



The Regulator's
Practice

Strategic Assessment of Professional Governance of the Planning Profession in British Columbia

Appendices

Prepared for the Planning Institute of
British Columbia (PIBC)

Submitted by:

Katya Masynk, Project Lead
Bradley Chisholm, Project Advisor
Natalie Thiessen, Project Advisor



Table of Contents

Appendix 1a: International Jurisdictional Scan Data Chart	1
Appendix 1b: Canadian Jurisdictional Scan Data Chart	12
Appendix 2: Key Informant Interviews Participants and Interview Questions	23
Appendix 3: Focus Groups Aggregate Description of Participants	27
Appendix 4: Focus Groups Lines of Inquiry (Questions)	28
Appendix 5: Focus Group Operational Forms	29

Appendix 1a: International Jurisdictional Scan | Data Chart

United Kingdom							
Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
Chartered Town Planner Chartered status (MRTP) via regulator - not legally reserved title	"Chartered Town Planners therefore deal with official regulations, policy documents and masterplans for changing, improving, reusing or conserving buildings and sites and advise their customers and clients on how best to manage the development and use of land. Jobs are available in local and national government, private consultancies, corporate firms, voluntary and non-governmental organizations. Chartered Town Planners can work for one of these organizations or themselves across many sectors including construction, environment, housing, energy, transport, regeneration, coastal, heritage and conservation, and minerals and waste." (Skills England, 2019)	N	NA	NA	Voluntary, however, gov requires chartered status and recognizes the RTPI as their regulator holding them accountable to standards	Royal Town Planning Institute (RTPI) (are called a regulator by the gov)	<ul style="list-style-type: none"> + Represents 27,000 members as an association with regulatory functions + In recognition of various ways to enter profession, there are many routes to gain charter status - accredited degree, non-accredited degree, experience, apprenticeship, assessment. + Regulatory-related Programs: <ul style="list-style-type: none"> + Registration and annual renewal requirements + Training programs and end-point assessment must be approved by regulator (RTPI) + Professional code of conduct, professional standards, + Continuing professional development required + Complaint and discipline panel + "They must abide by the Royal Town Planning Institute (RTPI) Code of Professional Conduct and ethical standards because they hold positions of responsibility and make decisions that impact on the built and natural environment and long-term well-being of communities. The occupation is regulated by high standards of professionalism assuring clients and employers of the quality of service they will receive. "(Skills England, 2019)

Ireland
(Exemplar of the majority of EU)

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
Planner Membership status (MIPI)	"The planning process essentially has two functions: to manage physical development and to plan ahead for future growth and development. These functions seek to balance physical development against other social, economic and environmental needs... Qualified planners in Ireland work in a range of sectors. The majority work in the public sector for Local Authorities or in the private sector representing and working with construction, community, public and other bodies through the planning process." (IPI, n.d.)	N	NA	NA	Voluntary	<i>Irish Planning Institute (IPI)</i>	<ul style="list-style-type: none"> + Represents over 1000 members in Ireland and abroad as association + Offer multiple ways to demonstrate competence/qualification to become a member + Regulatory-related Programs: <ul style="list-style-type: none"> + Registration requirements + Mandatory compliance with code of conduct + Training program approval/accreditation + Continuing professional development opportunities + Complaints processes in place

Italy
(National law that states provinces will provide regulations)

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
Planners	N/A	Y	Y	N	Statutory - Ministry of Justice / National and Regional Register Self-regulation (delegated authority)	Order of Architects, Planners, and Landscapers	<ul style="list-style-type: none"> + Regulator (unclear if it has dual mandate) <ul style="list-style-type: none"> - Art 5.4 "it oversees the protection of the professional practice and the preservation of the Order's decorum" + Multi-profession - Includes the regulation of planners with that of related spatial planning professions.

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
					Royal Decree no. 2537 of 23 October 1925 (Technically applies to engineers and architects)		<ul style="list-style-type: none"> + The Order of Architect's task is to promote the professional category of its members for the benefit and protection of users and the public, favouring a culture of high-quality design with respect for the collective cultural, historical and artistic heritage. (<i>Order of Architects, n.d.</i>) + Regulatory Programs: <ul style="list-style-type: none"> + Entry requirements/exam + Register + Ethical requirements + Training obligations + Annual renewal + <i>All provincial regulators are part of a national council as well - but it appears legislation is at the provincial level.</i>

EU

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
Spatial Planners	N/A	NA	NA	NA	NA	<i>European Council of Town Planners (ECTP)</i>	<ul style="list-style-type: none"> + Umbrella organization for 28 Spatial Planning Institutes in Europe which facilitates mutual recognition of planning qualifications in European Member States and has agreements with NZ and AUS (<i>IPI, n.d.</i>) in and association function + Regulatory-related Programs: <ul style="list-style-type: none"> + Sets standards of conduct and education for spatial planning profession

United States

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
Planners	<p>"The planner's role is to provide the big picture and to relate the project to various goals and guidelines, such as ordinances or design review, in order to achieve a final project that meets the needs of the community. This might include appropriate design, environmental considerations, support for the local economy, or equitable access for all members of the community." (APA, n.d.)</p> <p>Employers may prefer or require certification, but it is not required.</p>	N	NA	NA	Voluntary	American Planning Association (APA)	<ul style="list-style-type: none"> + Association of planners with chapters in each state and divisions dedicated to different types of planning + Regulation-related programs <ul style="list-style-type: none"> + Continuing competence opportunities + Ethical principles in planning and rules of conduct + Only members of APA (above) can become certified planners - over 16,000 certified members + Provide nationwide independent verification of planners' qualifications. + Regulation-related programs: <ul style="list-style-type: none"> + Registration and renewal + Standards of practice, ethics, and conduct + Mandatory continuing professional development + Complaint process for misconduct
						Planning Accreditation Board	<ul style="list-style-type: none"> + PAB accredits undergraduate and master's degree programs. + PAB standards are developed with input from the stakeholders in the planning community and our sponsoring organizations: the American Planning Association (APA); APA's American Institute of Certified Planners (AICP); and the Association of Collegiate Schools of Planning (ACSP). + This recognition is extended primarily through nongovernmental, voluntary associations.

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
							<ul style="list-style-type: none"> + Degrees from these schools generally cover the following areas: <ul style="list-style-type: none"> + Structure and functions of urban settlements + History and theory of planning processes and practices + Administrative, legal, and political aspects of plan-making and policy implementation + Quantitative analysis + Problem formulation and solving + Plan-making and program design + Planning in a democratic society + Ethics

New Jersey, USA

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
Professional Planner	NA	Y	N	N	Statutory - <u>N.J. Stat. §45:14A-1 et seq.</u> Co-regulation	<u>New Jersey State Board of Professional Planners</u> (Gov dept not self-regulated)	<ul style="list-style-type: none"> + Regulator - Note that NJ is the only US state that regulates planners + <u>NJ Rev. Stat. § 45:14A-1 says that licensing is required "in order to safeguard life, health and property, and promote the public welfare."</u> + <u>Governance: All board members are appointed by gov, 2 public members</u> + Regulatory Programs: <ul style="list-style-type: none"> + Making sure all professional planners meet the requirements set by statute;

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
							<ul style="list-style-type: none"> + State registry + Investigating and prosecuting professional planners who break the State's consumer protection laws; and + Requiring all professional planners to be licensed and to renew their licenses biennially.

