



MPPI WORK PLAN 2015-2017

Mission Statement

The mission of the MPPI is to be the face of professional planning in Manitoba by promoting pride and excellence in professional planning, and engagement of the broader community, as it applies to the stewardship of the natural and built environment and to the building of healthy communities.

Goals

Working on behalf of its members and the planning profession, MPPI has adopted the following goals:

1. Promote national standards for planning through the PSC and PSB;
2. Influence legislation, policies and decisions affecting planning and planners in Manitoba;
3. Serve members by providing communication, professional support, networking, and continuous professional learning opportunities;
4. Create a positive image and develop a strong profile for planning in Manitoba;
5. Expand and share knowledge in the field of planning;
6. Build strong relationships among related professional organizations and among and sectors working in planning, and;
7. Advance planning education and liaise with planning faculty and students.

Core functions

1. Responsibility for national standards in planning through shared leadership in the national Professional Standards Committee (PSC) and ownership in the Professional Standards Board (PSB);
2. Sole responsibility for management, administration, and regulation of professional planning in Manitoba;
3. Increased, effective and efficient communication with current and future members through in-person, telephone, email, news-bulletins, and an MPPI website, and;
4. To provide opportunities for continuing professional education for planners in Manitoba and monitor compliance with Continuous Professional Learning requirements.

Background

In 2011/12, MPPI Council undertook a strategic planning exercise to review past activities and current goals. The strategic plan would set out the Institute's priorities and guide Council's work over the next three years. Later in 2015, Council reviewed the accomplishments of the 2012 work plan and updated the priorities based on current circumstances.

Council based the updated work plan based largely on the increased responsibilities that were devolved to Provincial and Territorial Institutes and Affiliates (PTIAs) as a result of implementing the Planning For the Future initiative (PFF).

Council presented this update to Members by email and website, requesting feedback by survey. The Work Plan was presented to the general membership at the Spring 2015 Annual General Meeting.

Who We Are

The Manitoba Professional Planners Institute (MPPI) was founded in 1988 and is the Manitoba affiliate of the Canadian Institute of Planners. MPPI has a membership of 171 planning professionals across Manitoba:

96 Full/MCIP
26 Candidates
44 Students
4 Non-Practicing
1 Retired

Our members work in the public service, private and non-profit sectors in a wide variety of fields including land use planning, environmental resource management, land development, heritage conservation, housing, social planning, community development, urban design, transportation, and economic development.

MPPI is governed by an elected Council of volunteer members who work with the Institute Administrator and volunteers to carry out work on behalf of its members.

PRIORITIES 2015-2017

1) Management and Administration of Professional Planning in Manitoba

- Annual General Meeting and MPPI By-law management
- PSC and PSB representation and leadership, including PEEC and APC
- Joint Administrative Group (JAG) participation and leadership
- Continuous Professional Learning (CPL) monitoring, administration, and reporting
- Registered Professional Planner (RPP) advocacy, monitoring, administration, reporting, and response
- Association Management System (AMS) – national member database – administration, management
- Financial sustainability

2) Communication

- Service to Members
- Website (e-news, about CIP, RPP)
- Planning Journal
- Corporate Partnership, Sponsorship and Advertising

3) Education, Training, and Professional Development

- Breakfast seminars
- Learning workshops and symposiums
- CPL opportunities
- Manitoba Planning Conference

4) Professional Networking

- Golf Tournament
- Awards and Recognition
- Mentorship Wine and Cheese
- Student Support

PLANNERS & OUR ACRONYMS!

MPPI Manitoba Professional Planners Institute

CIP Canadian Institute of Planners

PTIA Provincial and Territorial Institutes and Affiliates:

PIBC – Planners Institute of British Columbia

APPI – Alberta Professional Planners Institute

SPPI – Saskatchewan Professional Planners Institute

OPPI – Ontario Professional Planners Institute

OUQ - L'Ordre des urbanistes du Québec

API – Atlantic Planners Institute

MCIP Member of the Canadian Institute of Planners

RPP Registered Professional Planner (not yet avail in MB)

PSC Professional Standards Committee

PSB Professional Standards Board

PEEC Exam Standards

ADP University Accreditation

CPL Continuous Professional Learning

JAG Joint Administrator's Group (CIP/PTIA Exec Directors)

AMS Association Management System (CIP's member database)

ACUPP Association of Canadian University Planning Programs

CAPS Canadian Association of Planning Students

MPC Manitoba Planning Conference (Province of MB)

