Progress is a nice word, but...
CHANGE IS ITS MOTIVATOR.

– Robert F. Kennedy
The last 12 months have been marked by great activity for CIP Council and staff in the implementation of the Planning for the Future initiative. The Professional Standards Board (PSB) and the Professional Standards Committee (PSC) are fully operational, with membership applications now completely in the hands of the PSB, with responsibility to the seven-member partnership of CIP and the six affiliates that entered into Shared Services Agreements with the new Board. The PSB similarly takes over administration of the university planning program accreditation process, again with responsibility to deliver services on behalf of CIP and its Affiliate partners.

CIP’s 2012-2015 Strategic Plan, completed in the summer of 2012, recommended changes to the Institute’s mandate and role, arising from the Planning for the Future (PFF) initiative, and put forward a vision, mission statements and timeframes to implement changes in responsibilities and mandates, namely: strategically positioning the national institute to strengthen our services to members; establishing stronger, more collegial relationships amongst our Affiliate partners and other stakeholders; and becoming the national voice or “hub” for information on planning in Canada.

In November 2012, CIP Council took the next step of hiring a consulting firm (Performance Management Consultants, Ottawa) to undertake an Organizational Review of our governance, and our staff and committee structure, to better align CIP’s leadership and operations with the objectives of the new strategic plan. The Organizational Review set out a series of recommendations, which included:

- increasing the CIP Office staff complement both in the short and long terms; and
- replacing the current structure of 13 committees with new and fewer advisory committees to be established and chaired by senior management staff within the CIP Office.

CIP Council continues to work on a review and rewrite of our bylaws, largely in response to the requirements of the new federal Not for Profit Corporations Act (NFP Act). The bylaws were in need of review and updating, and the new federal legislation served as timely impetus to refresh them, at the same time as we are concurrently implementing the outcomes of the PFF project, our new strategic plan and the recommendations arising from our recent Organizational Review.

These bylaw changes will be the subject of discussion with our Affiliate partners at the PIBC/CIP Annual Conference (INFUSE) in early July 2013, supported by a number of background papers. One of these, a White Paper prepared in discussion with Council, sets out new criteria for the composition of Council and related nomination and election procedures, in keeping with the requirements of the new NFP Act.
Two new staff members joined the CIP National Office in May 2013: Andrew Sacret, MCIP, RPP, as Director of Policy and Public Affairs; and Mark Shainblum, as Coordinator, Communications. These two new staff members will greatly enhance CIP’s ability to broaden our scope and implement our new strategic objectives.

Internationally, CIP continues to maintain close links with our partners in the Global Planners Network, the Commonwealth Association of Planners, and the newly-founded Caribbean Planners Association. Collaboration also continues with numerous Canadian stakeholders, such as the Heart and Stroke Foundation of Canada, QUEST, the Public Health Agency of Canada, Canadian Reference Group on Social Determinants of Health.

Our third annual Great Places in Canada competition “kicked off” in mid-May 2013 and we all look forward to the “friendly” spirit of competition amongst our communities across the country for approbation as a Great Place.

My term as President of the Canadian Institute of Planners comes to an end at our July 2013 conference in Vancouver (INFUSE). I have thoroughly enjoyed my tenure, the highlights of which include meeting planners from across the country and developing an understanding of issues and opportunities being experienced from coast to coast. I also greatly appreciate the collaboration of our provincial partners in dealing with the implementation of PFF.

I felt a strong sense of commitment and collegiality among CIP councilors during all the hard work required to carry us through the PFF project, strategic planning, the organizational review, and institutional changes (bylaw revisions) this past year. We worked hard at Council and then laughed a lot in our “off” hours. We couldn’t have done it at without the help of staff of the CIP office whose depth of knowledge, commitment and sense of great collaboration was so critical in dealing with so many important issues this year. I know that incoming President Michael Gordon, MCIP, RPP will continue to enjoy the collaboration that was so helpful to me.

It has been a great honour to serve as President of the Canadian Institute of Planners, and I thank you all for the opportunity.

Sincerely,

ANDREA A. GABOR, FCIP, RPP
President
This is the final annual report of the National Membership Standards Committee (NMSC), formerly known as the National/Affiliate Membership Committee (NAMC). Over the past seven years, the NMSC, in addition to its regular responsibilities for national and affiliate liaison on membership standards, and overseeing university planning school accreditation processes, has also guided ground-breaking work on the Planning for the Future Project (PFF) project. This work involved the dedication and commitment of many volunteers and participants from across Canada. Some contributed their time and expertise to the numerous task forces that drove the PFF technical work, while many others contributed thoughtful comments, observations, and suggestions in response to the reports produced by the task forces.

All of these contributions made a difference. The result is a new structure for membership certification and accreditation that heightens the profile of the profession by raising and clarifying the standards and requirements for membership as a Registered Professional Planner in Canada. As part of the new certification processes ratified by the membership, the Canadian Institute of Planners (CIP) and the Affiliates signed an agreement in 2012 to establish the new Professional Standards Committee (PSC). The PSC will now serve as the new committee overseeing and setting the standards for membership certification in Canada and the existing NMSC has been disbanded. Whereas the NMSC was a Standing Committee of CIP Council, the PSC is a joint committee of CIP and the Affiliates, who are now equal partners in its governance, decision-making and financing.

This development follows the creation in 2011 of the new Professional Standards Board (PSB) — an arm’s length, separately incorporated body jointly established through agreements between CIP, the Affiliates and PSB to deliver certification and accreditation services. During 2012, the PSB successfully became incorporated and began operations.

Over the past year, as activity moved forward to establish these new joint bodies, CIP Council passed a motion at its October 2012 meeting to dissolve the NMSC effective December 31, 2012 and activity was undertaken to transfer the committee’s ongoing work to the PSC.
Work in Progress

The 2011/2012 NMSC Action Plan identifies several areas of work in progress by the NMSC. Some actions such as liaison with Affiliates on membership issues are ongoing and will be absorbed by the new PSC and Professional Standards Board (PSB). The following are more focused work topics that will need to be addressed by the new PSC:

- **Proposed Reciprocal Agreement between CIP and New Zealand**
  A draft agreement was prepared by the New Zealand Institute but further consideration of this agreement was deferred until the completion of the PFF project, due to implications of the new certification and accreditation standards. Other countries have expressed interest in pursuing reciprocity agreements with CIP, but only New Zealand had a draft agreement in progress. All activity around reciprocity was suspended during the PFF project work and deferred subject to greater clarity being provided around the future of such agreements given the introduction of the new Prior Learning Assessment and Recognition (PLAR) process and requirements.

- **Legislative Task Force Report**
  The draft report was reviewed and considered by the NMSC at its January 2012 meeting. The NMSC endorsed recommendations 1 through 4 in the report. Recommendation 5 regarding the need to establish a business and work plan to address the subjects of scope of practice and the definition of planning was referred back to the Legislative Task Force for further advice on how these important topics could be addressed in order to advance right to practice legislation. The draft report was submitted to CIP Council and endorsed for circulation to Affiliates for information. The recommendations in the report were viewed as having such a significant bearing on implementation of the Planning for the Future project that it was felt PSC and PSB must both be operational before the report could be endorsed.

- **Accreditation Implementation Task Force (AITF)**
  This Task Force met in May 2012 with a mandate from CIP Council to review the input from a joint academic/professional committee on the accreditation standards presented in the Accreditation Task Force Report. The AITF is also tasked with the development of guides and procedures to be used by the new Accreditation Program Committee (APC), which is a subcommittee of the Professional Standards Board. This is a substantial amount of work, which is expected to be complete and ready for circulation by Spring 2013. The AITF report was submitted to the new Professional Standards Committee in April 2013 and is expected to go forward with recommendations to CIP and signatory Affiliates for endorsement.

- **Collaborative work with CIP’s Continuous Professional Learning Committee**
  In January, 2012, the NMSC met with the Continuous Professional Learning (CPL) Committee to share ideas and advance thinking on how CPL initiatives could continue to be strengthened as part of the obligations and responsibilities of being a Registered Professional Planner. There may be opportunities for the new PSC to continue this collaboration with the CPL committee.

- **Accreditation of Planning Programs**
  The periodic review of recognized university planning programs will now be administered by the new Professional Standards Board and its Accreditation Program Committee (APC), while the accreditation standards will be maintained and monitored by the Professional Standards Committee. In 2012, the Dalhousie University (7 programs), York University, and University of Toronto planning programs were recognized for a further five years. It is anticipated that no formal reviews will occur until the findings and recommendations of the Accreditation Implementation Task Force (AITF) are finalized later this year and the APC is established. Should there be an urgent need to renew a program accreditation prior to the APC being operational, it is expected that the review will be conducted by the local Affiliate and the recommendation submitted to the PSB.

