



SASKATCHEWAN

PROFESSIONAL PLANNERS INSTITUTE

SPPI Annual Report 2017-2018

2017-2018 Executive Council

President:	Jenna Schroeder MCIPRPP
President-Elect:	Alan Wallace MCIP RPP
Secretary/Treasurer:	Samantha Mark MCIP RPP
Promotion & Public Relations:	Michael Ruus MCIP RPP Abby Besharah Candidate
Professional Development	Eric MacDougall MCIPRPP Ian Goeres MCIP RPP
Admin & Governance:	Jenna Schroeder MCIPRPP Alan Wallace MCIP RPP Samantha Mark MCIP RPP
Student Representative:	Carissa Donaldson
Executive Director:	Marilyn Steranka
Member Services:	Sarah Taylor

Representatives:

University of Saskatchewan Senate	Carey Baker MCIP RPP
University of Regina Senate	Alan Parkinson MCIPRPP
Professional Standards Board	Diana Hawryluk MCIPRPP
Professional Standards Committee	Eric MacDougall MCIP RPP
Accreditation Program Committee	Doug Daniels MCIPRPP
Professional Educational Program and Examination Committee	Autumn Dawson MCIPRPP

OFFICERS REPORTS

President

During my five years on Council, I have had the privilege of advancing professional planning in Saskatchewan and Canada. I have met and worked with incredible planners from across our province and the country. My time on Council flew by, and while there is always more work to be done, I am proud of work I have completed on behalf of SPPI's members.

I will briefly highlight the work of three national-level committees in my report: the Planning Alliance Forum (PAF), the Professional Standards Committee for the Planning Profession in Canada (SC), and the Professional Standards Board (PSB).

The PAF enables members to collaborate, share information, recommend action on matters of national and regional significance, and network as a community of practice to advance the planning profession in Canada. Members include the Presidents of CIP and each of the PTIAs, as well as the Chair of the PSB and SC. Members met quarterly this past year to discuss professional planning legislation and regulation, individual member strategic plan goals and actions, and planning policy issues including interprovincial/territorial mobility, disciplinary processes, and communication and advocacy work. I had the pleasure of chairing the December 2017 meeting, and working on the PAF service agreement with APPI President Erin O'Neill and CIP President Eleanor Mohammed.

The SC engaged signatory parties on three projects this past year. Signatory parties are CIP, each of the PTIAs, and the planning associations of each of Atlantic provinces. First, signatory parties were asked to review the findings and rank priority projects for the SC's five-year comprehensive review. Second, signatory parties were asked to endorse a new definition of professional planning.

Third, signatory parties were asked to endorse revisions to the academic standards and guidelines for responsible professional planning experience. SPPI commented on the first project, and endorsed the second and third projects. Signatory parties are also required to annually endorse the SC's work plan and budget. SPPI endorsed both documents, as submitted.

A few days before SPPI's 2017 AGM, the renewed shared services agreement with the PSB was received and endorsed. All voting members, which are CIP and each of the PTIAs, endorsed an identical shared services agreement with the PSB. Under the terms of the agreement, the PSB will provide membership certification and academic accreditation services on behalf of all voting members. This past year, the PSB undertook a number of projects, including: engaging translation services to ensure all materials are available in both official languages, expanding the professional examination question bank, and initiating a volunteer recognition strategy.

SPPI has a dedicated group of volunteers. I give a heart-felt thank you to the many volunteers that generously provide their time and energy to advancing the planning profession. SPPI's volunteers serve on a variety of boards and committees, act as mentors and sponsors for aspiring planners, and administer and grade membership exams. I encourage all members of SPPI to offer their knowledge and skills as volunteer opportunities arise.

Special thanks to my fellow members of Council for their hard work and dedication this past year. It has truly been my honour to work with all of you. SPPI's future is bright under the leadership of incoming President, Alan Wallace. I look forward to supporting his vision for SPPI.

Respectfully submitted, Jenna Schroeder MCIP RPP

Report of the President-Elect

It will be my privilege to take over and represent SPPI as its President over the next two-year period. I can think of no other profession more honourable than the Planning Profession. We are not in this profession for fame or fortune. We care about communities, and we care about people.

We also care about each other.

That is why our institute exists. To care for the members of our institute, the planning students and to advance our profession in Saskatchewan. SPPI exists to provide support and services to its members. Therefore, members should always feel that the institute is working on their behalf.