Priority #1 –Manage and administer professional planning in Manitoba in accordance with national standards & provincial legislation

Linked to Goal(s):

- Promote national standards for planning through the PSC and PSB;
- Influence legislation, policies and decisions affecting planning and planners in Manitoba;
- Serve members by providing communication, professional support, networking, and continuous professional learning opportunities;

1.1 Action: Maintain MPPI organization, and corporate status effectively and in good standing

Tasks	Responsibility Lead (Support)	Timing	Resources (Hrs are est. avg per month for Admin)	Performance Measure
<input type="checkbox"/> Plan and organize Annual General Meeting, confirming schedule, venue, prepare materials for AGM, including: <ul style="list-style-type: none"> ○ Call for Council nominations ○ Invitation for Awards nominations ○ Notice of AGM, in accordance with bylaws ○ Compile & print Annual Report 	Administrator (Secretary)	Annually	Admin – 2 hrs/mo Budget - \$1000	<ul style="list-style-type: none"> • 50% or more MPPI members participate
<input type="checkbox"/> Maintain up-to-date MPPI by-laws in Member Manuals, on MPPI website.	Administrator (Secretary)	Note: need for complete review in late 2015	Admin – 1hr/mo	<ul style="list-style-type: none"> • MPPI by-laws are current and relevant. • MPPI by-laws align with CIP roles and responsibilities following 2015 member vote on new CIP bylaws.
<input type="checkbox"/> Maintain and operate an MPPI presence with an MPPI corporate office location, mail and email address, phone number, and website.	Administrator	Annual decision to renew lease with MAA.	Admin – 3 hrs/month Annual Lease: \$1,554.00	<ul style="list-style-type: none"> • Phone calls reach MPPI administrator and receive response within 24 hours. • Emails to MPPI receive response within 24 hours. • The MAA office, or other location, is understood to be the home of MPPI. • Addresses and contact information are communicated in all electronic and paper correspondence.

1.2 Action: Contribute to and participate in management of national standards for planning in Canada				
Tasks	Responsibility	Timing	Resources	Performance Measure
<input type="checkbox"/> Appoint MPPI representative to Professional Standards Committee (PSC), participate in PSC decision-making through rep, and maintain PSC records at MPPI office / Council file-share.	PSC Representative <i>(volunteer R. Mitchell)</i> Administrator <i>(MPPI Records Management)</i>	2 year term (Jan 1/15 – Dec 31/16) quarterly meetings at PSC ongoing	2014 fee \$450 2015 fee TBD <i>volunteer time</i> <i>1 hr/month</i>	<ul style="list-style-type: none"> • MPPI Member actively participating in PSC business and decision-making. • Regular communication with MPPI Council from PSC Rep • MPPI Council and Administrator understand the role and responsibility of MPPI with respect to PSC.
<input type="checkbox"/> Appoint MPPI representative to Professional Standards Board (PSB), participate in PSB decision-making through rep, and maintain ongoing communication and records about Member registration with PSB through MPPI office / Council file-share. <input type="checkbox"/> http://www.psb-planningcanada.ca/ABOUTUS/index.php	PSB Representative (non-Council volunteer C. Leach) Administrator	Meetings ongoing	Admin – 2 hrs/mo Cost paid thru PSB	<ul style="list-style-type: none"> • Corporation owned by CIP and PTIAs • New member applications communicated to MPPI / PSB, in writing, within 7 days of decisions. • MPPI Council and Administrator understand the role and responsibility of MPPI with respect to PSB.
<input type="checkbox"/> Through PSB, participate in Professional Education and Examination Committee (PEEC) with meetings at the call of the PEEC Secretary (David Petrie)	PEEC Representative (volunteer D. Jopling)	2 year term	Volunteer time	<ul style="list-style-type: none"> • MPPI participates in all PEEC discussions. • National professional review standards meet the needs of Manitoba planners.
<input type="checkbox"/> Participate in U of M accreditation review through Accreditation Program Committee (APC). http://www.psb-planningcanada.ca/UNIVERSITYACCREDITATION/index.php	Accreditation Rep (R. Mattix)	Volunteer Time	Volunteer time	<ul style="list-style-type: none"> • U of M successfully accredited planning school • Manitoba contribution to national accreditation standards and review