**Conclusion**

In closing, it has been a pleasure and an honour to have served as NMSC co-chairs over the last two years, and particularly to have been involved, along with the previous co-chairs, in working with so many accomplished volunteers, members, and Affiliate and CIP staff who generously gave their time and commitment to advancing the stature of the profession.

DANA ANDERSON, MCIP RPP
KAREN RUSSELL, MCIP RPP
Co-Chairs, National Membership Standards Committee
STUDENTS ARE VERY SUPPORTIVE OF RAISING THE BAR FOR REQUIREMENTS TO BECOME A PROFESSIONAL PLANNER. THEY ALSO WISH TO ENSURE THAT THE PROCESS IS VALUE-DRIVEN AND AFFORDABLE.

MEETINGS
- October 11, 2012 – CIP Conference, Banff
- December 14, 2012 – Conference Call
- February 2nd, 2013 – CAPS Conference, Montreal
- CIP Conference Vancouver – Pending

OBJECTIVES FOR THE YEAR
Attend Annual CAPS Conference
Subcommittee Chair Adam Cooper, MCIP, RPP, CIP Student Representative Abby Besharah, CIP Vice President Michael Gordon, MCIP, RPP, Chair of the Professional Standards Board, John Jarvie, MCIP, RPP, and the CAPS executive team, met with student reps from the following universities attending the annual meeting of CAPS and CIP at the February 2013 CAPS Conference in Montreal:
- Ryerson University
- University of Guelph
- University of Manitoba
- University of Toronto
- York University
- University of Waterloo
- Queen’s University
- Université de Montreal
- University of Saskatchewan (conference)
- University of British Columbia (conference)
- Dalhousie University (conference)
The CAPS annual meeting provides an opportunity for the CIP Student Representative to disseminate information on the work of the Academic and Student Affairs Subcommittee and discuss timely student issues. This year’s meeting allowed the student representatives in attendance an opportunity to have a direct conversation with representatives of the Professional Standards Board (PSB) about the changes to the member certification and university accreditation processes. The common theme expressed by the student representatives was a strong desire for improved communication about the changes to the membership process. Students across Canada are very supportive of advancing the profession and raising the bar for requirements to become a professional planner. However, students also wish to ensure that the process is value-driven and affordable. Primarily, they felt strongly that the PSB should operate on a pure cost-recovery basis.

**Review of Changes to CIP Student Representative Term on Council and Presence on Committees**

The CIP Student Representative, subcommittee Chair, and Fellows representative on CIP Council, Robert Lehman, FCIP, RPP have been discussing the appropriate role of the CIP Student Representative and imagining various ways the position’s Terms of Reference may be changed to increase representation for young planners in general, while improving the ability of CIP Council to gain input and advice from Student and Candidate members. Various scenarios are under consideration and the models used by planning institutes in the U.S., U.K., South Africa, Australia and New Zealand are all being investigated. It is felt that a one- or two-year term may be too short and that a three-year term may offer CIP Council the best opportunity for improved institutional knowledge, while overcoming the hurdle of representatives needing more time to learn the role. It is anticipated that recommendations will be brought to CIP Council and discussed as part of a broader governance and organizational review.

**Student Engagement Survey**

The subcommittee Chair and the CIP Student Representative have developed a student engagement survey designed to obtain data that will improve CIP’s understanding of how student members feel they can best engage with the institute. The intent is to learn what services are most valuable to students, which are most used and widely known, and which need improvements. The survey is based on the recent work completed by PIBC and will be launched in September of 2013, to capitalize on the energy of the new student representatives and to coincide with orientation events that happen during that time of year. The outcomes of the survey will be used to inform future action planning for the Academic & Student Affairs Subcommittee.

**Social Media Usage**

Interest in using social media to engage students in the planning profession has been growing. In an attempt to address the changing needs of student members and the new ways to connect and disseminate information, the CIP Student Representative established a Twitter account on a trial basis. The trial run will allow her to provide Council with feedback on how social media tools can be used to the advantage of the organization. To date, she has had good success in using Twitter to reach out to students and to engage them in dialogue at conferences.

ADAM COOPER, MCIP, RPP
Chair, Academic & Student Affairs Subcommittee
The primary focus for CIP’s Continuous Professional Learning (CPL) Subcommittee over the past year included work in support of the Planning for the Future project implementation and efforts to fine-tune the committee’s function and mandate. Since CIP first became involved in CPL in 2003, this joint CIP and Affiliate subcommittee has developed national level resources -- the “professional planning toolboxes” -- to address the growing lifelong learning needs of our practicing professional members. At the same time, Affiliates have been moving to put in place mandatory CPL requirements.

After 10 years and countless volunteer hours, our subcommittee is delighted to report that all participating Affiliates now have mandatory CPL requirements in place. In November 2012, the Ontario Professional Planners Institute (OPPI) announced that its members had voted in support of implementing mandatory CPL. Requirements respecting CPL expectations and logging of experience remain virtually standardized amongst the Affiliates, leading to ease of cross-border accreditation and streamlined portability.
Subcommittee Terms of Reference

In light of Planning for the Future implementation, recognition of the overarching "Planning Pool" concept and mandatory CPL across Canada, the Committee reconsidered its purpose and function under the Committee's Terms of Reference (ToR). Accordingly, the revised ToR moves away from "voluntary reporting" and reflects a new desire to share experiences and applicable CPL content among the Affiliates and monitor CPL implementation through management and enhancement of the CPL reporting tool.

Subcommittee Meetings

Since last year’s Annual Report, the committee met via teleconference on June 18 and September 17, 2012. The Chair also attended CIP’s Strategic Planning Retreat on June 22 and 23, 2012. The retreat provided an invaluable opportunity for each Committee Chair to connect and provide input into CIP’s Strategic Plan while gaining insight on new Committee direction.

Subcommittee Achievements/Actions for the Year

Over the past year, the CIP CPL Committee has considered many keen and clever ideas and provided guidance and recommendations for members, CIP staff and Council including:

- Developed, with the help of Stephen Walker, MCIP, RPP, a national tutorial for reporting CPL learning units on the CIP website;
- Liaised with the National Affairs Advisory Subcommittee, Climate Change Sub-Committee Chair regarding a potential implementation strategy for the Climate Change modules;
- Considered the prospect of members developing Personal Professional Development Plans to further assist with life-long learning;
- Initiated dialogue regarding the potential development of an Affiliate-based webinar series to be shared across Canada;
- Submitted to CIP Council a report outlining the need for a CPL White Paper;
- Working with CIP’s Administrative Assistant, Member Services, Chantal Leduc, in responding to members queries related to CPL;
- Maintained the online CPL library with the latest educational material.

The subcommittee has learned that when it comes to CPL course recognition, the “devil is in the details”. Much time and effort is spent calculating some specialized CPL claims and we thank the members for their patience as we continue to recognize new training endeavours, special cases and credit carry-overs.

Subcommittee Membership Changes

Members come and go on the CPL Committee and each new member brings fresh ideas and dedicates hours of volunteer time. We would like to take time to thank those recent members who have carried the baton in the ongoing CPL relay and helped collectively make things happen for the betterment of our profession:

- Marilyn Radman, MCIP, RPP – OPPI
- Gary Buchanan, MCIP, RPP – CIP Council Liaison

Progress towards Achievement of CPL Objectives

The progress of the Subcommittee in addressing its objectives is outlined below.

- The 2012 Strategic Plan session galvanized a new direction for CIP. From new strategies emanate exciting horizons for the CPL portfolio. The committee members hope to see activity proceed on the development of a CIP/Affiliate CPL White Paper, and look forward to an opportunity to contribute.
- In the spirit of the Planning Pool concept, the subcommittee is keen on supporting efforts to help nurture cross-border relationships between Affiliates and our American colleagues to share, participate, and contribute to meaningful CPL development and delivery.
- Lastly, subcommittee member Eleanor Mohammed, MCIP, RPP, from APPI shared an image she created to illustrate the broader range of enabling and functional competencies that translate into a broad range of CPL opportunities. CPL is not just about planning anymore. It’s true that CPL is a “growth” industry!

DAN WALLACE, MCIP, RPP
Chair, National Continuous Professional Learning Subcommittee
The key objective of the CIP Recognition Subcommittee is to identify submissions to the CIP Awards of Planning Excellence that are most deserving of recognition by the profession. The committee works to continually improve the categories, criteria and process for the awards.