Michigan, USA

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
Community Planner	"a person qualified to prepare comprehensive community plans. "Comprehensive community plan" means a unified document of text, charts, graphics, or maps, or combination of them, designed to portray general, long-range proposals for the arrangement of land uses and that is intended primarily to guide government policy toward achieving orderly and coordinated development of the entire community." (Senate Fiscal Agency, 2013, pg. 1)	N	NA	NA	<i>Previously statutory but repealed in 2014</i> Co-regulation	Board of Professional Community Planners	<ul style="list-style-type: none"> + Used to fall under the Department of Licensing and Regulatory Affairs in the Occupational code that required registration for community planners + Used to have title protection + The fiscal analysis for the bills noted that the state's Department of Licensing and Regulatory Affairs (LARA) would save the administrative costs of regulating the profession. There was a suggestion that the revenue from registration / licensing fees was relatively small. If the revenue from those fees was less than the operating cost to regulate, then repealing would produce a net saving or at least reduce costs. + Further, this was part of regulatory reform in the state - around the same time the regulation of dieticians and nutritionists, auctioneers, oculists, school solicitors, immigration clerical assistants, and interior designers was also repealed. The state

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
							<p>eliminated a few licensing boards and reduced regulatory requirements in other areas, such as the number of mandated apprenticeship hours required for a barber's license.</p> <p>+ Governor Snyder wrote, "Going forward, we need to continue to exercise diligence and caution in determining whether to impose new regulations or requirements on any occupations—whether previously unregulated or not—and we should enact new restrictions only when they are absolutely necessary to protect the public welfare." (Hemphill & Skorup, 2018)</p>

Australia

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
Registered Planner (RPIA) through PIA (have multiple levels based on experience)	<p>NA</p> <p><u>In South Australia those who practice this role must be accredited:</u></p> <ul style="list-style-type: none"> + Planning professionals who assess development applications, including assessment managers and panel members within councils + Private sector planning professionals who approve planning applications 	N	NA	NA	<p>Voluntary - Exception is that in two regions, accredited professional is required for assessment roles</p> <p><u>Accreditation requirement mandated by state legislation/policy in SA -</u> Dept for Housing and Urban Development</p>	<p><u>Planning Institute of Australia (PIA);</u></p> <p><u>SA Accreditation Authority</u> (Gov dept not self-regulated)</p>	<ul style="list-style-type: none"> + Association with regulatory functions (non-statutory) + The PIA certifies those who require "accreditation" in SA - the scheme includes a specific code of conduct and requirements, but the PIA certification is seen as equivalent and counts toward accreditation but <u>this process must be done through the gov dept.</u> + In NSW this appears to function more like registration with PIA plus additional experience and educational certification to work on specific projects.

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
	<p><u>In New South Wales those who practice this role must have special certification:</u></p> <ul style="list-style-type: none"> + The Registered Environmental Assessment Practitioner (REAP) Scheme provides a framework for registering suitably skilled, qualified and experienced practitioners to make quality assurance declarations for environmental impact statements (EISs) for State significant projects. 				Direct state regulation by umbrella organization		<ul style="list-style-type: none"> + Regulatory-related programs: <ul style="list-style-type: none"> + Registration requirements + Professional standards + Complaints + Only planners in specific roles need to be accredited (building certifiers, assessing development applications, determining outcomes for planning consent, members of assessment panels (extends to interprofessional group of planners). Require different levels of accreditation based on the level of authority they have in the field (consent) + Accredited Professionals Scheme in South Australia runs the following programs: <ul style="list-style-type: none"> + Registration and renewal + Continuing professional development + Professional standards + Audits + Complaints/discipline + <u>PDI Act Section 35.</u> "An accredited professional must act in accordance with the public interest" + No information on required public members in governance

New Zealand

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
Planner (MNZPI)	<p>Urban/regional planners may do some or all of the following:</p> <ul style="list-style-type: none"> + Plan and design buildings, streets, subdivisions, parks, reserves or sports facilities + Prepare plans up to 20 years ahead + Examine how areas are developing and the effect of proposed developments + Collect and analyze economic, social and environmental data + Manage projects, including communications strategies + Write and present reports on behalf of councils, companies, applicants and submitters at resource consent, environmental, and other hearings. (Careers.govt.nz, 2023). 	N	NA	NA	Voluntary	<i>New Zealand Planning Institute (NZPI)</i>	<ul style="list-style-type: none"> + Association with some regulatory functions (voluntary) + NZPI is the professional body (ethics/CPD). Government careers guidance notes NZPI registration is recommended, not compulsory. + Regulatory-related programs <ul style="list-style-type: none"> + Continuing professional development + Register + Registration requirements and annual renewal + <u>Training program accreditation</u>

South Africa

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
Professional Planner / Technical Planner	<u>See restricted acts</u>	Y	Y	Y	Statutory - Co-regulation <u>National legislation -Planning Profession Act</u> <u>36 of 2002</u> establishes SACPLAN	<u>South African Council for Planners (SACPLAN)</u>	<ul style="list-style-type: none"> + National dual mandate organization with association and regulatory functions <ul style="list-style-type: none"> + 2(b) "Planning must pursue and serve the interests of the public..." + 2(c) "ensure professions legitimacy and effectiveness, ... promote the profession" + Governance: 1-3 public members, majority of municipal and provincial government-affiliated and regulated members on the board + Regulatory programs: <ul style="list-style-type: none"> + Accreditation + Continuing professional development + Registration requirements and renewal + Complaints

Hong Kong (SAR)

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
Registered Professional Planner (RPP)		Y	Y	N	Statutory - Self-regulation but with delegated functions <u>Cap. 418 Planners Registration Ordinance</u>	<u>Planners Registration Board</u> In conjunction with <u>Hong Kong Institute of Planners</u>	<ul style="list-style-type: none"> + National regulator with delegated functions + No explicit mandate + Governance: No public members allowed + Regulatory functions: <ul style="list-style-type: none"> + Registration requirements (membership with the planning institute legislated requirement) and renewal

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
							<ul style="list-style-type: none"> + Register + Code of conduct + Disciplinary program + To gain registration by the board, planners must have membership with the institute who verifies qualification, competency, annual renewal (unclear if there is continuing professional development required)