1.3 Action: Contribute and participate in best practice in the administration of professional planning in Canada

Tasks	Responsibility	Timing	Resources	Performance Measure
<ul style="list-style-type: none"> □ Maintain active participation in the Joint Administrator's Group (JAG) □ JAG is a collaborative of all provincial institute Executive Directors and Administrators. 	Administrator	Ongoing Quarterly meetings (on in-person)	Admin - 4 hrs/month	<ul style="list-style-type: none"> • MPPI Administrator active participation in all JAG meetings. • Alignment with other PTIAs in procedure and practice of managing and administering professional planners.
<ul style="list-style-type: none"> □ Ensure MPPI Members are included in the CIP-coordinated member database (AMS - Association Management System) tool. □ Ensure that AMS is useful to and useable by MPPI Members. 	Administrator / Council	2015	Admin – 2 hr/month Customization \$2,000 - \$13,000	<ul style="list-style-type: none"> • MPPI Members are accurately recorded in AMS database. • MPPI Administrator can use the AMS database for management of MPPI Member communication, status monitoring, and reporting. • Administrator report to Council & survey of MPPI Members find AMS tool useful.
<ul style="list-style-type: none"> □ Host semi-annual meeting of all Manitoba Reps on national committees to share information and collaborate on ideas and direction 	Council PSB rep PSC rep PEEC rep ADP rep	Spring Fall Annually	Volunteer Time	<ul style="list-style-type: none"> • All Council and reps understand Committee/Board purposes and are comfortable with direction of national standards and administration.
<ul style="list-style-type: none"> □ Engage network of PTIAs to liaise with other Provincial and Territorial Institutes and Affiliates 	President	Ongoing Semi-annual	\$1000 (travel to CIP conference)	<ul style="list-style-type: none"> • CIP Conference – annual opportunity

1.4 Action: Confirm name legislation for Registered Professional Planner (RPP)				
Tasks	Responsibility	Timing	Resources	Performance Measure
<ul style="list-style-type: none"> □ Advocate enactment of RPP legislation with Municipal Government, MLAs, and others. <ul style="list-style-type: none"> ○ Confirm support Minister of Labour. ○ Targeted letter to key existing and new stakeholders. 	Legislative Committee	urgent	Volunteer Commitment	<ul style="list-style-type: none"> • Legislation for RPP enacted
<ul style="list-style-type: none"> □ Develop MPPI governance structure and by-laws in accordance with new legislation 	Secretary	Pending	Admin – 2 hr/mo	<ul style="list-style-type: none"> • New bylaws adopted in conformance with new CIP bylaws and (hopefully) new MB legislation.
1.5 Action: Administer, monitor, and report on CPL compliance				
Tasks	Responsibility	Timing	Resources	Performance Measure
<ul style="list-style-type: none"> □ Incorporate disciplinary process for members not in compliance with CPL, incorporate it into the MPPI by-law, Membership Manual, and communicate via website posting. 	Administrator	2015	Admin – 2 hrs/month	<ul style="list-style-type: none"> • 100% CPL compliance • Issues/Enquiries receive response within 24 hours
<ul style="list-style-type: none"> □ Promote the certification and compliance process with stakeholders, including benefits derived from CIP liability insurance. 	Administrator via e-bulletins	ongoing	Admin – 1 hr/month	<ul style="list-style-type: none"> • 100% CPL compliance • Increased MPPI Membership
<ul style="list-style-type: none"> □ Manage professional planner membership process, approvals, and maintenance 	Administrator	ongoing	Admin – 4 hr/mo	<ul style="list-style-type: none"> • Membership database current (monthly web-posting) • Response to inquiries within 24 hours. • Examinations arranged within 14 days of completed application.

1.6 Action: Increase resources to sustain MPPI organization				
Tasks	Responsibility	Timing	Resources	Performance Measure
□ Increase scope of work in Administrator job description. Evolve to Executive Director when resources permit.	Council	2015	40 hrs/mo X \$25/hr = \$1000/mo = \$12,000/yr	<ul style="list-style-type: none"> Administrator operates the day-to-day business of MPPI Note – 62hrs/mo identified – need to prioritize
□ Charge cost-plus for breakfasts, workshops, and other events.	Administrator	ongoing		<ul style="list-style-type: none"> Events are break-even or better.
□ Engage in fee-for-service partnerships, i.e. Manitoba Planning Conference	Executive (Administrator)	ongoing	Volunteer time Staff time 10 hrs/mo	<ul style="list-style-type: none"> \$6,200 Revenue projected for 2015 conference
□ Recruit and Appoint Director of Resource Development	Council	2015	Volunteer time	<ul style="list-style-type: none"> New sponsors Increased revenue from sponsorship
□ Develop and implement a sponsorship strategy	Administrator (Director of Resource Development)	2015	.5 hr/mo	<ul style="list-style-type: none"> 2015-16 Sponsorship target of <u>\$1000</u> Strategy approved by MPPI Board Contact Lists assembled Income is generated from sponsorship
□ Explore other revenue opportunities – ie, grants tied to special projects and initiatives, etc	Director of Resource Development	2015	Volunteer Time Admin Time for follow-up (.5 hr/mo)	<ul style="list-style-type: none"> New grant opportunity implemented
□ Update website to include a sponsorship/partnership opportunities page.	Administrator	2015	.5 hrs/mo	<ul style="list-style-type: none"> Website page created Sponsorship materials available online
□ Adopt a policy for web and e-bulletin advertising, including job ads and consultants' listings.	Council	2015	Volunteer to draft	<ul style="list-style-type: none"> Income is generated from advertising (estimate <u>\$2000</u> potential)
□ Create a volunteer framework that identifies	Administrator	ongoing	Printing costs	<ul style="list-style-type: none"> Task completion

