240,902
Cash, beginning of year	940,670	699,768
Cash, end of year	639,635	940,670

See accompanying notes to the financial statements

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

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, 2022

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 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, 2022

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

	2022 \$	2021 \$
Guaranteed Investment Certificates		
Short term	867,858	542,083
Long term	201,205	—
Total	1,069,063	542,083

The investments have interest rates of 1.07% to 5% [2020 - 0.45% to 0.5%] per annum and have varying maturity dates from February to November 18, 2024. The value of the investments includes the interest accrued to December 31, 2022.

4. ACCOUNTS RECEIVABLE

	2022 \$	2021 \$
Operations	3,344	18,040
Canadian Institute of Planners	73,854	6,533
Allowance for doubtful accounts	—	—
Total	77,198	24,573

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

5. CAPITAL ASSETS

	Cost \$	Accumulated Amortization \$	Net Book Value \$
2022			
Furniture and equipment	20,043	16,110	3,933
Website	64,900	51,869	13,031
Computers	27,005	24,121	2,884
	111,948	92,100	19,848
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

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2022 \$	2021 \$
Operations	18,507	47,617
Canadian Institute of Planners	171,814	174,107
Wages and vacation payable	26,228	26,071
Payroll tax withholdings	6,466	5,649
GST payable	4,124	5,634
	227,139	259,078

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>	61,755	1,835	63,590
	814,088	1,835	815,923

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

8. INTERFUND TRANSFERS

Interfund transfers are comprised of the following:

\$5,200 [2021 - \$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, \$3,366 was transferred from the Internally Restricted Chapters Fund to the General Fund to reflect the deficiency from Chapters Fund activities for the year. In 2021, \$4,271 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:

	\$
2023	25,636
2024	26,154
2025	26,413
2026	26,931
2027	27,190

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, 2022.

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, 2022

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. WAGE AND CONTRACTOR RENUMERATION

Pursuant to the British Columbia Societies Act, the Association is required to disclose remuneration paid to employees and contractors who are paid over \$75,000 or more during the fiscal year. Wages and benefits expense includes \$100,200 [2021 - \$96,756] paid to one employees [2021 - one employees] during the year.

SCHEDULE OF CHAPTER ACTIVITY

Year ended December 31

	Balance, Beginning of Year \$	Revenue \$	Expenses \$	Seed Funding \$	Balance, End of Year \$
2022					
Kootenay	14,724	—	177	—	14,547
Fraser Valley	10,180	—	65	—	10,115
South Coast	8,502	3,300	3,970	1,200	9,032
Interior/Okanagan	7,976	3,034	3,194	1,000	8,816
Vancouver Island South	6,530	1,970	1,973	1,000	7,527
Yukon	4,906	—	240	1,000	5,666
Central North	5,607	—	664	—	4,943
Sunshine Coast	3,002	—	214	—	2,788
Vancouver Island North	328	165	1,338	1,000	155
	61,755	8,469	11,835	5,200	63,589
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



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