Malaysia

Profession / Title	Job Description	Statutory Y/N	Reserved Title	Reserved Practice Y/N	Model/ Framework	Responsible Organization	Features
Registered Town Planner		Y	Y	N	Statutory - <i>Town Planners Act 1995</i> Self- regulation In conjunction with <i>Malaysian Institute of Planners</i>	<i>Board of Town Planners Malaysia</i> (Lembaga Perancang Bandar)	<ul style="list-style-type: none"> + National regulator with delegated functions + No explicit mandate + Governance: No public members on board + Regulatory programs <ul style="list-style-type: none"> + Registration requirements (membership with MIP) + Professional standards + Complaints/discipline + Accreditation + To gain registration by the board, planners must have membership with the institute who verifies qualification, competency, annual renewal, continuing professional development

Appendix 1b: Canadian Jurisdictional Scan | Data Chart*

Summary:

- + All jurisdictions across Canada include **voluntary certification/registration of Professional Planners**, though, for the first time, the incoming *Alberta Professional Governance Act* allows for mandatory registration.
- + All jurisdiction across Canada **include dual mandates** at this time, working both in the public interest and in the interests of the profession. The incoming *Professional Governance Act* in Alberta will change this and Professional Planners will be regulated by a **single mandate organization**. In NL, incoming legislation (currently under development) is expected to create a single-mandate regulator for Professional Planners as well. The PGA in BC also requires this, but does not currently include Professional Planners.
- + Each jurisdiction, with the exception currently in place in NL, **protects the title RPP or equivalent** (LPP, *Urbaniste*) and its associated abbreviations. The strongest title protection appears to be via the legislation in PEI. Incoming legislation in NL is expected to introduce title protection.
- + **Reserved practice for RPPs** is currently limited, but it does exist in some forms. Several jurisdictions across Canada, most notably, MN, SK, PEI, NL require full participation, consultation and/or sign off on official plans by RPPs.
- + Currently, there is no universally accepted **scope of practice** statement for Professional Planners across Canada, though one is under development and may be approved in 2016. Currently, six jurisdiction use the same (or almost the same) definition of planning in their governing legislation (BC, AB, SK, MN, ON, NB).

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
<p>The title "Registered Professional Planner" is protected by section 3.1 of the <i>PIBC by-laws</i> (as revised 2018) – and thus protected by the Societies Act, SBC 2015, s. 204(1) & (2).</p> <p>Definition of "planning" is in the by-laws, but there is no defined scope of practice or designated restricted practice.</p>	<p>"planning" means the planning of the scientific, aesthetic and orderly disposition of land, resources, facilities and services with a view to securing the physical, economic and social efficiency, health and well-being of urban and rural communities" PIBC bylaws, 1.1.25.</p>	Yes	No	No	<p>The Societies Act, 2015 appears to go back to at least 1979. PIBC first registered occupational title protection under it in 1989 (as Registered Planner). The updated 'Registered Professional Planner' and 'RPP' were registered in 2012.</p> <p>PIBC will continue monitoring the BC Professional Governance Act (PGA), and potential RPP regulation.</p>

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
<p>The situation in Alberta is under transition. Currently, the following Act, and its regulations, applies:</p> <p><u>Professional and Occupational Associations Registration Act, RSA 2000</u> which is umbrella legislation covering 13 different professions (including Professional Planners) under a single Registrar. It sets up dual mandate Registered Associations with regulatory functions for registration, complaints and discipline (including appeals).</p> <p>Definition of "planning" is in the Reg, but no defined scope of practice or restricted practice.</p> <p><u>Professional Governance Act</u> (including Professional Planners passed May 2025 but has not been proclaimed. It will be proclaimed as implementation starts in 2026 and continues into 2027. Implementation will be staggered. APPI's Executive Director is currently working with government on drafting regulations and by-laws and anticipates implementation on or about June 2026. Content of regulations will be publicly available in due course.</p> <p>The new Act allows for voluntary or mandatory membership, Title, reserved practice (called Restricted Acts) and full scope protection. Anticipate (but don't know yet) that Planners will remain the same: voluntary registration, title protection, no reserved practice and likely not full scope. TBC. The new Act explicitly prohibits advocacy activities and negotiating on behalf of the profession.</p>	<p>The "practice of planning" means the process of planning the scientific, aesthetic and orderly allocation of land, community resources, facilities and services with a view to maintaining and improving the physical environment and the economic and social conditions of urban and rural communities."</p> <p>Alberta Regulation 115/2010, Professional Planner Regulation, s. 1(h).</p>	<p>Yes . s. 23 of the regulations under POARA, 2000.</p>	<p>No</p>	<p>No</p>	<p>POARA goes back to 1985, but it appears that it first applied to the planning profession in 2010.</p> <p>Creates a dual-mandate Association.</p> <p>Creates a process of application for and designation of new professions under the Act if it is in the public interest to do so (similar to the PGA, BC).</p> <p>Includes explicit "public interest" and "public safety" statements (s. 9.1 (a) and (b).)</p> <p>Governing Councils are required to include one appointed member of the public (non-professional) for every 10 elected professional members (s. 12(3) (b)).</p> <p>Certification is voluntary.</p> <p>Title is protected, but not practice.</p> <p>The POARA registrar is responsible for creating a register of all registered professions and permit inspection of it on request during official office hours.</p> <p>Alberta's legislated framework is set to change later in 2026, with the exact terms for planners to be determined as regulations are developed in the coming months. The Alberta Professional Governance Act creates single-mandate regulators and was approved in May, 2025.</p>

Saskatchewan

Title: Registered Professional Planner

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
<p>Two pieces of legislation apply:</p> <p>1. The <i>Community Planning Profession Act, 2013</i>, creates the Institute and its responsibilities, as well as protects title.</p> <p>No defined scope of practice or restricted acts in the CPPA.</p> <p>2. The <i>Planning and Development Act, 2007</i> and <i>The Subdivision Regulations, 2014</i>, defines the scope of practice for registered professional planners (RPP). District plans and official community plans must be prepared in consultation with an RPP (see sections 102 and 29 of the PDA, respectively). Retaining an RPP on staff or by contract is a requirement for municipalities to be granted and maintain approving authority status under section 13 of the PDA.</p> <p>Section 6 of The Subdivision Regulations, 2014, requires all plans of proposed subdivisions to be prepared by either an RPP or a professional Saskatchewan Land Surveyor.</p>	<p>The "practice of planning" means the process or act of a registered professional planner preparing a comprehensive plan of development to establish a scientific, aesthetic and orderly allocation of land, community resources, facilities and services with a view to maintaining and improving the physical environment and the economic and social conditions of the municipality or region" CPPA, s. 2(J).</p>	<p>Yes. CPPA, s. 22</p>	<p>No</p>	<p>Yes. Limited.</p>	<p>The first CPPA came into effect in 1966. This version was repealed and replaced in 1978. The existing CPPA came into effect in 2013 and was most recently amended in 2020. Before 2013, the title "professional community planner" was protected.</p> <p>Land use planning has been regulated in Saskatchewan since 1911 through town planning and rural development legislation. The first PDA came into effect in 1973. Repeal and replacements occurred in 1978 and 1983. The existing PDA came into effect in 2007 and was most recently amended in 2019.</p> <p>The CPPA, 2013, established the Saskatchewan Professional Planners Institute in place of The Association of Community Planners of Saskatchewan and delineated that the Institute must function in the public interest. CPPA, 2013. s. 4(1). The Act established the objects of the Institute as "regulating and governing the profession of community planners and assuring the public of the knowledge, skills, proficiency and competency of members in the practice of professional community planning," s. 4(2).</p> <p>Regulatory activities of the Institute include registration, investigation of complaints, conduct of disciplinary hearings, setting standards for continuing education and setting practice standards and a Code of Conduct. The Institute must also maintain an up-to-date register of all members which must be made available publicly in electronic format or in person at the head office during normal business hours.</p> <p>The governing Council of the Institute is comprised of a minimum of 7 elected professional members and two appointed non-professional members of the public.</p> <p>Membership is voluntary.</p> <p>s. 22 protects title of RPP and s. 23 allows practice of community planning by members in good standing of the professions of Architecture, Engineering, Land Surveying or Law. s. 22 also allows the practice of community planning to non-member individuals who are appropriately trained</p>