volunteer opportunities, and prepare job descriptions for each opportunity			1 hr/mo	
<input type="checkbox"/> Create volunteer and CPL policies that link volunteering to CPL credit, and consider a phased approach towards 'required volunteering', including adopting an ongoing program of volunteer recognition	Committee	2015	Volunteer	<ul style="list-style-type: none"> • Task completion
<input type="checkbox"/> Encourage all members to sign up for a volunteer opportunity. - Prepare a letter of invitation to volunteers summarizing the value of active participation in MPPI. - Share opportunities for public presence, travel and other benefits	Administrator	Regularly in MPPI bulletins, MPPI AGM and MPPI events	1 hr/mo	<ul style="list-style-type: none"> • Measure annually percentage of members that volunteered in each Volunteer Category
<input type="checkbox"/> Manage student support by granting an annual lump sum to the university (through UMAPS??) for university to distribute for: <ul style="list-style-type: none"> ○ Tom Yauk Scholarship ○ MDP Award ○ Case-in-Point Awards ○ CAPS Travel subsidy ○ Mentorship wine-and-cheese ○ Student subsidies for events (i.e breakfast seminars) 	Treasurer	Annual grant	\$2500/yr	<ul style="list-style-type: none"> • One lump-sum cheque issued per year to the university and university distributes. • All proceeds students generate from AGM 50/50 draw is in addition to this amount.

Priority #2 – Provide continuous proactive effective communication on planning matters to the public and services to members

Linked to Goal(s):

- Create a positive image and develop a strong profile for planning in Manitoba;
- Expand and share knowledge in the field of planning;
- Build strong relationships among related professional organizations and among and sectors working in planning, and;
- Advance planning education and liaise with planning faculty and students.

2.1 Action: Provide excellent service to Members

Tasks	Responsibility	Timing	Resources	Performance Measure
<ul style="list-style-type: none"> □ Respond to all emails, phone calls, and other correspondence effectively and in a timely manner. □ All information is current, organized, and available on the MPPI website. 	Administrator	ongoing	4 hrs/mo	<ul style="list-style-type: none"> • Inquiries receive response within 24 hours. • All information for Members and the public is accessible via the MPPI website.

2.2 Action: Maintain an MPPI website with current and timely information and resources

Tasks	Responsibility	Timing	Resources	Performance Measure
<ul style="list-style-type: none"> □ Update MPPI website weekly with: <ul style="list-style-type: none"> ○ Current events ○ Member status ○ □ Update MPPI website monthly with: <ul style="list-style-type: none"> ○ Council agendas and minutes ○ “Planner Profile of the Month” ○ Event photos □ Update MPPI website annually with: <ul style="list-style-type: none"> ○ Annual Report ○ World Town Planning Day materials ○ Great Places ○ Planning Awards 	Administrator (Committee input)	ongoing	4 hrs/mo	<ul style="list-style-type: none"> • All information for Members and the public is accessible via the MPPI website. • Website contains current information about Planning in Manitoba