A total of 35 submissions were received for the 2013 Awards of Planning Excellence Jury, in 11 of 12 award categories. There were no entries in the International Development category. Only two of the 35 entries were from Quebec and submitted in French. The number of submissions was significantly lower than the 66 received in 2012, possibly because of the deadline for submissions occurring earlier this year. Projects entered were located in 10 provinces, including three from Newfoundland and Labrador. A brief summary of the entries follows.

**Category of Entries and Numbers Submitted**

- **City and Regional Planning**: 3
- **Natural Systems Planning**: 1
- **International Development**: 0
- **Neighbourhood Planning**: 7
- **Aboriginal Community Planning and Development**: 2
- **Planning Publications**: 4
- **Recreation Planning**: 2
- **Rural/Small Town Planning**: 4
- **Social Planning**: 1
- **Sustainable Mobility, Transportation and Infrastructure**: 2
- **Urban Design**: 3
- **New and Emerging Planning Initiatives**: 6

**Submitter Numbers**

- **Municipalities**: 10
- **Regional Governments**: 1
- **NGOs**: 2
- **Consulting Firms**: 22
- **MMM**: 4
- **CBCL**: 3
- **EcoPlan**: 2
- **IBI**: 2
- **Urban Strategies**: 2

**Location and Numbers Submitted**

- **British Columbia**: 7
- **Alberta**: 7
- **Saskatchewan**: 1
- **Manitoba**: 1
- **Ontario**: 12
- **Quebec**: 2
- **Nova Scotia**: 1
- **Nfld. and Labrador**: 3
- **General (Publications)**: 1

**Jury**

The National Awards of Planning Excellence Jury consists of 10 professional planners from across Canada, including a representative from CIP Council. CIP strives to balance regional representation and practice sectors in jury selection.

Jurors terms are two years, with one opportunity for renewal. The Chair’s term is three years, also with one opportunity for renewal. This year the Jury welcomed four new members:

- Don Morse, MCIP, RPP, from Ontario, representing the Public Sector, term running to 2014;
- Dr. Adam Viorel Pantelimon, MCIP, RPP, from Quebec, representing the Academic Sector, first term to 2014;
- Gay Drescher, MCIP, RPP, from New Brunswick, representing the Public Sector, first term to 2014; and
- Kim Harrison, MCIP, RPP, from Ontario, representing the Private Sector, first term to 2014.

Returning jurors are:

- Don Hester, FCSLA MCIP, RPP, Chair, Private Sector, Manitoba, first term to 2014;
- Marta Farevaag, FCIP, RPP, Private Sector, B.C., first term to 2013;
- Andrew Palmiere, MCIP, RPP, Private Sector, Alberta, second term to 2013;
- Gord Shaw, MCIP, RPP, Public Sector, Saskatchewan, second term to 2013;
- Robert Jahncke, MCIP, LPP, Public Sector, Nova Scotia, second term to 2014; and

The jury has been ably assisted by Jacklyn Nielsen in the CIP Office.

**Meetings and Process**

A preliminary teleconference on November 22, 2012 introduced jury members and described the jury process to new members. Submissions were sent out from the CIP Office in early February, following the 2103 Awards submission deadline of January 31, 2013. A second teleconference was convened on February 20, 2013 to allocate categories, and members of the jury met in Ottawa on April 5 and 6, 2013 to select the best entries in each category. This year all written submissions were posted on the CIP Intranet site, while CDs were sent out by FedEx. Submissions typically consist of written project descriptions and CDs with plans, reports, books and articles. Sub-groups of jurors work together using a dedicated area of the CIP Intranet to develop short-lists of three, sometimes fewer, projects to present to the jury as a whole in Ottawa. Sometimes no award is given in a category; sometimes, when the choice is particularly difficult, an Award of Merit may be awarded.
Evaluation criteria include:

- Innovation and Contribution to the Profession, including overall importance;
- Methodology, how the project is conceived and developed;
- Clarity of Goals and Objectives relative to the topics addressed;
- Effectiveness of the Implementation Strategy and/or Programming;
- Overall Presentation and ease of understanding;
- Public Participation, and
- Sustainability, including economic, social, cultural and governance, as well as environmental attributes.

2013 Award Recipients

Eight Awards of Planning Excellence and five Awards of Merit will be presented at the CIP National Conference in Vancouver, B.C. in July 2013, as follows. The Award of Merit category replaces the “Honourable Mention”, since the jury believes the new title more clearly represents the very high quality of the submissions being recognized.

In Closing

The 2013 jury worked very well together, and I enjoyed the camaraderie and dedication to excellence of our Ottawa meeting. I would like to particularly thank two 2013 jurors whose second terms have now been completed: Andrew Palmiere, from Alberta, and Gord Shaw from Saskatchewan, for their interest, enthusiasm, hard work and fellowship.

I would also sincerely like to thank outgoing jurors from 2011-12 for their diligent work and friendship over the previous three and more years:

- Elizabeth Miller, MCIP, RPP, Saskatchewan
- Terri Donia, MCIP, RPP, Ontario
- Steve Heuchert, MCIP, RPP, Ontario
- Bernard McCann, MICU, OUQ, Quebec

It was a pleasure to work with you all.

DON HESTER, FCSLA, MCIP, RPP
Chair, CIP Recognition Subcommittee
THE Board held its annual meeting in Ottawa on Saturday, December 1, 2012. Among the topics addressed were clarifying the editing/revision model for submissions, particularly as it concerns peer/practitioner review and book reviews, having concluded that the existing model was rather confusing. We also considered Plan Canada’s position in the national scene in terms of other related serials in planning and urbanism, in order to articulate our unique or significant contributions. As well, a teleconference was held February 29, 2012 that focused on the upcoming members’ survey, which in turn informed CIP’s strategic planning retreat in June 2012.

Objectives
Major objectives for the past year included preparing for the strategic planning retreat, held in Kanata, Ontario, with CIP Council, senior staff, and the Advisory Committee chairs attending. In the months that followed, the Editorial Board explored discussions on how Plan Canada can be positioned long-term to support the objectives of the institute’s new strategic plan.

Successes and Challenges
The transition to a flexible publishing regime in which theme issues emerge organically or as a result of periodic calls for papers on selected topics (as opposed to pre-determined theme issues) has continued to be successful. Cover stories in 2012 included “Tools for Change”, “Regulating for Place Making”, “Planning for Uncertainty” and “Connecting Smart Communities” – all of which grew from the articles at hand.

Ongoing challenges included, as always, receiving a sufficient number of quality articles, and getting timely revisions on those pieces for which changes were needed. In my role as Chair, I contributed an article to Vol. 52 #4 which sought to set out in detail how prospective authors should approach their submissions. This issue also featured a joint op-ed (“How can planning help smart communities connect?”) which proved a positive experience, and one worth repeating.

The vacancy of the CIP Office staff position responsible for Communications during part of the year presented some difficulties for the Board, and we look forward to working with a new staff member.

Collaboration has involved the use of both the Intranet and a shared folder on Dropbox, and each brought certain advantages. As Dropbox integrates seamlessly with the drives on a PC, it is certainly easier to use than the Intranet; however, it lacks the transparency of the Intranet in that user comments are not posted. A combination of the two may be desirable.

A major goal for 2013 is a special theme issue on Indigenous Planning, which is being prepared in collaboration with the Indigenous Peoples Planning Subcommittee. We also anticipate ways in which Plan Canada’s online presence can integrate with a re-envisioned CIP website, as well as maintain a presence at the 2013 CIP/PIBC INFUSE conference in Vancouver.

The Board welcomed two new members, Dawn Seetaram, MCIP, RPP and Richard Borbridge, MCIP, RPP. As always, we also thank Managing Editor Michelle Garneau and Executive Director Steven Brasier for their ongoing support and partnership in ensuring Plan Canada remains a high-quality and engaging publication.

MICHAEL DUDLEY, MCIP
Chair, Editorial Board
The College is a group of 83 planners who have been elected as a Fellow of the Canadian Institute of Planners (CIP). This honour, and with it the right to be designated a Fellow of the Canadian Institute of Planners (FCIP), recognizes professional achievement of an exemplary nature to Canadian planning and society.

This year three new Fellows will join the College – Lindsay Dale-Harris, FCIP, RPP of Toronto; Jag Dhillon, FCIP, RPP of Vancouver; and Earl Levin, FCIP of Winnipeg. We will welcome them at the 2013 CIP/PIBC conference this July in Vancouver.

The range and breadth of their collective contribution to the profession mirrors the potential that lies in us collectively as a profession and as individuals. If they were a single individual he/she would have 155 years of experience, carrying out planning work in every province, in Africa, Central and South America, south-east Asia, Europe and China. With experience in leading a large consulting firm, leading a municipal planning department and leading one of Canada’s first planning schools, this ‘person’ has mentored hundreds of planners practicing today, some of whom have likely mentored hundreds of others. This is one means by which a profession matures.