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
					<p>in planning as long as they do not hold themselves out to be RPPs.</p> <p>s. 47 of the Act delineates a Duty to Report to the Institute by an employer who terminates the employment of an Institute member for misconduct or incompetence.</p> <p>s. 13 of the Planning Act protects certain reserved acts.</p>

Manitoba

Title: Registered Professional Planner

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
<p>Two pieces of legislation apply:</p> <p>1. The Registered Professional Planners Act, 2016, establishes the Manitoba Professional Planners Institute and delineates its duty to serve in the public interest (s. 2(4)).</p> <p>The RPPA, s. 13, includes title protection for the term RPP and its variants "that impl[y] that the person is a registered professional planner" and prohibits "holding out" as a planner either privately or publicly</p> <p>2. The Planning Act, CCSM, 2005,¹ s. 44(1)(b): sets out limited reserved practice: "When preparing a development plan, a board [of a planning district] or council [of a municipality] must...consult with a qualified land use planner, within the meaning of the RPPA."</p>	<p>"Planning includes the scientific, aesthetic and orderly allocation of land, resources, facilities and services with a view to maintaining and improving the physical environment and the economic and social conditions of urban and rural communities. (« urbanisme »)". s. 1(1), RPPA, 2016.</p>	<p>Yes . s. 13 of the RPPA, 2016.</p>	<p>No</p>	<p>Yes, limited. <i>Manitoba Planning Act, 2005, s. 41(1).</i></p>	<p>The Planning Act dates back to 1980, but without any reference to "planner", which was added in 2005.</p> <p>The Registered Professional Planners Act, 2016 provides title protection to RPPs and self-governing authority for the planning profession through the Manitoba Professional Planners Institute. While still a dual mandate Institute, legislative provisions in the Manitoba RPPA, 2016, appear more similar to single mandate regulators than Acts in other Canadian jurisdictions.</p> <p>The RPPA, 2016 includes delineation of the public interest mandate of the Institute and the following objects (s. 2(5)):</p> <ul style="list-style-type: none"> a. To promote and increase the professional knowledge, skill and proficiency of its members as professional planners; b. To regulate and govern the professional conduct and discipline of its members; c. To establish and enforce standards of qualification for the practice of planning, and to promote and contribute to the study and practice of planning in Manitoba;

¹ Last amended in 2025.

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
					<ul style="list-style-type: none"> <li data-bbox="1467 262 1959 344">d. To establish and enforce standards for the professional responsibility and competence of its members; <li data-bbox="1467 360 1959 409">e. To participate in the development of public policy issues related to planning; <li data-bbox="1467 425 1959 474">f. To establish beneficial relationships with other organizations that have similar interests; <li data-bbox="1467 491 1959 572">g. To administer the institute's affairs, perform its duties and carry out its powers in accordance with this Act. <p data-bbox="1467 589 1959 670">At least one-third of the members of the governing Council must be members of the public who are not members of the planning profession.</p> <p data-bbox="1467 703 1959 1046">Regulatory functions, to be more fully set out in by-laws, include registration and the maintenance of an up-to-date register (available on request to members of the public at the Head Office during regular business hours, or delivered electronically), inquiries, investigation of complaints, the conduct of discipline hearings, setting requirements for continuing competency, and setting practice standards and a Code of Conduct. The Act also includes a Duty to Report by employers who terminate a member of the Institute for misconduct, incompetence or incapacity.</p> <p data-bbox="1467 1078 1854 1095">Membership in the Institute is voluntary.</p>

Ontario

Title: Registered Professional Planner

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
<p><u>Ontario Professional Planners Institute (OPPI) Act, Pr44, 1994</u> (private act) was proposed and passed to enable protection of title RPP and to allow certain regulatory activities to the Institute.</p> <p>Definition of "planning" in the Act, but no defined scope of practice or restricted acts</p>	<p>"Planning includes the planning of scientific, aesthetic and orderly disposition of land, resources, facilities and services, with a view to securing physical, economic and social efficiency, a sound environment, health and well-being." s. 3(2) of OPPI Act.</p>	<p>Yes . s. 9 of the OPPI Act.</p>	<p>No</p>	<p>No</p>	<p>Dual mandate Institute with responsibilities for setting classes of membership, conducting complaints investigations and, when necessary, disciplinary hearings, and setting standards and a Code of Ethics for the profession. Must maintain an up-to-date register of all members which must be provided to members of the public on request, at the head office during normal business hours.</p> <p>s. 9 (5) of the Act specifically allows non-members to describe themselves as planners and to practice professional planning.</p> <p>Voluntary certification allowing for use of protected title.</p> <p>No reserved practice or acts.</p> <p>While attempts were made in 2019 to update the existing Act, these attempts were not successful and died on the order paper.</p>

Quebec

Title: "Urbaniste"

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
<p>The titles "Urbanist" (Urbaniste), "Town Planner" and "City Planner" are protected by section 36(h) of the Professional Code, RSQ c C-26, umbrella legislation regarding all regulated professions.</p> <p>Section 37.1 of the Code lists "professional activities, which are reserved to such members" – no such activities are listed for <i>Urbanistes</i>.</p>	<p>Planners "provide the public with professional services involving the application of the principles and methods of development and use of urban land or land to be urbanized." Professional Code, s. 37(h).</p>	<p>Yes</p>	<p>No</p>	<p>No</p>	<p>Voluntary membership and protection of title, as elsewhere. No delineation of reserved practice or acts.</p>