2.3 Action: Celebrate World Town Planning Day each November 8th				
<i>Tasks</i>	<i>Responsibility</i>	<i>Timing</i>	<i>Resources</i>	<i>Performance Measure</i>
□ Plan an MPPI event for World Town Planning Day	Committee (Administrator)	Summer – notification Nov 8 Event	.5 hr/mo	<ul style="list-style-type: none"> • MPPI hosted event(s) occur for World Town Planning Day. • MPPI Website promotes World Town Planning Day and associated events.
2.4 Action: Initiate a Planning Journal				
<i>Tasks</i>	<i>Responsibility</i>	<i>Timing</i>	<i>Resources</i>	<i>Performance Measure</i>
□ Explore an opportunity to collaborate with SPPI and APPI to evolve the APPI Alberta Planning Journal into a Prairie Planning Journal	Committee (Administrator)	2015	Future Budget	<ul style="list-style-type: none"> • A Prairie Planning Journal is published with Manitoba contributions and content.
2.5 Action: Storefront Manitoba Partnership				
<i>Tasks</i>	<i>Responsibility</i>	<i>Timing</i>	<i>Resources</i>	<i>Performance Measure</i>
□ Participate in Storefront Manitoba in partnership with MAA, MALA, and PIDIM.	Committee (Administrator)	2015 Annual Ongoing	Future Budget \$1000	<ul style="list-style-type: none"> • Planning projects are highlighted in Storefront Manitoba initiatives. • MPPI Member(s) is/are actively involved in Storefront Manitoba.
2.6 Action: Promote Planning in Schools				
<i>Tasks</i>	<i>Responsibility</i>	<i>Timing</i>	<i>Resources</i>	<i>Performance Measure</i>
□ Work with UofM students on potential outreach program for grade school students on City Planning.	Committee (Administrator)		volunteer	<ul style="list-style-type: none"> • MPPI /UofM are jointly promoting the profession.

Priority #3 – Provide education, training and other professional development opportunities to members

Linked to Goal(s):

- *Serve members by providing communication, professional support, networking, and continuous professional learning opportunities;*
- *Expand and share knowledge in the field of planning;*
- *Advance planning education and liaise with planning faculty and students.*

3.1 Action: Organize Learning Events for Professional Planners

Tasks	Responsibility	Timing	Resources	Performance Measure
□ Organize and promote monthly breakfasts on topics of interest.	Administrator (Committee)	Monthly	2 hr/mo	• One breakfast is scheduled each month.
□ Organize and promote skill-based workshops / symposiums.	Committee (Administrator)	Semi-annual	Volunteer	• Two workshop/symposiums are schedule each year.
□ Post CPL credit value for all events and volunteer positions.	Administrator (Committee Chair)	ongoing	none	• CPL credit opportunities are highlighted for each event / volunteer opportunity. • Minimum of 9 credits are available from MPPI-hosted events each year.

3.2 Action: Partner with the Province of Manitoba to deliver the Manitoba Planning Conference

Tasks	Responsibility	Timing	Resources	Performance Measure
□ Co-chair the Manitoba Planning Conference (MPC) Steering Committee with ADM of Municipal Government □ Co-chair the MPC Program Committee with Municipal Government (C. Leach) □ Support the MPC Sponsorship Committee with Administrator time.	Administrator / Conference Committee	Annual	8 hr/mo	• Manitoba Planning Conference is held annually. • Manitoba Planning Conference includes topics useful to professional planners.
□ Explore future opportunity to bid on contract to organize the MPC.	Conference Committee / Administrator	2015/2016	Needs evaluation 40 hr/mo	• MPPI is contracted to organize the Manitoba Planning Conference.

3.3 Action: Provide leadership development for professional planners by participating in Mentorship with U of M

Tasks	Responsibility	Timing	Resources	Performance Measure
□ Provide leadership development				• Mentorship matching event is held in

opportunities for professional planners (and CPL credits) by organizing an annual mentorship program with U of M, matching M1 planning students with planning practitioners.	Committee	Annual	Volunteer \$300 (refreshment s)	January each year to match M1 students with practicing planners for a one-year term.
3.4 Action: U of M Planning Awards and Scholarships				
<i>Tasks</i>	<i>Responsibility</i>	<i>Timing</i>	<i>Resources</i>	<i>Performance Measure</i>
<input type="checkbox"/> Provide resources for the Tom Yauk Scholarship, Best Major Degree Project, Case-in-Point Awards, etc for U of M planning students.	Committee Treasurer	Fall – review January - award	Volunteer reviewers \$2500 per year	<ul style="list-style-type: none"> Awards are presented at Annual Faculty of Architecture Awards Gala in January.