Since 2015, when CIP nearly imploded and ceased to exist as a national organization, PTIAs and CIP have spent a great deal of time looking inwards at how our national and affiliate organizations are run and for who. This has meant many hours updating bylaws, policies, procedures, definitions and strategic plans in the hopes of renewing and refreshing our professional associations. I want to **thank our President, Jenna Schroeder** and the members of the SPPI Council, for their hard work undertaking the thankless task of ensuring our governance bylaws, policies and procedures are up to date.

With CIP on solid footing, and SPPI in good financial shape, now is the time to focus on renewing member services. During the AGM, a tabletop survey will be available to each member to consider a range of new and existing member services that SPPI could potentially be provided. We would like your feedback on which member services you would like to see provided over the next two years. SPPI will take the results and develop a new **Membership Service Action Plan** for the next two years.

To conclude, SPPI is driven and run by volunteers from our profession. With the help of Marilyn Steranka, our Executive Director, and Sarah Taylor who looks after membership services, we will have capacity to do many things – but only if all Council positions are filled. We have a few vacancies on the SPPI Council. **Please consider joining us on Council** and helping to provide the member services that we all desire.

Respectfully submitted Alan Wallace, MCIP RPP

Member Services Survey 2018 SPPI Conference and AGM

SPPI currently provides a wide range of member services such as an annual conference, website, training opportunities, events, position statements and general assistance with membership, accreditation and professional standards.

We would like your opinion on a range of potential new membership services, and the continuation of some existing services. The list below are potential new member services. Please rank each potential new member service from 1 (most desirable) to 5 (less desirable). There will be room at the bottom to suggest other member services. SPPI will use the results of this poll to develop a Member Services Action Plan.

No. 1 - Planning Chapters

Rank _____

Informal Chapters, with appointed 'Chapter Leads' who organize web-enabled 'lunch and learns' on a rotational basis. Presentations could be over a 1 hour lunch break. Suggested Chapters could be:

- Southern Sask.
- Central Sask.
- Northern Sask.
- Consulting Companies
- University

No. 2 - Budget Scans and Summary

Rank _____

SPPI could provide a summarized view of the Provincial and key municipal budgets each year - from a Planning perspective. This will be good for planners to see what initiatives are being contemplated and funded in the next fiscal year. For Example, CIP did a review of the Federal Budget from a Planning perspective.

No. 3 - SPPI - Focus on First Nations

Rank _____

SPPI contribution to Reconciliation - more emphasis on relationships with First Nations. Reaching out to FN organizations about the benefits of engaging with SPPI and the Planning Profession.

No. 4 – More Assistance Navigating Accreditation and Professional Membership Requirements

Rank _____

PSB, PSC, CIP, PTIAs, FAP, Mentors, Codes of Conduct, Codes of Ethics, workbooks, acronyms - for a new member, this has to be confusing.

No. 5 - Saskatchewan Image Database Rank _____

Post images of places, streetscapes, urban/ruralscapes, projects, etc.
All member driven; All photos public domain.
Hosted by SPPI – Photos available to any member for use in reports, publications, etc.

No. 6 - SPPI Planning Report Database Rank _____

Directory of current, adopted, public planning reports
Member driven; Hosted by SPPI
Updated on an ongoing basis.

No. 7 - Position Statements Rank _____

Beginning in 2018, SPPI began issuing position statements. The position statements are simple explanations of SPPI's position on several key topics which are linked to the Planning Profession. The first position paper was on the new National Housing Strategy; the second was on Cannabis Legalization. SPPI has plans to issue more position statements related to Reconciliation, Climate Change, Diversity, Sprawl, Regional Co-operation, Transit

No. 8 - More Thought Leadership using Social Media Rank _____

Using SPPI's social media tools as a platform, encourage leaders within our profession to write articles, tweet, post on facebook, etc. material which shows our leadership in key policy areas. From affordable housing, to urban design, to mainstreet renewal, to agribusiness development, we are often leaders and need to share our expertise.

No. 9 - Track & Notice of Member Movements Rank _____

SPPI already tracks the members who move away and those who are new to the association. SPPI currently does not track member movement within the Province. This service would be member driven, and provide a regular notice of members who have moved, taken on new roles, retired, or have some other significant change.