I hope you have the opportunity of joining us to honour them and recognize their achievements in Vancouver.

There will be another session delivered by the College that builds on the success of last year’s Fellows session, which gathered some favourable reviews in dealing with the topic of politics and planning. This year’s session will be an innovative and interesting look at the question: Can design actions provide the framework for an evolution of urban form and policy to address the physical conditions facing Canadian cities and towns?

The College continues to be active in providing advice to CIP Council on a variety of matters including, this year, a discussion of the development of a new definition for the word ‘planning’. The paper that I prepared was provided to the new Professional Standards Committee for its further review and consideration of the definition.

We continue as a group to look for opportunities to contribute to the profession. If you have any ideas or suggestions, contact me at bob@lehmanplan.ca.

Bob Lehman, FCIP RPP
Chair, CIP College of Fellows
The past year has presented the Communications Advisory Committee (CAC) with challenges, changes and excitement, including:

- CAC lost the support of a valuable player in the second quarter of the year when CIP Communications Coordinator Bianca Spence resigned to relocate to Toronto. A new Communications Coordinator is anticipated in early 2013, following CIP staff restructuring activity that occurred in late 2012 and early 2013.
- Two Affiliate representatives on the committee changed during the year. Marli Sakiyama is the new representative for the Manitoba Professional Planners Institute and Sarah King is the new representative for the Association of Professional Community Planners of Saskatchewan. The committee would like to recognize the hard work of the two recent outgoing members, Lisa Holowchuk, (former MPPI representative) and Kendra Raymond (former APCPS representative).
- CAC guided the second CIP Great Places in Canada contest (2012) to a successful conclusion.

CAC met for face-to-face discussions on November 22-23, 2012 to continue the conversation and the review of the following three program areas: Great Places in Canada, media spokespeople, and the CIP website redevelopment.

Great Places in Canada

The Great Places in Canada contest had a successful second year. Media coverage raising awareness of the contest and CIP was most extensive at the beginning of the contest (November 2011) and as the contest came to a close (January 2012). Committee members successfully fielded many media interviews, which were often challenging as many times the media contact was unfamiliar due to location(s) in another city or province. PR Post, the CIP media consulting firm for the contest, was instrumental in coordinating the media requests for interviews and getting committee members, CIP staff, and/or CIP Council to respond in a timely manner.

The new People’s Choice category for each contest category – Great Street, Great Neighbourhood and Great Place – was a very successful addition to the contest. The GPC website received 200,000 electronic votes for posted nominations. Social media, specifically Twitter and Facebook, played a role in maintaining contest awareness. The tally, for the week of February 13, 2012, was Twitter – 277 followers (compared to 242 the previous week) and 212 tweets (compared to 175 the previous week). For Facebook, during the same time period, the count was 731 likes (versus 529 during the previous week). People were talking about GPC with the total number of people reached via social media equating to 5,182 versus the previous week, reaching 2,456). PR Post media coverage summaries showed good media penetration for the CIP event.

PR Post reported that the GPC sponsors – VIA Rail, Roots, WestJet Up Magazine, Canadian Urban Institute, and Mountain Equipment Co-op – were happy with the media exposure. The media summary identifies three key points:

1. the importance of CIP staff time being devoted to administering the Great Places web site while the contest is on;
2. committee members being on deck for interviews as well as CIP Council members; and
3. the ongoing need to populate Twitter and Facebook with updated information.
The committee will look at strategies in 2013 to get more CIP members to engage through Twitter and Facebook.

The committee members would like to thank the three CIP members, Jill Collinson, Kimberly Harrison, MCIP, RPP, and Richard Parker, FCIP RPP, who volunteered their time to participate in the Great Places in Canada jury and aided in selection of the winners in each of the three contest categories. Jury members also had the pleasure of sharing the outcomes with the media.

The committee would also like to thank CIP Council member (MPPI) Donovan Toews, MCIP for finding time to present the award plaques to each Great Places in Canada category winner. He reported great feedback from each of the ceremonies.

In 2013, the Great Places in Canada contest will begin later in the year, launching on May 27, with a September 2 deadline for nominations. The winners will be announced on World Town Planning Day. The schedule change will allow future participants a better opportunity to gather photographs for nominations in the good weather conditions and during holiday travels.

The Communications Committee wants to further enhance the exposure of Great Places in Canada. In partnership with PR Post, efforts are under way to explore opportunities to showcase Great Places in Canada in a major Canadian magazine and to engage a French publication to enhance the contest’s visibility in Quebec. The discussion of increased exposure includes looking at ways to encourage more CIP members to submit nominations and/or collaborate with community groups in their submission of nominations.

Finally on the contest front, the committee has established scoring criteria for nominations. This will help to ensure selection, scoring and evaluation processes remain consistent from year to year even as the committee’s membership changes and new juries are involved.

Media Spokespeople

The committee re-evaluated its process for regional recruitment of media spokespeople and reviewed the content of media requests on national planning issues directed to the CIP Office. It was decided a cross-country roster of subject experts was not the most effective way to address national planning issues. In consultation with CIP’s Executive Director it was decided that, instead, media inquiries on national planning issues would first be directed to the CIP President, CIP Council members and/or CIP committee chairs according to suitability and availability.

CIP Website Reconstruction

The committee recognizes that objectives identified in the new CIP strategic plan will influence the design of the new CIP website. The first step in redeveloping the website is underway. CIP Office staff is working with an ad hoc advisory group to determine what technical considerations should be included in the Request for Proposals, including gather data on Affiliate web sites and databases to promote compatibility for information sharing. The committee looks forward to playing a role in providing input into the new website’s design and content, and participating in beta testing.

While technical issues are under review, the Communications Committee has been assessing, and will continue to assess, capabilities that should be captured in the redesign of the website to reflect the dynamic nature of the CIP Strategic Plan. This includes the need for the website to become a resource through which CIP can deliver professional resources and services to the membership, share information, promote educational opportunities, and strengthen its collaboration with the Affiliates.

The committee has suggested that the new site integrate multimedia, embrace social media, and include planning blogs, a message board, daily planning comments, and a “Planning SOS” button. Other suggestions to explore include: posting educational webinars; providing real time access to CIP/Affiliate conference events and seminars; an archival feature for awards and other planner achievements; and a vehicle for planners to meet face to face across Canada. The list of possibilities is still under development. The committee has also noted that ongoing budget support and increased CIP staff time will be needed to manage the new website and ensure it remains cutting-edge.

Conclusion

The committee remains dedicated to its role in helping to administer the Great Places in Canada program in 2013, providing valuable recognition for the Canadian Institute of Planners and the planning profession. The redevelopment of CIP’s website is a vital project for the year ahead that will see the Institute connect in a more dynamic way with the Canadian planning community, the Affiliates and the public.

GARY NOBLE, MCIP, RPP
Chair, Communication Advisory Committee
2012-2013 has been a challenging year for the Policy Advisory Committee (PAC). During the past year, the committee has:

- participated in ongoing discussions regarding the new strategic plan;
- considered and proposed new draft terms of reference for the committee to CIP Council;
- developed revisions to the proposed Water Policy in light of CIP’s new strategic directions; and
- presented to the House Standing Committee on Environment and Sustainable Development.

**Urban Conservation**

PAC was pleased to provide a presentation to the House Standing Committee on Environment and Sustainable Development. The Canadian Institute of Planners was able to present to the committee our unique perspective on urban conservation. CIP defines “planning” as 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.

Urban conservation sits within this definition from a planning perspective as part of the mandate of the planning profession to understand, analyze, and inform decision-making and good policy development towards the usage of our urban land resources, be they environmental, cultural, economic, to their best, and most equitable effect.

CIP provided the following four recommendations:

- Provide best-practise leadership,
- Funding sources to inspire progress,
- Review standards for federal-funded projects,
- Integrate conservation with other federal initiatives.

PAC looks forward to CIP’s further collaboration with the House Committee on this important matter.

**Water Policy**

In response to comments from Council and directives included in the new Strategic Plan, PAC engaged in a significant reconsideration of the Water Policy. The questions PAC considered are:

- Is there a specific purpose and rationale for moving ahead with a CIP program on water?
- Can a CIP water program develop national-level professional development materials and resources that will provide significant benefit to the membership?
- Can CIP’s participation in the national dialogue around a water strategy assist with promoting good planning practise, per CIP’s revised vision and mission?
- Can materials, programs and resources developed by CIP provide clear differentiation and usefulness apart from materials/resources prepared by affiliates or other stakeholders?
- Are funding sources available, and are there opportunities to work collaboratively with affiliates or other stakeholders to develop unique materials of value to the membership?
- Is moving ahead with the program a reasonable and responsible use of CIP resources, including volunteer time, staff time, and relative priorities?

