

SASKATCHEWAN PROFESSIONAL  
PLANNERS INSTITUTE

# STRATEGIC PLAN 2012 - 2015



# About SPPI

Saskatchewan Professional Planners Institute (SPPI), formally Association of Professional Community Planners of Saskatchewan, was incorporated in 1963 by enactment of 'The Community Planning Profession Act.'

## THE GOALS OF THE INSTITUTE ARE:

- To ensure to the public the proficiency and competence of professional community planners in the practice of professional community planning
- To promote and improve the proficiency and competence of professional community planners in any matter relating to professional community planning
- To do all or any of such things as may promote the usefulness of professional community planners to the public

# SPPI Executive Council

The SPPI Executive Council is composed of an Executive Director, President, President Elect, seven council members serving on the various committees, and a student representative from the University of Saskatchewan Regional & Urban Planning Program.

## COMMITTEES OF COUNCIL

**Administration  
& Governance**

**Promotions &  
Public Relations**

**Professional  
Development**

### **Committee co-chairs are responsible to:**

- populate their committee as necessary with member volunteers, develop terms of reference and related work plans for the budgeting process;
- provide progress reports at regular Council meetings; and
- get direction from Council on decisions which have the potential to affect the reputation of the Institute or require funding.

### **There are four main documents that govern the operation of SPPI:**

- The Community Planning Profession Act, 2013 being Chapter C-21, R.S.S.
- The Community Planning Profession Regulatory Bylaw, 2013
- SPPI Administration Bylaw
- Affiliate Agreement between CIP and SPPI

# 2012-2015 STRATEGIC PLAN

SPPI Executive Council has created a strategic plan based on the goals of the Institute and interests identified by the membership.

## VISION

**SPPI** represents the body  
of planning excellence in  
**SASKATCHEWAN**

### STRATEGIC GOAL 1

SPPI is the body of planning excellence in Saskatchewan with professional planning seen as an essential service.

### STRATEGIC GOAL 2

Revenues support strategic and operational initiatives.

### STRATEGIC GOAL 3

Effective implementation and administration of legislation and policies.

### STRATEGIC GOAL 4

Professional development opportunities are available to all members.

### STRATEGIC GOAL 5

Facilitate the progress of the majority of candidate members to obtain RPP status.

# Strategic Goal 1

**SPPI IS THE BODY OF PLANNING EXCELLENCE IN SASKATCHEWAN WITH PROFESSIONAL PLANNING SEEN AS AN ESSENTIAL SERVICE.**

ACTION	STATUS
Explore various types of internal and external communication methods <ul style="list-style-type: none"> <li>• Develop e-blast and other interactive communications</li> <li>• Arrange strategic partnerships with senior administrators and professionals</li> </ul>	Anticipated Completion May 2014
Brand SPPI <ul style="list-style-type: none"> <li>• E-mail template to be developed to provide a professional and consistent e-blast/communications format</li> <li>• Create communication policy to ensure consistency</li> </ul>	Anticipated Completion March 2014
Identify opportunities to speak about SPPI and the many ways in which planners contribute to community development	Ongoing
Deliver an annual conference	Annual
Consider opportunities for joint conferences with provincial partners	Ongoing
Consider opportunity for joint CIP conference 2015	Completed
Partner with CIP for the 2015 Conference	Anticipated Completion July 2015
Continue to identify member interest and potential volunteers through various forms of communication	Ongoing
Promote SPPI awards with various interest groups through written and online publications to identify potential nominations	Ongoing
Promote significant planning events and initiatives, for example World Town Planning Day with municipalities, and possible tie in with UMASS, RMASS, SUMA and SARM.	Ongoing
Develop a short conference planning guide	Anticipated Completion July 2014

# Strategic Goal 2

## REVENUES SUPPORT STRATEGIC AND OPERATIONAL INITIATIVES.

ACTION	STATUS
Identify additional membership categories (e.g. pre-candidate, public, corporate, partner, etc.)	Completed
Identify the fees and requirements for each of the new membership categories and the associated benefits	Completed
Communicate with government and other organizations to participate in legislative and policy issues related to the profession <ul style="list-style-type: none"> <li>• Develop terms of reference for a policy sub-committee to respond to provincial initiatives</li> <li>• Populate policy sub-committee with volunteer members of the Institute</li> </ul>	Ongoing  Completed  Anticipated Completion March 2014
Develop a three year budget to align with work plans of all SPPI committees	Anticipated Completion March 2014
Develop policies and formulas to achieve financial sustainability to align with our operational work plan and objectives <ul style="list-style-type: none"> <li>• Review and make a recommendation to Council on website advertising fee for consultants</li> <li>• Review and make a recommendation to Council on membership examination fees</li> <li>• Develop policies regarding membership fee increases</li> </ul>	Ongoing  Completed  Completed  Anticipated Completion March 2014

# Strategic Goal 3

## EFFECTIVE IMPLEMENTATION AND ADMINISTRATION OF LEGISLATION AND POLICIES.

ACTION	STATUS
<p>Complete the Administrative Bylaw ensuring it includes policies for:</p> <ul style="list-style-type: none"> <li>• sponsorship and donation requests;</li> <li>• administration of workshops on behalf of third parties;</li> <li>• conference coordination;</li> <li>• discipline and professional conduct, consistent with the new Act;</li> <li>• guidelines on reporting expectations for SPPI representatives on various organizations; and</li> <li>• guidelines for written and oral membership exams.</li> </ul>	<p>Anticipated Completion March 2014</p>
<p>Review and amend the Regulatory Bylaw, as necessary</p>	<p>Ongoing</p>
<p>Establish job description for Executive Director consistent with the new strategic plan and SPPI</p>	<p>Completed</p>

# Strategic Goal 4

**PROFESSIONAL DEVELOPMENT OPPORTUNITIES ARE AVAILABLE TO ALL MEMBERS.**

ACTION	STATUS
Define a stakeholders and partner list with the intent to establish a relationship that would provide an opportunity to promote our profession and establish a collaborative relationship	Ongoing
Prepare a communication piece to municipalities/employers identifying the new Institute; outlining our core competencies and defining the significance of RPP designation	Anticipated Completion March 2014
Prepare an e-blast (content) to our members regarding the responsibility of an RPP designation	Anticipated Completion March 2014
Review Awards Criteria to ensure the process is streamlined.	Anticipated Completion March 2014
Set up awards sub-committee and list awards on website	Anticipated Completion March 2014
Establish a menu of volunteer opportunities for members to become involved with SPPI through its various committees	Anticipated Completion March 2014 (Ongoing)
Coordination of RUP 413 Work Placement	Biannually (December and April)
Schedule a meeting(s) with the RUP Chair to discuss opportunities to communicate with students	Ongoing
Develop a short presentation and text which will be available on the website to assist members with their log book submission	Anticipated Completion April 2014
Finalize a proposal for a community planning apprenticeship program; confirm partnership opportunities and presentation to government	Anticipated Completion January 2015



# Strategic Goal 5

**FACILITATE THE PROGRESS OF THE MAJORITY OF CANDIDATE MEMBERS TO OBTAIN RPP STATUS.**

ACTION	STATUS
Complete CPL Guidelines	Completed
Standardization of Exams: Establish locations, protocols, and costs for written and oral exams for provisional members potentially in Saskatoon and Regina	Anticipated Completion April 2014



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