No. 10 - More Frequent Communications Rank _____

- more access to information
- regular e-blasts
- more frequent use of Social Media
- just plain more...

No. 11 – Communication and Assistance with Awards Submissions

Rank _____

SPPI now offers up to six annual awards. The submission process can be time consuming and costly.

No. 12 - What are we missing?

Rank _____

Please describe what member services you would like to see which are not listed above:

Registrar

This has been another active year for membership. We have seen an increase in candidates and have had several members achieve their RPP designation. A special thanks to the members of our exam and log book committees for their countless hours of volunteer work spent reviewing logbooks, marking written exams and conducting oral exams.

2017-2018 Membership Profile

The SPPI currently comprises 260 members in the following membership categories:

<u>Membership Category</u>	<u>Number</u>
RPP	145
Candidate	44
Pre-Candidate	9
Non-Practicing	5
Out-of-Affiliate	23
Retired	5
Student	29

The following individuals were granted membership during the past year:

RPP Members

- Devin MacAulay (Sep 18, 2017)
- Janna Morgan (Sep 18, 2017)
- Mauricio Jimenez (Sep 22, 2017)
- Erik Trenouth (Dec 15, 2017)
- Aimee Bryck (Dec 15, 2017)
- Michele Garcea (March 19, 2018)
- James McKnight (March 19, 2018)
- Michael Kowalchuk (Mar 19, 2018)
- Kristina Karpluk (Mar 19, 2018)
- Michael Eger (June 15, 2017)
- Maggie Schwab (June 15, 2018)

Pre-Candidate Members

- Luke Brossart
- Andrew Fahlman

Candidate Members

- Jenna Hutton
- Anastasia Conly
- Nikolai Kinzel-Cadrin
- Kristen Johannesson
- James Hnatowich
- Konstantinos Karachalios
- Jenna Stusek
- Ellen Wardell
- Carolyn Dunn
- Jessica Mitchell
- Anthony Wood

Student Members

- Christan Valdez
- Michaela Sidlowski
- Jessica Mitchell
- Kaitlyn Luster
- Tanner Halonen
- Holden Blue
- Darryl Ackerman
- Leigh Thomas

SPPI would like to welcome the following members that have transferred to SPPI during the past year:

- Jordan Olmstead (Candidate Member from APPI)
- Richard Neufeld (Full Member from APPI)
- Tanner Tetreault (Candidate Member from APPI)
- Adamefi Adegeye (Candidate Member from PIBC)
- Ty Czerniak (Full Member from APPI)

SPPI would like to thank the following members for their contribution to planning in Saskatchewan, and wish them success in their planning careers as they have transferred to another affiliate from SPPI during the past year:

- Devin MacAulay, (MPPI)
- Brady Romanson (OPPI)
- Lindsay Sthamann (OPP)
- Graham Haines (OPPI)
- Adam Nordquist (APPI)
- Ty Czerniak (APPI)
- Semra Kalkan (APPI)
- Kelby Unseth (OPPI)
- Michelle Grenwich (APPI)
- Punya Marahatta (OPPI)
- Monique Beaudry (PIBC)

The following members have resigned their membership:

- Alun Richards
- Gordon Sparks

Respectfully submitted, Marilyn Steranka, Executive Director

Secretary/Treasurer Report

Over the past year, in addition to regular secretary and treasurer responsibilities (i.e. documenting Council meetings, updating business arising, and reporting on the finances of the Institute), I assisted and provided support to my fellow Council members on various tasks. A key focus was to develop a social media policy to serve as a guide outlining SPPI's current social media platforms and some recommendations moving forward. This also includes standards for social media posts and exploring potential social media management applications to ensure we provide more regular posts. This resulted in me playing an active role in updating the social media for this year's conference.

In 2017, there was a surplus of \$14,722.14. There was a \$4,573.05 deficit from the operating budget and \$19,295.19 surplus from the discretionary budget. 2017 investments were in GICs and totaled \$101,005.20.

In 2018, there is an operating budget forecast with a deficit of \$11,700.00 The Discretionary Budget is forecasted to have a surplus of \$9,150.00. 2018 is forecasted to have an overall deficit of \$2,550.00

Some projects funded by SPPI includes, though is not limited to:

- The planning video
- Talks on tap in Saskatoon and Regina
- The conference
- Sponsorships for other conferences and events

We also decided that we will be following suit of other provincial Planning Institutes to remove barriers to student members. Come January 1, we will be eliminating the \$10 membership fee.