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
<p><i>La corporation des Urbanistes du Québec</i> was assented in 1963 as a Corporation. The Corporation became an Order in 1977 as all other professional Corporations. The existence of the Law of regional planning and urbanism justified the recognition of the <i>Ordre des Urbanistes du Québec</i> as a professional Corporation where the title is protected by the law without recognition of defined scope of practice or restricted acts.</p> <p><i>Urbanistes - Office des professions du Québec (gouv.qc.ca)1963_LoiCorporationUrbanistes.pdf (gouv.qc.ca)</i></p> <p>http://legisquebec.gouv.qc.ca/en/showdoc/cs/C-26</p>					

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
<p>The <i>Professional Planners Act, SNS 2005</i> creates the Professional Planners Association of Nova Scotia to support and regulate the practice of planning, it delineates provisions for licensure², complaints and discipline and the maintenance of a public register of members. s. 14 of the Act protects the title of LPP.</p> <p>A comprehensive definition of "planning" is included in the Act with a scope of practice statement (s. 3(j)) but there are no restricted acts enumerated.</p> <p>Part VIII, Planning and Development, of the <i>Municipal Government Act, 1998</i>, amended, delineates all provisions for planning in the province. It does not appear to include any specific requirements regarding</p>	<p><i>Professional Planners Act, 2005</i>, s. 3 (j): "practice of professional planning" means any act of planning including, without restricting the generality of the foregoing,</p> <p>(i) investigating, designing, commissioning, composing, evaluating, advising, reporting, directing or supervising, or managing any of the foregoing, that requires or involves the application of principles of planning and that concerns the safeguarding of life, health, property, economic interests, public welfare or the environment,</p>	<p>Yes. PPA, s. 14.</p>	<p>No</p>	<p>No</p>	<p>The Association is a dual mandate organization authorized to regulate the profession. The Act officially creates the Licensed Professional Planners Association of NS and sets out provisions for licensure, the duty to maintain an active register of members, investigation of complaints and the conduct of discipline hearings.</p> <p>Voluntary licensure of members.</p> <p>The Board of Directors of the Association includes a minimum of seven professional members, and one public member appointed by government.</p> <p>The Act includes legislatively protected title, and no reserved acts or protected practice.</p>

² The use of term "license" in this context differs from licensure in other professions (especially health professions) where licensure is mandatory to practice, and restricts certain activities to only licensed professionals. In Nova Scotia licensure is voluntary and does not delineate restricted practice or restricted acts. It appears to be analogous to voluntary certification found in other jurisdictions.

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
<p>involvement of, consultation with or approval by Licensed Professional Planners.</p> <p>LPPANS is subject to the Fair Registrations Practices Act. "The Act governs the practices of regulatory bodies use to register people who apply to become a member of a regulated occupation. Under the Act, "registration needs to follow a fair procedure and be transparent, objective, and impartial."</p>	<p>(ii) the preparation and implementation of plans, studies or strategies involving the application of the principles of planning including, without restricting the generality of the foregoing, regional or municipal plans or strategies, urban or rural plans, land development plans or strategies, land-use by-laws, site plans, subdivision plans, economic plans, environmental plans or studies, social plans, recreation plans, conservation plans, organizational plans, heritage plans, lifestyle plans, conceptual plans and strategic plans,</p> <p>(iii) the application of skills or techniques for the purpose of planning including, without restricting the generality of the foregoing, computer analysis and data queries, environmental analysis, geological studies, morphology studies, air-photo analysis, cartography or mapping, cost-benefit analysis, physical sciences, social sciences, statistical analysis, demographic research, environmental design and planning, project planning and implementation, research and communication,</p> <p>(iv) any tasks necessary to implement the planning legislation of the Province involving the use or application of the principles of planning,</p> <p>(v) project management where the principles of planning are involved, and</p> <p>(vi) any other tasks that involve the principles of planning"</p>				<p>S. 33 of the Act specifically mentions that non-members who are members in good standing of the following professions continue to have the legal authority to engage in the practice of professional planning: Architects, Engineers, Land Surveyors, Lawyers, and anyone appointed as a development officer under the Municipal Government Act. 2005, c. 45, s. 33.</p>

New Brunswick

Title: Registered Professional Planner

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
<p>Two pieces of legislation apply:</p> <p>1. The <i>Registered Professional Planners Act, 2005</i> which defines the Association and its responsibilities and structures; and protects the title of "RPP"</p> <p>2. The <i>Community Planning Act, SNB 1972</i>. The Act sets out requirements for developing municipal, regional and area plans and includes mention of "planners" or "planning consultants" for certain positions or activities (e.g., Directors) but does not define either term or mention that such "planners" or "planning consultants" must be RPPs.</p> <p>Although it is a private act, the public "<i>General Regulation NB Reg 2012-109</i>" does specify at section 21(1)(b) & (e) that planners as defined by the Act are "designated employees" subject to conflict of interest rules. It does not define "planners" as RPPs.</p> <p>There is a definition of "planning" in RPP Act, but no defined scope of practice or restricted acts.</p> <p>Update: there is a Fair Registration Practices in <i>Regulated Professions Act</i>, adopted in June 2022, but the regulation released in March 2023 did not include NBAP as a regulated profession under the Act.</p>	<p>The <i>Registered Professional Planners Act, 2025</i>, defines "planning" as "the planning of the scientific, aesthetic and orderly disposition of land, with a view of securing physical, economic and social efficiency, health and well-being in urban and rural communities (<i>urbanistes</i>)."</p>	<p>Yes. s. 18 of the RPP Act, 2025.</p>	<p>No</p>	<p>No</p>	<p>The New Brunswick Association of Planners (NBAP) / <i>l'Association des Urbanistes du Nouveau-Brunswick</i> (AUNB) is listed as the provincial regulatory body for professional planners in New Brunswick by the New Brunswick Registered Professional Planners Act, 2025. The Act establishes the New Brunswick Association of Planners (NBAP) as the regulatory body for the planning profession in the province. It regulates professional practice, defines membership, defines protection of title, and sets out requirements for professional conduct through a Code of Ethics and Practice Standards. The Act also sets out requirements for investigating complaints and conducting discipline hearings.</p>