PAC considers that a CIP initiative on water continues to hold value to the profession, and can lead to the development of materials, resources and educational material that are distinct and of value to the planning profession – and can further the professional development of the national membership.

As such, PAC prepared a revised Water Policy for Council’s consideration that provides more clarity with respect to the specific opportunity to be captured by the water policy, and how programs, activities and resources internally can best be coordinated to move this program forward in an effective manner. All other documents related to the Water Policy have been tabled.
New Terms of Reference

PAC has proposed a revised Terms of Reference to remove redundancy between the National Affairs Advisory Committee and the Policy Advisory Committee.

Under the revised framework, PAC would:

- review and evaluate the potential strategic interest of a current or emerging program/initiative to the planning profession;
- consider potential courses of action, including timely engagement, responses and invitations to participate on emergent issues of national import;
- form a working subcommittee internally to consider ongoing issues and guide potential short-term responses;
- recommend a course of action to Council/Executive Director on how to best proceed with matters of larger significance, including:
  - Tabling the issue;
  - Directing staff to look into potential partners, programs or resources that are already under development that CIP could leverage;
  - Engaging in or commissioning research to consider the specific interest, perspective and opportunity for professional development that would be served by CIP involvement for issues considered to be far-reaching and of potential significant import;
  - Recommending to NAAC or other pertinent committee to strike and recruit for a dedicated sub-committee to develop and oversee a detailed program/policy response.

As part of this, PAC is proposing to develop new internal materials for use by NAAC and other committees when suggesting new program initiatives for consideration. This “checklist” would provide a simplified method for new suggested programs to be clearly defined as to their scope and rationale for CIP involvement.

The draft revised terms of reference provide a clear description of the roles of the Chair and committee members, and clarify their duration of service. The draft document was submitted to CIP Council in late 2012 for consideration as it undertook the organizational review.

PAC Membership Recruitment

The Policy Advisory Committee is sorry to be seeing the departure of four of our members, who have each completed the full two consecutive terms allowed and must now step down. We would like to thank with fullest appreciation the following individuals for their years of service:

- Laura Atkins-Paul, MCIP, RPP
- Devin L. Causley, MCIP, RPP
- Gary Holisko, MCIP, RPP
- David T. Smith, MCIP, RPP

PAC has shortlisted potential applicants to fill the vacancies created by these departures, but has been unable to move ahead with appointments, subject to anticipated restructuring and/or re-assignment of CIP’s advisory committees.

We would also like to thank our CIP Council Representative, Ms. Karen Bolton, MCIP, RPP, who completed her term on Council during the year. We have appreciated her strong interaction and feedback into our activities over the years, and wish her well.

DAVID WISE, MUP, MCIP, RPP
Chair, Policy Advisory Committee
The National Affairs Advisory Committee (NAAC) has three subcommittees, namely, Indigenous Peoples’ Planning Subcommittee (IPPC), Healthy Communities Subcommittee (HCSC) and Climate Change Subcommittee (CCSC). These subcommittees meet regularly and have distinct work plans and Terms of Reference, operating under the umbrella of NAAC. In addition to the work of the subcommittees, as described below, the NAAC meets regularly to discuss and address topics of national interest to CIP. For example, in 2011/2012, NAAC supported the development of a Memorandum of Understanding (MOU) between CIP and the Transportation Association of Canada (TAC) to work collaboratively on issues of importance to both professional organizations, such as healthy living, active transportation, etc. Historically, NAAC has also had a working relationship with NRCan, on issues such as Climate Change, and in 2012 dialogue was pursued on subjects such as Planning for Natural Hazards.

The last face-to-face NAAC meeting was held in September 2012 where the work plan and budgets for 2013 were struck. NAAC held its last conference call on April 4, 2013 and has scheduled a face-to-face meeting for fall 2013. NAAC subcommittees hold several teleconference meetings during the year.

Highlights of the main activities of each NAAC subcommittee are summarized below.

2012-2013 Indigenous Peoples’ Planning Subcommittee (IPPC)

The IPPC focused on committee recruitment and selection during the first quarter of 2012. Revisions were made to the IPPC terms of reference to stagger the turnover of committee members and help improve continuity and consistency of work. For the remainder of 2012, emphasis was placed on increasing the profile of IPPC through the development of a web portal, publishing an IPPC fact sheet, and hosting a booth at the CIP Banff National Conference.

The IPPC worked with Quality Urban Energy Systems of Tomorrow (QUEST) – a national non-profit organization actively seeking to make Canada a leader in the design, development and implementation of Integrated Community Energy Solutions – to promote the indigenous component of their energy conference in November 2012.

The IPPC also provided input into design of the indigenous programming of 2013 CIP Vancouver National Conference and attempted to secure the National Grand Chief of the Assembly of First Nations as a keynote speaker. The IPPC is working to host a booth at the upcoming Vancouver conference, and (working with the Plan Canada Editorial Board) has worked throughout early 2013 to publish a second theme issue devoted to Indigenous Peoples’ planning issues. The IPPC will be co-facilitating a session at the 2013 national conference on First Nations community-led planning.
2012-2013 Healthy Communities Subcommittee (HCSC)

In March 2012, Phase 1 of the program associated with Healthy Canada by Design, in partnership with the Heart & Stroke Foundation of Canada (HSFC) was completed, after which work commenced on the preparing a Phase 2 program. The funding submission was made in June 2012 and included an updated MOU between CIP and HSFC. HSFC’s submission to the funder (Canadian Partnership Against Cancer) was approved in September 2012, but program funding was cut 50 per cent across the board on existing projects (CIP included) and, at the same time, Healthy Canada By Design funding is being extended to encompass five new projects. Although this means less funding is available to support CIP’s engagement with HSFC and other coalition partners, the Healthy Communities Subcommittee’s members continue to provide important leadership and contributions to CIP’s activities and those of our partners.

The Phase 2 program for CIP, established in the fall of 2012, includes:

- a student-focused program;
- a training program in collaboration with two Affiliates;
- liaison with Transportation Association of Canada’s sustainability initiative;
- legislative research work comparing planning and health sectors;
- input into the Canadian Public Health Association’s ecosystem and human health project;
- representation on Public Health Agency of Canada’s Age Friendly Communities initiative;
- drafting of a CIP healthy community position statement; and
- outreach to CIP members attending the 2013 CIP/PIBC conference.

During the year under review, new members were recruited for the subcommittee, and all Affiliates are represented. Preliminary discussions took place on promoting health-planning partnerships to planning students and planning schools. Committee members made presentations at the 2012 CIP/APPI conference in Banff, and at the Local Governments for Sustainability Conference, and New Brunswick/PEI health inspectors’ conference. At the request of HSFC, the bulk of CIP’s Phase 2 project funding (student program, training) has been allocated to 2014.

2012 - 2013 Climate Change Subcommittee (CCSC) Report

The Climate Change Subcommittee (CCSC) has focused its efforts in two general areas this past year:

- forging partnerships with like-minded national organizations; and
- researching/compiling good practices in climate adaptation and mitigation planning.

The CCSC has formed informal alliances with ICLEI Canada, Engineers Canada, the Institute for Catastrophic Loss Reduction, Health Canada, the B.C. Department of Environment, and other partners. This work has included speaking engagements at ICLEI and Engineers Canada conferences, participation in a B.C. government workshop on climate change and sustainability, and the creation of a multi-stakeholder workshop focusing on climate adaptation for practitioners. The group, known collectively as the National Roundtable on Climate Resilience is collaborating on developing a day-long workshop that builds on protocols established by Engineers Canada’s Public Infrastructure Engineering Vulnerability Committee.

Members have made presentations to, or participated in, several events:

- ICLEI Canada’s Livable Cities Forum (Hamilton, November 2012);
- CIP Climate Change workshop with API (Nova Scotia, March 2013);

The CCSC is very pleased to have a full complement of passionate and experienced members, with coast to coast representation. CCSC also had preliminary discussions with Health Canada about a bursary for a planning student pursuing research on health effects from climate change. These discussions are ongoing and are expected to be extended to include the Healthy Communities Subcommittee and CIP Office staff later this year.