Respectfully submitted Samantha Mark, MCIP RPP

Promotions and Public Relations

The goal of the Promotions & Public Relations Committee is to ensure that SPPI is seen as the body of planning excellence in Saskatchewan with professional planning seen as an essential service. The committee has worked to raise the profile of our professional organization through the following projects:

Partners in Planning 2018 | SPPI Annual Conference

In 2018, SPPI is pleased to host the Annual Conference in Saskatoon. This year's theme, "Partners in Planning" is intended to emphasize our multi-disciplinary field and our relationships with colleagues in other professions. We are happy to be hosting a celebration of the RUP 50th Anniversary in conjunction with the conference banquet.

The Conference Planning Committee (CPC) has been working hard to deliver on this theme with more content and encouraging more dialogue between presenters and attendees. Session content is grouped in time blocks sharing common themes and some presenters asked to adapt their content to collaborate/complement one or more other presentations within that theme. Concurrent sessions with more than one presentation will share a Q&A period where delegates will have the opportunity to compare, contrast and question both presenters.

Thanks to all our conference attendees and very generous sponsors, the sponsorship committee has far exceeded their goal this year, with \$20,000+ raised! We are continually looking for opportunities to add value to our sponsors and appreciate suggestions how to do that. A follow-up survey will be sent to conference sponsors and attendees for feedback on their experience with the conference, and we would appreciate any additional comments sent to info@sppi.ca.

We would like to thank a very hard-working group serving on the Conference Committee for helping put together a great event:

Conference Co-Chairs:

Abby Besharah
Michael Ruus

Conference Communication Coordinator:

Lee Smith

Program Coordinators:

Christine Gutmann
Paula Kotasek-Toth
Yvonne Prusak
Ian Goeres

Mobile Tour/Workshop Coordinators:

Sarah King
Catherine Kambeitz

Social Coordinators:

Carolyn Dunn
Vickey Reaney
Elisabeth Miller

Sponsorship Coordinators:

Janna Morgan
Kenneth Weddige

Student Representation:

Todd Mitchell
Carissa Donaldson

2.0 2019 SPPI Annual Conference

The proposed location of the 2019 SPPI Conference and theme will be announced in late 2018. Feedback from the 2018 Membership Survey will help us narrow down our next location. We are still seeking next years theme, so please email info@sppi.ca with your ideas! A call for volunteers to be a part of the 2019 Conference Planning Committee will occur early 2019. If you wish to volunteer for the 2019 Conference Planning Committee, please email info@sppi.ca.

3.0 SPPI What is Planning? Video

A very exciting project for SPPI and promotion of the profession in 2018 has been the production of our *What is Planning?* Video. This video will be a new tool to introduce and promote planning to potential clients and future planners.

4.0 Conference Planning Guide

A new SPPI Conference Planning Guide has been completed for future Conference Committees. It outlines the responsibilities of the Conference Committee, SPPI Staff and council policies, procedures/guidelines for Conference Planning. The manual is intended to be a living document, updated annually, incorporating the experience and learning of each Conference Committee.

5.0 PLAN NW

In conjunction with the PLAN NW Editorial Board we have been pleased to continue our work on this publication. Editing articles for Issue 4 of the publication has been completed and will be released in the coming months. We are still working on collecting articles dedicated to active and alternative transportation for Issue 5.

If anyone is interested in contributing to the publication, submissions should be provided to the PLAN North West Committee in a MS Word file format and sent as an email attachment to plannw@albertaplanners.com. If submission by email is not possible they can contact the Planning Journal Committee at (780) 435-8716 to make other arrangements.

6.0 SPPI Social Media

In lead up to this year's annual SPPI Conference, the Conference Committee has strived to have a more active presence on social media. We would like to encourage more people to actively share posts from our SPPI social media accounts to promote future events and sponsors to help our team build better events.

Respectfully submitted Michael Ruus, and Abby Besharah

Professional Development

This has been another busy and productive year for the committee with a number of membership learning opportunities and activities. The Professional Development (PD) Co-Chairs and sub-committee have continued to work on a variety of initiatives.