Prince Edward Island

Title: Registered Professional Planner

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
<p>Two pieces of legislation apply:</p> <p>1. The Registered Professional Planners Act, 2019 (RPPA) which establishes the PEI Institute of Professional Planners from the previous "association", defines the Institute as the professional association and a regulatory body, protects the RPP title, and defines the regulatory and Association functions for the Institute (including Registration, Investigation of Complaints, conducting Discipline Hearings, and Appeals).</p> <p><u>Title protection in s.42 of the RPP Act</u> is stronger than in other acts, as it expressly prohibits not just "use of title", but also "holding [oneself] out" as an RPP. Additionally, s. 42.(2) prohibit not only specific use of the title, RPP, but also prohibitions against "variations of such terms that imply the person is a registered professional planner."</p> <p>2. The Planning Act, 1988: sets out general requirements for planning.</p> <p><u>Planning Act Minimum Requirements for Municipal Official Plans, 1997</u>: The Minimum Requirements policy explicitly requires RPPs prepare official plans in PEI.</p>	<p>PEI Registered Professional Planners Act, 2019 defines "planning" as "the process of organizing, managing, allocating and using land, resources, facilities and services to support the social and economic efficiency, health and well-being of communities and regions and the maintenance, improvement and protection of the developed and the natural environment."</p>	<p>Yes. s. 42</p>	<p>No</p>	<p>Yes limited. s.4.1 of minimum requirements policy</p>	<p>Voluntary dual mandate Institute with the following objects delineated in the RPP Act:</p> <ul style="list-style-type: none"> a. To protect the public and serve the public interest in relation to planning conducted by registered professional planners; b. To protect and maintain the integrity of the planning profession; c. To regulate the practice and professional conduct of registrants in accordance with this Act, the regulations and the bylaws; d. To promote and increase the knowledge, skill and proficiency of registrants; e. To promote and contribute to awareness about the values and methods of planning in Prince Edward Island; and f. To provide for the professional association and support of its members. s.4 (a-f). <p>Council is comprised of at least three professional members of the Institute residing in PEI and two public members appointed by the Minister. s. 6(1) (a-b).</p> <p>The Registrar maintains a register of all members which is made available to the public "on request". s.8 (2)-(3).</p> <p>Municipal regional plans include requirements for RPPs:</p> <p>"Official Plans must be demonstrably technically competent, and should be prepared by a Professional Planner." s.4.1 of the Planning Act Minimum Requirements for Municipal Official Plans policy.</p>

Newfoundland & Labrador

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
<p>NL does not currently have a <i>Registered Professional Planners Act</i>, though one is currently under development. It is anticipated that the new Act will create a single-mandate regulator for professional planners, similar to the one recently passed in Alberta and that it will include protected title. Additional scope, and reserved acts protections - TBD as regulations and by-laws are developed. Michelle McDonald from the Atlantic Planners Institute is monitoring legislative developments.</p> <p>When passed, registration procedures may be subject to the Newfoundland & Labrador's Fair Registration Practices Act.</p> <p>Currently, the <u>Urban and Rural Planning Act, SNL 2000</u>, s. 13 designates limited reserved practice: "A plan and development regulations made under this Act and amendments to them shall be certified by a person who is a fellow or full member of the Canadian Institute of Planners."</p>	NA	No	No	Yes, limited.	<p>Professional planners in NL are represented by the NL Association of Professional Planners - a single mandate organization whose objectives are to:</p> <ul style="list-style-type: none"> + Advance the study and practice of Planning in Newfoundland and Labrador; + Promote a high standard of professional competence and conduct in the practice of Planning; + Promote the Association and professional interests of those engaged in the practice of Planning; and, + Represent the Atlantic Planners Institute in Newfoundland and Labrador (s. 2. a-d of the Association by-law) <p><u>There do not appear to be any regulatory activities conducted by the Association.</u></p> <p>To be eligible for the reserved acts outlined in the NL <i>Urban and Rural Planning Act</i>, a planner must be a fellow or a full member of the Canadian Institute of Planners (CIP). The reference to CIP seems to have been added to the Act in 2000.</p>

Atlantic Planners Institute

Applicable Legislation	Scope Statement/ Definition of Planning	Protected Title?	Reserved Scope?	Reserved Practice?	Features, Other Comments
<p><u>API by-laws</u> (last amended October 2023) no longer define "planning" or designated titles. Titles and definitions are either in the provincial Acts or in the bylaws of the individual provincial associations.</p>					

Appendix 2: Key Informant Interviews

Participants and Interview Questions

PARTICIPANTS

Organization	Individual: Name and Title	Date and (Interview Lead)
BC Society of Landscape Architects	Ryan Noakes, Acting Executive Director and Regulatory Lead	<i>December 18, 2024</i> <i>(Raymond Kan)</i>
Alberta Professional Planners Institute	MaryJane Alanko, Executive Director	<i>January 7, 2025</i> <i>(Raymond Kan)</i>
Forest Professionals BC	Christine Gelowitz, CEO	<i>January 7, 2025</i> <i>(Raymond Kan)</i> <i>October 30, 2025</i> <i>(Katya Masnyk)</i>
Ontario Professional Planners Institute	Susan Wiggins, Executive Director and Ryan Des Roches, Registrar	<i>January 8, 2025</i> <i>(Raymond Kan)</i>
	Susan Wiggins, Executive Director	<i>October 28, 2025</i> <i>(Katya Masnyk)</i>
College of Applied Biologists	Christine Houghton, CEO Elaine Vale, Registrar	<i>January 9, 2025</i> <i>(Raymond Kan)</i>
Architectural Institute of BC	Mark Vernon, CEO	<i>January 14, 2025</i> <i>(Raymond Kan)</i>
Atlantic Canada PTIAs	Michelle MacDonald, Executive Director Julia Schwarz, President, NL Association of Professional Planners Alexander Gopen, President, NB Association of Planners	<i>January 14, 2025</i> <i>(Raymond Kan)</i>
Engineers and Geoscientists BC	Heidi Yang, CEO	<i>January 16, 2025</i> <i>(Raymond Kan)</i>
BC Institute of Agrologists	Jennifer Lawrence, CEO and Registrar	<i>January 21, 2025</i> <i>(Raymond Kan)</i>
Applied Science Technologists and Technicians of BC	Theresa McCurry, CEO	<i>February 26, 2025</i> <i>(Raymond Kan)</i>

Organization	Individual: Name and Title	Date and (Interview Lead)
OSPG		<i>Written response provided to PIBC</i>
Can Institute of Planners (with BMS Group)	Marisa Lingard, COO, CIP	<i>September 16, 2025 (Katya Masnyk)</i>
SK Inst of Planners	Aimee Bryck, President	<i>September 10, 2025 (Katya Masnyk)</i>
NS Inst of Planners	Garth Sturtevant, Registrar	<i>September 11, 2025 (Katya Masnyk)</i>
Liability Insurance (BMS Group)	Tara Scullion, Director, BMS Canada Risk Services Ltd. Maggie Green, Executive Director, Affinity, BMS Canada	<i>September 16, 2025 (Katya Masnyk)</i>

Questions/Interview Guide

Big Picture

1. What are the primary advantages/disadvantages of being regulated under the PGA?
2. What were the top issues that emerged during the transition? How were these issues addressed?
3. How long did it take your organization to make the full transition to the PGA?
4. If you had to do the transition all over again, is there anything you would have changed?
5. What are your thoughts on the public protection objective of the PGA?

Impacts on Registrants

6. How did your organization engage the membership during the transition? Were members generally supportive of the transition? Can you share any engagement summaries?
7. Did the number of registrants change after the transition? What were some of the reasons?
8. Did registrant fees change after the transition? Can you share the pre/post data? What were some of the reasons?
9. Is your organization actively engaging registrants about the new regulatory framework? If so, what are registrants saying?