KARIN WALL, MCIP, RPP
Chair, CIP National Affairs Advisory Committee
Nearly 2012, the International Affairs Advisory Committee (IAAC) focused its attention on updating its Strategic Plan to align priorities with the CIP 2012-2015 Strategic Plan. The committee’s Terms of Reference were also updated and submitted to CIP Council for consideration as part of its organizational review under way in late 2012 and early 2013.

The Committee met face-to-face on September 22, 2012 in Ottawa and via conference call on December 20th, 2012 to review the 2013 IAAC Action Plan. The IAAC would like to thank the following members, who completed their terms in 2012:

- Jacques Besner, urbaniste, MICU, OUQ (past Chair)
- Mathew Somerville, MCIP, RPP
- Walter Jamieson, FCIP

Special thanks to Jacques Besner, MICU, OUQ for his leadership and vision in guiding the work of IAAC. With his departure, Chandra Sharma, MCIP, RPP, was appointed as incoming Chair in October 2012 and began working with CIP’s Executive Director to recruit new members.

Worldlink Internship Program - Young Professionals and Aboriginal Youth: The WorldLink International Youth Internship Program, funded by the Canadian International Development Agency (CIDA), concluded its 15th year on March 22, 2013. Sixteen recent graduates were recruited for this program year and successfully completed six-month planning-related placements with host organizations in the Caribbean countries of Suriname, Guyana, Trinidad & Tobago, Grenada, and Dominica. This brings to a close CIP’s current three-year internship program contribution agreement with CIDA.
Started in February 2011, the International Aboriginal Youth Internship Program, was offered as a pilot project funded by CIDA, placing Aboriginal youth in overseas internship placements. Working with CIP’s Indigenous Peoples Planning Committee (IPPC), 10 interns were recruited to spend four months living in two Amerindian villages in Guyana, South America. Seven interns assisted with community development projects under the direction of the Government of Guyana’s Ministry of Amerindian Affairs.

Caribbean Network on Urban & Land Management (CNULM/Bluespace): With CIP’s support, CNULM took a leadership role in delivering the third Caribbean Urban Forum (CUF2012), held in Jamaica from March 14 to 17, 2012. These forums have been instrumental in advancing a Caribbean Urban Agenda and providing a platform to develop and launch the new Caribbean Planners Association (CPA, with Mrs. Margaret McDowall of Trinidad chosen to be its first President.

CIP’s international commitments in the Caribbean region were translated into a formal trilateral Memorandum of Understanding signed by CIP, the American Planning Association and the Caribbean Network for Urban & Land Management (CNULM) in Banff at the 2012 CIP/APPI Conference. The MOU calls for sustained technical, in-kind and (subject to funding availability) project support to the Caribbean Planners Association. The CPA is a federation of national planning associations, open to all countries that border the Caribbean sea. CIP contributes to the CPA as an external advisor.

A conference panel on the topic of international planning is also being planned as part of the July 6 to 9, 2013 annual conference in Vancouver.

Belize Association of Planners: The new Belize Association of Planners was registered in early 2013, with nine charter members. Thanks to the efforts and support of longtime IAAC member, Dr. Larry Wolfe, an independent consultant in Belize, the Association will soon join the Caribbean Planners Association and the Commonwealth Association of Planners.

Canada-Guyana Partnership for Community Planning: The three-year CIDA-funded project, Canada-Guyana Partnership for Community Planning, concluded on March 31, 2012. Wind-up activities focused on transitioning project responsibility from CIP to the Guyanese and broader Caribbean partners.

CIP Collaboration with China: A mission of two volunteers of the China Subcommittee was undertaken from February 13 to 16, 2012 in Beijing to formulate a new collaborative agreement, using residual funds from earlier cooperative activities. A partnership agreement was drafted identifying common interest in three fields: mentoring opportunities, university curriculum review, and a spatial planning initiative. However, in March 2013, CIP Council opted not to proceed with the agreement. In keeping with the 2012-2015 CIP Strategic Plan, it was felt the Institute needs to shift more resources to member services development and delivery and prioritize its national partnership activities, including relations with Affiliates.

Global Planners Network: CIP staff and the IAAC Chair continue to represent CIP at the Global Planners Network (GPN) through regular communication and conference calls. The IAAC Chair is currently working to update the GPN Outreach Framework developed by CIP Executive Director Steven Brasier in 2007. The decision and actions to increase the membership and reach of GPN was discussed at the GPN meeting at the CIP/APPI Banff Conference in 2012.

CHANDRA SHARMA, MCIP, RPP
Chair, International Affairs Advisory Committee
CIP - Council 2012-2013
MS. ANDREA A. GABOR, FCIP, RPP
Mr. Michael Gordon, MCP, RPP
Ms. Katheerine A. Greene, MCP, LPP
Mr. Chantal Laiberte, MICU, ONU, Q4
Mr. Paul J. Stagi, MCP, RPP
Mr. Donovan Toews, MCP
Mr. Thomas Delaney, MCP, RPP
Ms. Beth Sanders, MCP, RPP
Ms. Lindsay O. Charle, MCP, RPP
Mr. Robert A. Lehman, FCIP, RPP
Dr. Mark Seasong, FCIP, RPP
Ms. Abby G. Besharah

Governance Committee
MR. MICHAEL GORDON, MCP, RPP
Ms. Lindsay O. Charle, MCP, RPP
Mr. Robert A. Lehman, FCIP, RPP
Mr. Donovan Toews, MCP

Finance Committee
MR. PAUL J. STAGL, MCP, RPP
Mr. Gary Buchanan, MCP, RPP
Ms. Katherine A. Greene, MCP, LPP
Ms. Lindsay O. Charle, MCP, RPP

National Membership Standards Committee
MS. ANDREA A. GABOR, FCIP, RPP
Ms. Karen Bolton, MCP, RPP
Mr. Donovan Toews, MCP

Human Resources & Compensation
MS. ANDREA A. GABOR, FCIP, RPP
Ms. Katherine A. Greene, MCP, LPP
Ms. Lindsay O. Charle, MCP, RPP

Planning for the Future - Accreditation
Implementation Task Force
MS. ANDREA A. GABOR, FCIP, RPP
Mr. Raphael Fischer, MICU, ONU, Q4
Ms. Jennifer Griffiths, MCP, RPP
Mr. John R. Pickering, MCP, RPP
Mr. Richard Millet, MCP
Ms. Paula Potakek-Tehr, MCP, RPP
Ms. Scott Pragnell, MCP, RPP
Mr. Eric C. Vance, MCP, RPP

Planning for the Future - Legislative Task Force
MR. CHARLES W. LANTREE, MCP, RPP
M. J. Andre Daigle, MICU, OPC
M. Claude Beaulac, MICU, ONU, Q4
Mr. Brian Brophy
Mr. Christopher Leach, MCP
Ms. Karen Bolton, MCP, RPP
Mr. Brian Krop, MCP, RPP
Mr. Bruce Simard, MCP, RPP

Member Services Advisory Committee
MS. MARSHA L. PALEY, MCP, RPP
Ms. Dan Waller, MCP, RPP
Ms. Pamela A. Sweet, FCIP, RPP
Mr. Adam S. Cooper, MCP, RPP
Mr. Donald K. Hester, MCP
Mr. Chris Sholberg, MCP, RPP
Mr. Robert A. Lehman, FCIP, RPP

Continuous Professional Learning Subcommitte
MR. DAN WALLACE, MCP, RPP
Ms. Dalia Gillis, MCP, RPP
Ms. Marilyn Radman, MCP, RPP
Mr. Robert Forhan, MCP, RPP
Mr. Stephen Walker, MCP
Ms. Samantha Mark
Mrs. Eleanor Mohammed, MCP, RPP
Dr. Pamela Shaw, MCP, RPP
Dr. Clarence Woudsmar, MCP, RPP
Mr. Gary Buchanan, MCP, RPP

Fellow Selection Subcommittee
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Mr. Murray Pinchuk, MCP
Ms. Catharine A. Saunders, MCP, RPP
Ms. Linda McKendy, FCIP
M. Laurent T. Mogood, MICU, OPC
Mr. Robert Caldwell, FCIP, RPP
Mr. Gordon Harris, FCIP, RPP
Mr. Serge Filion, MICU, ONU

Academic & Student Affairs Subcommittee
MR. ADAM S. COOPER, MCP, RPP
Dr. Mark Seasong, FCIP, RPP
Ms. Stephanie Chai
Ms. Abby G. Besharah

Recognition Awards for Planning Excellence Subcommittee
MR. DONALD K. HESTER, MCP
Ms. Gay Drescher, MCP, RPP
Ms. Mara Tw fronte, FCIP, RPP
Ms. Kimberly M. Harrison, MCP, RPP
Mr. Robert Jahncke, MCP, LPP
Mr. Donald E. Morse, MCP, RPP
Mr. Andrew D. Palmar, MCP, RPP
Dr. Adam Worel Pantellonn, MCP, RPP
Mr. Gordon Shaw, MCP, RPP
Mr. Paul J. Stagi, MCP, RPP