The PD portfolio included the following key areas of focus:

- Provide new and creative professional development opportunities to members;
- Training for members;
- Special events (informal and formal);
- U of S Regional and Urban Planning Program Liaison (ie. PLAN 413 and RUP Committee);
- Strategic Plan Updates;
- The learning centre on the SPPI website; and
- Awards and nominations review, selection, and processes.

In 2017/18, a number of SPPI members volunteered to be part of the Professional Development sub-committee. Thank you to the following volunteers for their efforts on the sub-committee:

- Glen Grismer
- Terry Fusco
- Riley Stefanik
- Jared Stephenson

Regional and Urban Planning Program (PLAN 413)

As part of the continued relationship with the Regional and Urban Planning (RUP) Program at the University of Saskatchewan (U of S), PD members sit on the RUP Committee and met this spring to discuss opportunities to:

- strengthen ties between the two organizations;
- find creative ideas to engage students;
- develop student/professionals nights or talks;
- communicate the benefits of SPPI student membership and encourage student applications; and
- continue to promote and build on the strengths of the PLAN 413 program.

Spring 2018 (Term 2) saw the Work Study Program provide a total of twelve (12) employer hosts with all ten (10) students who were registered for the class, placed with an employer host. The PD Committee has continued its outreach to a number of new potential employer hosts and seen continued commitment and interest by employer hosts in the PLAN 413 program.

The program totals for Spring 2018 (Term 2) were:

- **11** employer-host applications received;

- **19** student placements available (some offices offering multiple student spots); and
- **2** different Cities in the province (Saskatoon and Regina).

Fall 2018 (Term 1) Plan 413 student class registration is underway and placements are taking place. This term saw the Work Study Program provide a total of twelve (12) employer hosts with all ten (10) students who were registered for the class, placed with an employer host. The PD Committee has continued its outreach to a number of new potential employer hosts and seen continued commitment and interest by employer hosts in the PLAN 413 program.

The program totals for Spring 2018 (Term 2) were:

- **10** employer-host applications received;
- **15** student placements available (some offices offering multiple student spots); and
- **3** different Cities in the province (Saskatoon, Regina and LaRonge).

This is an increase from past terms where between five (5) and nine (9) employee hosts and students was the average. We're excited about the continued interest and the opportunity for students. This joint effort between SPPI and the University of Saskatchewan (U of S) continues to be a success where both employers and students are benefitting.

Special thanks goes out to LaVina Watts and Jill Blakely at the U of S in helping our Committee make this program as successful as it is.

Thank you once again to the employee hosts and participants!

The Committee continues to work with RUP Program students, including the student member on Council, to find additional ways to bridge the gap between students and employers. Each term a member of the PD Committee partners with the University to engage with students registered in the Work Placement program and provide a brief orientation prior to their placements. This is intended to communicate the opportunity this program presents to students, expectations of employer hosts, and it ensures that students know their rights and responsibilities in the program.

Awards

There are a number of awards presented by SPPI each year. The PD Committee participated in the adjudication for the McLoed Jourdin Award, Fraser Gatrell Award, and the Excellence in Planning Award.

Professional Development

SPPI hosted its second "Planning Talks on Tap Night" in Saskatoon in November of 2017. It offered additional learning and social engagement opportunities to the membership. Attendance was so strong it exceeded expectations and reached capacity for the venue (50 persons). The PD Committee has already begun planning another Planning Talks on Tap learning and social evening for Saskatoon in the fall. Engagement with our partners at the U of S RUP Program will begin soon in an effort to communicate these events to faculty and students. Stay tuned, this event is looking really good!

The PD Committee hosted a First Nations and Métis Duty to Consult Workshop on November 24 at le Relais Francophone in Saskatoon. Over 30 members and students attended the full-day workshop that covered the provincial government's commitment to fulfilling its duty to consult and accommodate First Nation and Métis communities in advance of decisions or actions that have the potential to adversely impact Treaty and Aboriginal rights. A survey of the event was provided to registrants and the feedback received on the evaluation sheets was positive.

To coincide with the Duty to Consult Workshop, a second *Planning Talks on Tap* event was held in Saskatoon at The Two-Twenty with complimentary beverages for members provided by SPPI and 9 Mile Brewery. The event theme was *Infill Development* with guest speakers Curtis Olson of Shift Development, Jason Hurd and Michele Friesen of AODBT Architecture and Design, and Saskatoon City Councillor Cynthia Block providing presentations and engaging in discussion with members. A survey of the event was provided to registrants and the feedback received on the evaluation sheets was very positive.