Impacts on Employers

10. What proportion of your registrants work in the public sector versus private sector?
11. How did your organization engage employers during the transition? What did the employers say?

Impacts on Reserved Practice and Titles

12. What were some of the lessons learned, if any, when defining a Reserved Practice?
13. What were some of the lessons learned, if any, when defining reserved titles?

Impacts on Operations

14. What was the level of effort required to support the transition (e.g. staffing, consultant support, etc.)?
15. Did your organization incur additional expenditures after the transition to the PGA? If so, what were the main drivers of increased expenditure?
16. Did your organization incur additional revenues after the transition to the PGA? If so, what were the main drivers of increased revenues?

Impacts on Advocacy and Services

17. What kind of advocacy did your organization do before the transition, and what kind of advocacy does your organization do now?
18. How did the transition affect your organization's prior member services, such as conferences, awards, continuing professional learning, etc.?
19. Does your organization undertake policy research? If so, does the PGA impose any constraints?

Impacts on Governance

20. How has the new governance structure performed?
21. How has the culture and/or way of doing business changed for the regulator?
22. Has volunteerism by registrants changed since transitioning to the PGA?
23. Has there been an adjustment to have a lay committee member present at every committee?

Impacts on Interprovincial/territorial Relations

24. Are there any constraints on labour mobility between provinces and territories for your registrants?
25. Is your profession regulated differently in other provinces and territories? How did you reconcile any differences?

Appendix 3: Focus Groups

Aggregate Description of Participants

A total of nine Focus Groups took place between October 27th and November 19th, 2025.

- + PIBC received 93 unique responses to its Focus Group recruitment. Interested participants were assigned to nine focus groups according to their stated preferences for either the noon hour or the afternoon (4:30 pm) sessions. Each Focus Group was designed to balance a variety of individual and practice characteristics (i.e., geographical location, sector, years in practice, and relevant demographic information).
- + All seven individuals on the waiting list were included in one of the nine focus groups.
- + A total of 69 participants took part in the focus groups, for a final participation rate of 74% (69 actual participants/93 who expressed interest).
- + Each Focus Group had a good diversity of representation regarding geographic location and focus of planning practice.
- + Of the 69 Focus Group participants, 30 were men (43%) and 39 were women (57%).
- + Almost all participants (81%) were either certified planners or RPP candidates, with an additional nine percent students or pre-candidates. Only 10 percent of Focus Group participants were non-members.
- + Most Focus Group participants came from Okanagan, Lower Mainland and Vancouver Island, five participants (7%) were planners from the Yukon.
- + Almost half of the Focus Group participants indicated they worked in the public sector.
- + Most Focus Group participants (52%) were Principals, managers, or supervisors in their place of work.
- + Roughly 50% of Focus Group participants reported being in planning practice for more than 15 years.
- + Each Focus Group included an observer from staff and most also included observers from both the Sub-Committee and the Board. Overall, five unique Committee members and seven unique Board members participated in the Focus Groups (some observers participated more than once).
- + On average, the participants reported their current level of knowledge about the PGA as between 'novice' and 'intermediate'. Only a small fraction of participants considered themselves to be 'subject matter experts' or 'very knowledgeable'.

Appendix 4: Focus Groups

Lines of Inquiry (Questions)

1. **Introductions;**
 - a. Name
 - b. Geographic area of residence/practice, years in practice
 - c. Focus of current planning work, public versus private sectors
 - d. PIBC membership status
2. **Introduction to the PIBC Professional Governance Research & Engagement Project, Purpose and objectives of Focus Groups;**
3. **Overview of the PGA and differences between PGA and current legislative framework;**
4. **Review of OSPG decision making criteria and process;**
5. **Discussion:**
 - a. General sense of benefits versus limitations of regulation under the PGA;
 - b. The public interest mandate and the prevention of risk of harm to the public, what are the possible risks of harm from planning activities? Benefits and challenges to limiting advocacy activities?
 - c. Reserved practice and what that means for the planning profession: challenges? benefits?
 - d. Possible impacts or implications from changes to government oversight;
 - e. Potential operational changes for PIBC and their impact on members and administration. Impact of possible increase in member dues/fees?
 - f. Regulatory impact on equity, diversity, reconciliation and/or other related topics;
 - g. In the balance – overall assessment of desire to proceed with application for governance under the PGA or not?

Part way through the Focus Groups, the Planning Institute of British Columbia became aware of proposed Bill M216 that came up for consideration by the province. At the time of the Focus Groups, the Bill had received first and second reading, but no decision had been made on the future of the Bill. Consequently, despite potentially significant impacts of the Bill for the BC planning profession, Focus Group discussions on the Bill were purposefully limited. Focus Group participants were informed that PIBC leadership and staff are actively involved in the monitoring of and response to the Bill.

Appendix 5: Focus Group Operational Forms

Planning Institute of British Columbia ("PIBC")

Strategic Assessment of Professional Governance

Focus Group Participant Consent Form

Principal Facilitator and Researcher

Katya A. Masnyk, DSc (Candidate)

Advisor - Policy and Strategy

The Regulator's Practice

katya@regulatorspractice.com

647-537-1488

Purpose of the Study

You are invited to participate in a focus group as part of a policy research study exploring whether and how registered planners in British Columbia might be regulated under the *Professional Governance Act* (PGA). The discussion will help identify the key issues, risks, benefits, and potential impacts of regulation under the PGA.

What Participation Involves

If you agree to participate, you will take part in a 90-minute focus group discussion with approximately seven other participants.

- + The discussion will be facilitated by the researcher and guided by a semi-structured discussion guide.
- + Notes will be taken, and the session will be audio-recorded for accuracy (with your permission).
- + Although we encourage active participation throughout the focus groups, you may choose not to answer any question and can withdraw at any time without penalty.

Confidentiality

- + Your identity will remain confidential: names will not be used in transcripts, reports, or publications.
- + Any quotations used in written summaries will be anonymized.
- + The data will be securely stored on a password-protected drive and deleted after 12 months.
- + The discussion will follow the chatham house rule where what is said during the focus groups may be shared but not attributed to individuals.

Voluntary Participation and Right to Withdraw

Your participation is entirely voluntary. You may decline to answer questions or withdraw from the focus group at any point before or during the session. If you withdraw, your data will not be included in the final analysis.

Risks and Benefits

There are no known risks associated with participation. Benefits include contributing your professional knowledge and perspective to inform a public policy analysis that may guide future decisions about professional regulation in British Columbia.

Use of Findings

The results will be used to prepare a policy report or presentation summarizing themes and perspectives. Individual participants will not be identified. A summary of findings will be posted publicly on the **PIBC website**.

Consent

Please read the statements below and indicate your agreement by signing.

- I have read and understood the information above.
- I understand that my participation is voluntary and that I may withdraw at any time.
- I consent to participate in this focus group.
- I consent to the audio recording of the session.