Recognition - Plan Canada Awards Jury
MR. CHRIS SHOLBERG, MCP, RPP
Ms. Carla Bing-Wee, MCP, RPP
Ms. Emma L. West, MCP, RPP
Mr. Paul J. Stagi, MCP, RPP

Plan Canada Editorial Board
MR. MICHAEL G. DUDLEY, MCP
Mr. Richard W. Borbridge, MCP, RPP
Mr. Armand Reischaud, MICU, OPC
Ms. Dawn R. Setearham, MCP, RPP
Dr. Sasha Tsenkova, MCP, RPP
Ms. Michelle Garneau
Ms. Chantal Laiberte, MICU, ONU

Student Scholarship Trust Fund Board
MR. STEVE R. JACQUES, MCP, RPP
Mr. Harry Harner, MCP, RPP
Mr. Jason T. Ferrigan, MCP, RPP
Mr. Alex B. Taylor, MCP, RPP
Mr. Stephen Jewczyk, FCIP
Ms. Abby G. Besharah

Student Trust Fund Jury Members
Mr. Jason T. Ferrigan, MCP, RPP
Mr. Geza N. Gasparcy, MCP, RPP
Ms. Laura Lee Richard, MCP, RPP
Ms. Heather Sadler, MCP, RPP

National Affairs Advisory Committee
MS. KARIN WALL, MCP, RPP
Mr. Jeffrey Cook, MCP, RPP
Mr. Michael Harris, MCP, LPP
Mr. Michael J. Sullivan, MCP, RPP
Mr. David W. Wise, MCP, RPP
Mr. Gary Noble, MCP, RPP
Ms. Olima Pantelemon, MICU, ONU, Q4, RPP
Ms. Emilie Adin, MCP, RPP
Ms. Monica Pohlman, MCP, RPP
Dr. Mark Seasong, FCIP, RPP

Climate Change Subcommittee
MR. MICHAEL J. SULLIVAN, MCP, RPP
Ms. Elisabeth S. Arnold, MCP
Ms. Christine A. Callihan, MCP, RPP
Ms. Leah E. Carlson, MCP, RPP
Dr. Stephen R. Tyler, MCP, RPP
Ms. Tracey L. Wade, MCP, RPP
Ms. Mari Bodhi

Healthy Communities Subcommittee
MR. DAVID W. HARRISON, MCP, LPP
Ms. Olimpia Pantelemon, MICU, ONU, UPC
Mrs. Hazel Christy, MCP, RPP
Mrs. Meredith Gilbert, MCP, RPP
Ms. Stephanie G. Johnson, MCP, RPP
Mr. George H. Mckibbon, MCP, RPP
Mrs. Sheri Birkeland
Mr. Brandon D. Sloan, MCP, RPP

Indigenous Peoples Planning Subcommittee
MR. JEFFREY COOK, MCP, RPP
Ms. Rasheed Nawaz, MCP, RPP
Ms. Deb Biddlecombe, MCP, RPP
Mr. Harry Finnigan, MCP
Mr. Jamie Sanchez, MCP, RPP
Mr. Chris Down, MCP, RPP

International Affairs Advisory Committee
MS. CHANDRA M. SHARMA, MCP, RPP
Ms. Dominica Babic, MCP, RPP
Dr. Walter Jamieson, FCIP
Ms. Noha Sedky, MCP, RPP
Mr. Matthew Somerville, MCP, RPP
Mr. Larry D. Wolfe, MCP, RPP
Ms. Lynn Wilson, MCP, RPP
Mr. Gary Buchanan, MCP, RPP

Communications Advisory Committee
MR. GARY NOBLE, MCP, RPP
Mr. Kenneth J. Forrest, MCP, RPP
Ms. Amanda Kutter, MCP, RPP
Ms. Lisa Hollowchuk
Ms. Marti Sakiyama
Ms. Kendra Raymond
Mr. Martin Frigo, MCP, RPP
Ms. Chantal Laiberte, MICU, ONU

Policy Advisory Committee
MR. DAVID W. WISE, MCP, RPP
Ms. Jenna L. Mood, MCP, RPP
Mr. Jason O.E. Thorne, MCP, RPP
Ms. Laura Akinos-Paul, MCP, RPP
Mr. Devin Caustley, MCP, RPP
Mr. Gary Holisko, MCP, RPP
Mr. David T. Smith, MCP, RPP
Mr. William Delaney, MCP, RPP
INDEPENDENT AUDITORS' REPORT

To the Members of Canadian Institute of Planners

Report on the Financial Statements

We have audited the accompanying financial statements of Canadian Institute of Planners which comprise the balance sheets as at December 31, 2012, December 31, 2011 and January 1, 2011 and the statements of operations, changes in net assets and cash flows for the years ended December 31, 2012 and December 31, 2011 and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements 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 entity’s internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Institute as at December 31, 2012, December 31, 2011 and January 1, 2011 and the results of its operations and its cash flows for the years ended December 31, 2012 and December 31, 2011 in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Report on Other legal and Regulatory Requirements

As required by the Canada Corporations Act, we report that, in our opinion, these principles have been applied on a consistent basis.

Collins Barrow Ottawa LLP
Chartered Accountants, Licensed Public Accountants
April 23, 2013
Ottawa, Ontario
**BALANCE SHEET**

<table>
<thead>
<tr>
<th></th>
<th>December 31 2012</th>
<th>December 31 2011</th>
<th>January 1 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Current</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Cash</td>
<td>390,340</td>
<td>627,968</td>
<td>345,453</td>
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<td>Short term investments (Note 4)</td>
<td>898,821</td>
<td>686,113</td>
<td>671,887</td>
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<tr>
<td>Accounts receivable</td>
<td>112,383</td>
<td>106,234</td>
<td>332,129</td>
</tr>
<tr>
<td>Other receivable (Note 5)</td>
<td>95,796</td>
<td>-</td>
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<tr>
<td>Prepaid expenses</td>
<td>32,823</td>
<td>37,750</td>
<td>61,343</td>
</tr>
<tr>
<td><strong>Tangible capital assets (Note 6)</strong></td>
<td>4,405</td>
<td>6,057</td>
<td>4,918</td>
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<tr>
<td><strong>Total Assets</strong></td>
<td>1,530,163</td>
<td>1,458,065</td>
<td>1,410,812</td>
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<tr>
<td><strong>Liabilities and Fund Balances</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>211,789</td>
<td>200,120</td>
<td>197,075</td>
</tr>
<tr>
<td>Deferred revenue (Note 7)</td>
<td>90,943</td>
<td>258,064</td>
<td>254,215</td>
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<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>302,732</td>
<td>458,184</td>
<td>451,290</td>
</tr>
<tr>
<td><strong>Restricted for special projects</strong></td>
<td>75,000</td>
<td>75,000</td>
<td>75,000</td>
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<tr>
<td><strong>Unrestricted</strong></td>
<td>1,156,836</td>
<td>930,938</td>
<td>889,440</td>
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<tr>
<td><strong>Net assets</strong></td>
<td>1,231,836</td>
<td>1,005,938</td>
<td>964,440</td>
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<tr>
<td><strong>Total Liabilities and Fund Balances</strong></td>
<td>1,534,568</td>
<td>1,464,122</td>
<td>1,415,730</td>
</tr>
</tbody>
</table>

On behalf of the Institute

President

Executive Director

**STATEMENTS OF CHANGES IN NET ASSETS**

For the year ended December 31

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Assets Restricted for Special Projects</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance, beginning and end of year</td>
<td>75,000</td>
<td>75,000</td>
</tr>
<tr>
<td><strong>Unrestricted Net Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance, beginning of year</td>
<td>930,938</td>
<td>889,440</td>
</tr>
<tr>
<td>Excess (deficiency) of revenue over expenses for the year</td>
<td>225,898</td>
<td>41,498</td>
</tr>
<tr>
<td><strong>Total Unrestricted Net Assets</strong></td>
<td>1,156,836</td>
<td>930,938</td>
</tr>
</tbody>
</table>
### STATEMENTS OF OPERATIONS
For the year ended December 31