Priority #4 – Provide networking and social opportunities for members

Linked to Goal(s):

- Serve members by providing communication, professional support, networking, and continuous professional learning opportunities;
- Build strong relationships among related professional organizations and among and sectors working in planning,

4.1 Action: Recruit New Members - Increase Outreach Opportunities

Tasks	Responsibility	Timing	Resources	Performance Measure
□ Design and order a banner stand for displaying MPPI image and message at events.	Committee (Administrator)	2015	Admin - .5 / mo \$500-\$1000	• MPPI is using the display to actively promote membership at events.
□ Develop outreach and networking plan that identifies opportunities to attract planners as members (i.e. sponsor-a-member, key fairs/events, planner hosts/champions), chapters targeted.	(Committee) Admin	2015	volunteer Travel-In-Kind	• MPPI is actively promoting membership • Increased Members.

4.2 Action: Engage Non-Winnipeg Planners

Tasks	Responsibility	Timing	Resources	Performance Measure
□ Recruit Council members from outside Winnipeg. <ul style="list-style-type: none"> ○ Establish teleconference / video-conference ability for MPPI Council meetings. ○ Establish geographic 'branches' 	Committee (Administrator)	2015	Video-conferencing equipment	• New MPPI members from outside Winnipeg. • Council member(s) from outside Winnipeg.

4.3 Action: Deliver Planning Awards and Recognition

Tasks	Responsibility	Timing	Resources	Performance Measure
□ Present Annual Planning Award and Friend of Planning Award at AGM	Committee (Administrator)	Annual	Volunteer Time for Nominating Committee	• MPPI is using the display to actively promote membership at events.
□ Provide monthly (or quarterly) Planner Profiles on MPPI Website (and link via e-bulletin)	Administrator (Members for nominations)	Monthly or Quarterly	.5 hr/mo	• One planner is highlighted each month / quarter on website.

4.4 Action: Support U of M City Planning Students				
Tasks	Responsibility	Timing	Resources	Performance Measure
<input type="checkbox"/> Host Mentorship event (wine and cheese) to provide opportunities for students to be matched with volunteer member mentors.	Administrator (Committee)	Annual (January)	\$400	<ul style="list-style-type: none"> Each City Planning student has a mentor.
<input type="checkbox"/> Provide Student Awards for City Planning students. <ul style="list-style-type: none"> Announcement and photos on website 	University Liaison (Administrator & Volunteer reviewers)	Annual	Best MDP - \$50	<ul style="list-style-type: none"> MPPI Awards are presented each year to City Planning students at the Faculty Awards Gala.
<input type="checkbox"/> Participate in Case-in-Point projects and awards with U of M. <ul style="list-style-type: none"> Announcement and photos on website 	University Liaison (Project Partners & Volunteer reviewers)	Annual	Award - \$300	<ul style="list-style-type: none"> Members participate in Case-in-Point projects.
<input type="checkbox"/> Contribute annually to the Tom Yauk Memorial Scholarship Fund at U of M	University Liaison (Administrator)	Annual	\$2500 less other student support	<ul style="list-style-type: none"> Cheque issued to U of M for Tom Yauk Scholarship each year.
<input type="checkbox"/> Contribute to CAPS conference travel	Administrator	Annual	\$300/yr	<ul style="list-style-type: none"> U of M City Planning student attends CAPS conference each year.
4.5 Action: Organize annual golf tournament with MALA				
Tasks	Responsibility	Timing	Resources	Performance Measure
<input type="checkbox"/> Set up committee to work with MALA. <input type="checkbox"/> Choose date for golf tournament. <input type="checkbox"/> Prepare promotional materials. <input type="checkbox"/> Solicit sponsorships and prizes.	Administrator (Committee)	Annual	Admin – .5 hr/mo	<ul style="list-style-type: none"> Golf tournament is held and realized net positive revenue for student fund

ATTACHMENT #1 - REFERENCE

MPPI ORGANIZATION

MPPI By-Law requires election of 5 Officers:

- 1) President
- 2) Past-President
- 3) Vice-President
- 4) Secretary
- 5) Treasurer

MPPI is required to elect Councillors to Council. The Composition of Council shall not be fewer than 7 or exceed 13 Councillors (including Officers). Therefore, we should only have at a minimum 2 and a maximum of 8 Non-Officer Councillors.

Other leadership portfolios required (Council and/or Committee):

- 6) Communication
- 7) Networking and Social
- 8) Education, Training, and Professional Development
- 9) Manitoba Planning Conference
- 10) Membership / Registration incl MPPI rep on PSC

Other Appointments required from MPPI (process to be discussed):

- 11) CIP Board Member
- 12) PSC (National Membership Policy Direction)
- 13) PSB (National Membership Standards)
- 14) PEEC (Exam Standards)
- 15) ADP (University Accreditation)