Participant Name (print):

Signature:

Date:

Researcher Name (print): Katya A. Masnyk

Signature:



Date:

Planning Institute of British Columbia ("PIBC")

Strategic Assessment of Professional Governance

Focus Groups Rules of Engagement

Introduction:

The purpose of the PIBC's research and engagement project on Professional Governance is to undertake a series of research and engagement activities to support PIBC decision makers in their strategic assessment of the **benefits, disadvantages, opportunities and risks** of pursuing changes to the professional governance of the planning profession in British Columbia and potentially seeking regulation under the *Professional Governance Act (PGA)*. **Focus Groups with BC and Yukon Planners (both members and non-members of the PIBC)** will be one part of the broader research project.

The purpose of the focus groups is to gather a variety of perspectives on key issues related to whether and how the planning profession in British Columbia might or might not become regulated under the Professional Governance Act (PGA), in a forum where all participants feel comfortable sharing insights, concerns, and lived experiences that will inform the policy analysis.

To help ensure productive, courteous and inclusive conversations where all participants feel heard and safe, I agree to abide by the following **Focus Group Rules of Engagement**:

- + I will participate respectfully;
- + I will speak from my own perspective, using "I" statements and sharing my own experiences and views rather than speaking for others;
- + I will listen carefully and actively, allowing others to finish their thoughts before responding;
- + I may not always agree with others. When this happens, I will disagree respectfully. I acknowledge that differences in opinion are welcome; disrespect or personal criticism is not;
- + I will not interrupt others. I understand the facilitator will ensure everyone has a turn to speak and will respect the role of the facilitator in managing the conversation and process;
- + I will support session confidentiality and psychological safety;
- + I understand and agree that the Focus Group will be run in keeping with "Chatham House Rule". This means that I may use or repeat information discussed in these sessions, but will not attribute comments to any individual;
- + I will not record the session (or any portion thereof) or quote others. I understand the facilitator will record the session solely for the purposes of accurate notes and analyses and these recordings will be kept safely and confidentially and will be destroyed after the project is finished. Participants' identities and affiliations will remain confidential in all reports; and
- + I agree to respect, support, and maintain this focus group as a safe, respectful and inclusive space where everyone is able to speak freely without fear of judgment or repercussion, and to listen and participate effectively

Constructive and Focused Dialogue:

- + I will participate actively in the discussion;
- + I will stay on topic. The facilitator will guide discussion to ensure we address the session's core questions, and I understand and accept that the facilitator may sometimes need to re-direct conversations or limit speaking time;
- + I will be concise, keeping my comments brief (about 1-2 minutes per topic) so that everyone can participate;



- + I will build on what others have said, without repeating them. I understand that effective focus groups seek a variety of perspectives within a limited amount of time and that restating similar points that others have made weakens the effectiveness of the consultation process. I also understand that the Facilitator will note areas of consensus, as well as areas of divergence; and
- + When I speak, I will seek to clarify, not debate nor try to persuade others of my position. I understand that this is a consultation where we will be exploring perspectives, not necessarily reaching a consensus nor attempting to persuade or make decisions

Equity, Inclusion, and Accessibility:

- + I understand that all voices matter and understand that the PIBC values, without exception, diversity in background, geography, discipline, and experience;
- + I will be thoughtful about the language I use, avoiding jargon, acronyms, or insider terms without explanation;
- + Under no circumstances will I use crude, profane, harmful, demeaning, or offensive language or raise my voice against others; and
- + I will “make space and take space”. If I tend to speak often, I will pause to let others contribute; if I tend to speak less, I will do my best to share my thoughts

I support the Facilitator’s role in consultation and time management and reporting:

- + I understand and accept that the facilitator’s role is to ensure balanced participation, keep discussion on track, and manage time. Sometimes the Facilitator may need to cut me off or gently redirect the points that I am making;
- + I understand the session will run for 90 minutes, with brief check-ins to confirm coverage of key topics; and
- + I understand that a summary of key themes will be shared afterward for checking accuracy without identifying individual speakers

Technology and Environment:

- + I understand that this will be a virtual focus group taking place using a digital platform. With limited exceptions, I will keep my camera on whenever possible to remain visible, stay engaged and help create connections with other participants;
- + I will mute my microphone when not speaking to reduce background noise; and
- + I will use the chat function only for clarifying questions or to add brief comments—not for side discussions or as a place to provide input to the discussion while others are speaking

Participant Name (print): _____

Signature: _____

Date: _____



Planning Institute of British Columbia ("PIBC")

Strategic Assessment of Professional Governance

Non-Disclosure Agreement (NDA) for Observers

Purpose:

This Agreement sets out the expectations for confidentiality for PIBC Board or Committee members and PIBC staff observing the Strategic Governance Review Project Focus Group.

Constructive and Focused Dialogue:

While Focus Group observers are free to discuss the general content of Focus Group discussions among themselves and in relation to relevant Board, Committee or Staff Working meetings, for the purpose of this NDA, "Confidential Information" includes identifying speakers by name or description and/or attributing specific comments or quotes to specific individuals.

Agreement:

All Focus Group Observers understand and acknowledge that they are non-participating guests of the Focus Group who will not have a speaking role during the meeting. Further, they understand and agree that they will keep their cameras off for the duration of the Focus Group and will not interact with Group participants in any way.

The Observer also agrees to:

- + Keep all confidential information strictly confidential and not disclose it to any person outside the focus group setting, except to the extent that any such discussion pertains to official board or committee meetings;
- + Use the information solely for the purpose of learning about and, as appropriate, supporting pibc's conduct of the professional governance research and engagement project and not for any other purpose;
- + Refrain from identifying or discussing outside the focus group the views or statements of any individual participant;
- + Refrain from audio or video recording any portion of the focus group, in whole or in part. Observers understand and acknowledge that the facilitator will record the session solely for the purpose of accurate notes and analyses and these recordings will be kept safely and confidentially and will be destroyed after the project is finished.
- + Return or securely destroy any notes or materials containing confidential information.

Exceptions

This Agreement does not apply to information that:

- + Is reported in an aggregate manner and without attribution or naming /description of an individual;
- + Is or is made publicly available via official PIBC channels other than through a breach of this Agreement;
- + Was lawfully known to the Observer prior to the Focus Group; or
- + Is required to be disclosed by law or regulation.



Acknowledgment

The Participant acknowledges that maintaining confidentiality is essential to ensuring a respectful and open dialogue during the Focus Groups and to protecting the integrity of the Strategic Governance Review process.

Duration

This Agreement remains in effect indefinitely with respect to any Confidential Information obtained during the Focus Groups.

Agreement and Signature

I have read, understood, and agree to the terms of this Non-Disclosure Agreement.

Participant Name (print): _____

Signature: _____

Date: _____

Role (e.g., Board Member, Committee Member, Staff Observer) _____