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership fees</td>
<td>1,141,394</td>
<td>1,085,218</td>
</tr>
<tr>
<td>Member services</td>
<td>799,235</td>
<td>512,790</td>
</tr>
<tr>
<td>International projects</td>
<td>410,355</td>
<td>445,929</td>
</tr>
<tr>
<td>National projects</td>
<td>77,874</td>
<td>141,742</td>
</tr>
<tr>
<td>Investment income</td>
<td>12,708</td>
<td>14,202</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>2,441,566</td>
<td>2,199,881</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>691,674</td>
<td>722,730</td>
</tr>
<tr>
<td>Communications</td>
<td>48,956</td>
<td>39,162</td>
</tr>
<tr>
<td>Governance</td>
<td>235,277</td>
<td>219,383</td>
</tr>
<tr>
<td>International Projects</td>
<td>431,457</td>
<td>443,882</td>
</tr>
<tr>
<td>Membership Services</td>
<td>735,801</td>
<td>599,290</td>
</tr>
<tr>
<td>National Projects</td>
<td>72,503</td>
<td>133,936</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>2,215,668</td>
<td>2,158,383</td>
</tr>
<tr>
<td><strong>Excess of revenue over expenses for the year</strong></td>
<td>225,898</td>
<td>41,498</td>
</tr>
</tbody>
</table>

### STATEMENTS OF CASH FLOWS
For the year ended December 31

**Cash flows from operating activities**

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excess of revenue over expenses for the year</td>
<td>225,898</td>
<td>41,498</td>
</tr>
<tr>
<td>Adjustments for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fair market value adjustment on investments</td>
<td>(12,708)</td>
<td>(14,202)</td>
</tr>
<tr>
<td>Amortization of tangible capital assets</td>
<td>1,652</td>
<td>2,616</td>
</tr>
<tr>
<td><strong>Total Adjustments</strong></td>
<td>214,842</td>
<td>29,912</td>
</tr>
<tr>
<td>Changes in non-cash working capital items:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>(101,945)</td>
<td>226,705</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>4,927</td>
<td>22,783</td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>11,669</td>
<td>3,045</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>(167,121)</td>
<td>3,849</td>
</tr>
<tr>
<td><strong>Total Changes in Non-Cash Working Capital</strong></td>
<td>(37,628)</td>
<td>286,294</td>
</tr>
</tbody>
</table>

**Cash flows from investing activities**

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net (purchase) disposal of investments</td>
<td>(200,000)</td>
<td>(24)</td>
</tr>
<tr>
<td>Purchase of capital assets</td>
<td>-</td>
<td>(3,755)</td>
</tr>
<tr>
<td><strong>Total Cash Flows from Investing Activities</strong></td>
<td>(200,000)</td>
<td>(3,779)</td>
</tr>
</tbody>
</table>

**Increase (decrease) in cash during the year**

|                                                        | 237,628  | 282,515  |

**Cash, beginning of year**

|                                                        | 627,968  | 345,453  |

**Cash, end of year**

|                                                        | 390,340  | 627,968  |
NOTES TO FINANCIAL STATEMENTS
December 31, 2012

1. Governing Statutes and Nature of Activities
The Canadian Institute of Planners is a non-profit organization incorporated under the Canada Corporations Act. The Institute is exempt from income tax.

CIP’s core purpose, as stated in its Strategic Plan, is “to advance professional planning across Canada”. The Institute’s overarching long term goal to “be the leading advocate for urban policy and community building across Canada” is supported by six other goals and related strategies for advancing various aspects of CIP governance and operations.

2. Accounting Policies

Basis of Presentation
The financial statements were prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations which are part of Canadian generally accepted accounting principles and include the following significant accounting policies:

Management responsibility and the use of estimates
The financial instruments of the Institute are the representation of management in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. The preparation of periodic financial statements necessarily involves the use of estimates and assumptions. Actual results could differ from management’s best estimates and assumptions as additional information becomes available in the future. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in the periods in which they become known.

Financial Instruments

Measurement of financial instruments
Financial instruments are financial assets or liabilities of the Institute where, in general, the Institute has the right to receive cash or another financial asset from another party or the Institute has the obligation to pay another party cash or other financial asset.

The Institute initially measures its financial assets and liabilities at fair value, except for certain non-arm’s length transactions that are measured at the exchange amount.

The Institute subsequently measures its financial assets and financial liabilities at amortized cost, except for investments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in excess of revenue over expenses.

The financial assets and financial liabilities measured at amortized cost consist of cash, accounts receivable, and accounts payable and accrued liabilities.

Impairment
Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down, if any, is recognized in excess of revenue over expenses. The previously recognized impairment loss may be reversed, to the extent of the improvement, directly or by adjusting the allowance account. The reversal may be recorded provided it is no greater that the amount that had been previously reported as a reduction in the asset and it does not exceed original cost. The amount of the reversal is recognized in excess of revenue over expenses.

Transaction costs
The Institute recognizes its transaction costs in excess of revenue over expenses in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

Tangible Capital Assets
Tangible capital assets are recorded at cost. Amortization is based on the estimated useful life of the asset and is provided on a declining balance basis as follows:

- Computer equipment 50%
- Furniture and equipment 20%

Revenue Recognition
The Institute follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership fees are recognized as revenue over the period to which they relate.

3. Impact of the Changes in the Basis of Accounting
The Institute has elected to apply the Canadian Accounting Standards for Not-for-Profit Organizations of Part III of the CICA Accounting Handbook.

These financial statements are the first financial statements for which the Institute has applied Canadian Accounting Standards for Not-for-Profit Organizations, hereafter referred to as “ASNPO”.

The financial statements for the year ended December 31, 2012 were prepared in accordance with the ASNPO and provisions set out in FIRSTTIME ADOPTION, Section 1501, for first-time adopters of this basis of accounting.

The Institute has not elected to use any exemptions relating to the initial application of ASNPO under section 1501.

The adoption of ASNPO did not result in any changes to the statement of changes in net assets at the date of transition (January 1, 2011) and the previously issued financial statements for the year ended December 31, 2011. As a result, no reconciliation was prepared.

4. Investments
Investments consist of bank and provincial government bonds and equity mutual funds that are quoted in an active market, and measured at fair value.
NOTES TO FINANCIAL STATEMENTS

5. Other Receivable
Other receivable represents expenditures incurred by the Institute to be recovered from Professional Standards Board for the Planning Profession in Canada. The Institute intends to convert this balance into a promissory note in 2013.

6. Tangible Capital Assets
See Table 1.

Table 1 - Tangible Capital Assets

<table>
<thead>
<tr>
<th></th>
<th>Cost</th>
<th>Accumulated Amortization</th>
<th>Net Book Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 31, 2012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>$36,592</td>
<td>$32,921</td>
<td>$3,671</td>
</tr>
<tr>
<td>Computer equipment</td>
<td>2,937</td>
<td>2,203</td>
<td>734</td>
</tr>
<tr>
<td></td>
<td>39,529</td>
<td>35,124</td>
<td>4,405</td>
</tr>
<tr>
<td>December 31, 2011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>36,592</td>
<td>32,003</td>
<td>4,589</td>
</tr>
<tr>
<td>Computer equipment</td>
<td>2,937</td>
<td>1,469</td>
<td>1,468</td>
</tr>
<tr>
<td></td>
<td>39,529</td>
<td>33,472</td>
<td>6,057</td>
</tr>
<tr>
<td>January 1, 2011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>35,774</td>
<td>30,856</td>
<td>4,918</td>
</tr>
</tbody>
</table>

7. Deferred Revenue
Deferred revenue represents membership fees received in the current period that are related to the subsequent period as well as government funding amounts received in the current period that are related to the subsequent period. See table 2.

Table 2 - Deferred Revenue

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Memberships $</td>
<td>Project Contributions $</td>
</tr>
<tr>
<td>Balance, beginning of year</td>
<td>175,940</td>
<td>82,124</td>
</tr>
<tr>
<td>Additions, during the year</td>
<td>71,053</td>
<td>361,488</td>
</tr>
<tr>
<td>Recognized as revenue during the year</td>
<td>(175,940)</td>
<td>(423,722)</td>
</tr>
<tr>
<td>Balance, end of year</td>
<td>71,053</td>
<td>19,890</td>
</tr>
</tbody>
</table>

8. Risks and Concentration
The Institute is exposed to various risks through its financial instruments. The following analysis provides a measure of the Institute’s risk exposure and concentrations as at December 31, 2012.

Credit Risk
Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Institute’s main credit risks relate to its accounts receivable.

Interest rate risk
Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Institute is exposed to interest rate risk on its investments.

Liquidity risk
Liquidity risk relates to the risk that the Institute will encounter difficulty in meeting its obligations associated with financial liabilities. The Institute is exposed to this risk mainly in respect of its accounts payable and accrual liabilities and its ability to provide the activities related to its deferred revenue.