The PD Committee would like to extend a special thank you to the PD subcommittee who assisted with both events.

A Duty to Consult workshop and *Planning Talks on Tap* events are in the planning stage for Regina for late November. A third *Planning Talks on Tap* event for Saskatoon is also being planned for November with the theme of *Winter City Strategies*, being considered.

E-Learning – Website Development

The PD Committee developed a new section of the SPPI website, under *Learning Centre*, dedicated to Planning archives. Several additions were made to the *Learning Centre* over the summer including new and old planning papers, studies, and research from the academic and professional fields. Some historical planning works have also been added. Students projects and award winning papers are also being considered for the *Learning Centre* archives. The intent of this section is to be a central repository for important information and planning papers for, and by, members.

Professional Standards Committee (PSC)

In March 2018, a Co-chair attended the in-person PSC meeting in Toronto. Topics included a branding initiative, translation of materials to French, and the 5-year comprehensive review. To avoid confusion with the Professional Standards Board (PSB), the working name of this committee will be the Standards Committee (SC).

Respectfully submitted, Eric MacDougall, MCIP RPP and Ian Goeres, MCIP RPP

Administration and Governance

The Administration and Governance Committee is responsible for:

- Communicating with government and other organizations to participate in legislative and policy issues related to the profession; and
- Effective implementation and administration of legislation and policies.

To achieve these responsibilities, the Administration and Governance Committee prepared two position papers, prepared amendments to SPPI's Awards Policy, and prepared amendments to SPPI's Administrative Bylaw.

Position Papers

In 2017-18, Council identified the need to prepare and publish position papers on a variety of planning-related topics. Position papers are intended to briefly state SPPI's position on the topic, and provide advice and information to consider for professional planners. The Administration and Governance Committee prepared two position papers for Council in 2017-18. The first position paper addressed the National Housing Strategy released by the federal government on November 22, 2017. The second position paper addressed the land use and community planning impacts of cannabis legalization on Saskatchewan's municipalities. Members had the opportunity to provide input into these papers. Both position papers are available on SPPI's website.

Amendments to SPPI's Awards Policy

Many members of SPPI volunteer in their communities in a non-professional planner capacity. SPPI members who improve the quality of life in their communities indirectly raise the profile of SPPI and the planning profession. This year, Council created the Community Volunteer Award to recognize members who give considerable personal time to volunteer within their community. The Administration and Governance Committee developed eligibility criteria, nomination requirements and an adjudication process for this award. Amendments to SPPI's Awards Policy were prepared to implement the Community Volunteer Award.

Amendments to SPPI's Administrative Bylaw

SPPI's Administrative Bylaw outlines:

- Officers of Council and their duties;
- Nomination and election policies;
- Tenure of office on Council;
- Policies for conducting Council meetings;
- Subcommittees of Council;
- Council representation on external committees and boards;
- Signing authority, execution of documents and SPPI's corporate seal;
- Membership fees and other revenues;
- Sponsorship policies; and
- Financial reviews and audits.

In 2017-18, the Administration and Governance Committee reviewed the Administrative Bylaw, and prepared a number of amendments. Specifically, amendments were prepared to:

- Increase the maximum number of elected voting officers from ten to eleven to align with the CIP Board of Directors;
- Create an appointed non-voting officer position of Past President to align with several PTIAs and other self-regulating professions;
- Include presentation of the Community Volunteer Award in the duties of the President;

- Remove references to the CIP Representative as SPPI is no longer involved in nominating and electing members for CIP's Board of Directors; and
- Clarify Council meeting procedures, including the opportunity for members to observe Council meetings and the ability of Council to invite delegates to observe or speak during Council meetings.

SPPI Operations Manual

The SPPI Operations Manual provides direction to Council on interpreting policies within the Administrative Bylaw and the Regulatory Bylaw, as well as guidance on practices outside the scope of these formal documents.

Work on this manual was put on hold during 2017-18.

Respectfully submitted, Jenna Schroeder MCIP RPP, Alan Wallace MCIP RPP,
and Samantha Mark MCIP RPP