
The Formation of PIBC

In 1954, there were fewer than twenty people earning a living in planning in British Columbia. The City of Vancouver Planning Department was in operation and formed an unofficial base of operations for a professional association. Vancouver's Director of Planning, Gerald Sutton-Brown, assumed leadership. He had the staff to do some of the organizational work. Tom McDonald of the Community Planning Association Canada (CPAC) was also most helpful during our formative years. In fact, he was the mortar which kept our bricks together. Before this time, four or five of us used to go down to see the four or five planners in Seattle. They were as lonely as we were.

The choices we had in the mid-fifties for a planners' organization were:

1. We could form a branch of the Town Planning Institute of Canada (now known as CIP). The national group had eighty-five members then;
2. We could join the Northwestern Chapter of American Institute of Planners (now known as the American Planning Association);
3. We could form a colonial branch of Town Planning Institute (the British Institute now known as RTPI); or,
4. We could go it alone.

Besides regional issues, the problems of qualification were discussed and debated. How you let the good in and keep the bad out was and is an insoluble problem. Some of us were looking at the possibility of a licensing act to protect us and the public from the unqualified- whoever they might be.

There were many meetings and, after one very heated one in December 1957, the group voted to form PIBC and leave individuals free to join TPIC (CIP) if they wished. In 1958, an interim council was appointed under the Societies Act. They became the subscribers to the formation of PIBC.

The subscribers were:

George Fountain
Ira Robinson
Sandy Walker

Warnett Kennedy
Don South
Jim Wilson

Bill Patterson
Gerald Sutton-Brown

Our first office address was Tom MacDonald's CPAC office. From then on the wheels turned and on June 9, 1958 our certificate of incorporation appeared in the B.C. Gazette.

Relations with TPIC were always cordial and there was much correspondence about the standards of entrance into the institutes with the goal being a reciprocal arrangement. In the early 1960s PIBC became an affiliate of TPIC.

As it turned out, the formation of PIBC turned out to be the best choice. It led to the federal structure of CIP today. A revised constitution was last certified on 28 July 1988.

Don South, MCIP

PIBC Constitution & Bylaws

CONSTITUTION:

1. The name of the Society is the 'PLANNING INSTITUTE OF BRITISH COLUMBIA'.
2. The purposes of the Society are:
 - (a) To promote through community and regional planning the orderly disposition and use of land, natural resources, buildings, and services with a view to the social and economic efficiency, health and well-being of urban and rural communities and regions;
 - (b) To advance the study and practice of community and regional planning and kindred subjects and of arts and sciences as applied to them;
 - (c) To promote high standards of professional competence and conduct in the practice of community and regional planning;
 - (d) To promote the association and professional interests of those engaged in the practice of community and regional planning.
3. Upon winding-up or dissolution of the Society, the assets remaining after the payment of all costs, charges and expenses properly incurred in the winding-up, including the remuneration of a liquidator, and after payment to employees of the Society of any arrears or salaries or wages, and after the payment of any other debts of the Society, shall be distributed to a charitable organization (or organizations) in Canada, having similar objectives to the Society, registered under the provisions of the Income Tax Act (Canada) which shall be designated by the Council of the Society.

Any of such assets remaining which had originally been provided for specific purposes shall, wherever possible, be distributed to a charitable organization, registered under the provisions of the Income Tax Act (Canada), carrying on work of a similar nature to such specific purposes. The provisions of this clause are unalterable.

4. The operations of the Society are to be carried on in the Province of British Columbia and the Yukon Territories.

The purposes of the Planning Institute of British Columbia were revised and certified as altered on 28 July 1988

PLANNING INSTITUTE OF BRITISH COLUMBIA – BYLAWS:

PART I - INTERPRETATIONS

- 1.0 IN THESE BYLAWS UNLESS THE CONTEXT OTHERWISE REQUIRES
- 1.1 'Associate Member' means a person or organization not eligible for corporate membership but who otherwise has an interest in planning and the Institute;
- 1.2 'Continuing Professional Development' means specific activities undertaken by members to further their knowledge, understanding, skills and abilities, relevant to the theory, methods, and practice of planning.
- 1.3 'Corporate Member' means a person elected to membership in the Institute as a Member, Fellow, Provisional Member, Student Member or Retired Member;
- 1.4 'Council' means the Council of the Planning Institute of British Columbia;
- 1.5 'Councillor' means a member elected or appointed to serve on the Council pursuant to these bylaws;
- 1.6 'Honourary Member' means a person who warrants recognition for having demonstrated special interest in or concern for the planning profession or who has given outstanding service or made a significant contribution to the Institute but who is not eligible for corporate membership;
- 1.7 'Institute' means the Planning Institute of British Columbia;
- 1.8 'Log Book' means a written record in a form prescribed by Council which documents responsible professional planning experience;
- 1.9 'Member' means a person elected a Member pursuant to these bylaws and in good standing;
- 1.10 'Membership' means Corporate Members unless otherwise stated in these bylaws;
- 1.11 'National Council' means the Council of the Canadian Institute of Planners;
- 1.12 'National Institute' means the Canadian Institute of Planners;
- 1.13 'Non-Corporate Member' means a person who is an Honorary Member or an Associate Member and who does not otherwise qualify to be a Corporate Member;
- 1.14 'Planning' means the planning of the scientific, aesthetic and orderly disposition of land, resources, facilities and services with a view to securing the physical, economic and social efficiency, health and well-being of urban and rural communities;
- 1.15 'Responsible Professional Planning Experience' means work:
- (a) comprising analysis, projection, design or program development which specifically requires consideration of the inter-relationships of space and time among resources, facilities and activities and which expresses this consideration in a manner to influence the disposition of land or the allocation of resources, facilities or services,
 - (b) which shows a specific relationship to public policies or programmes for controlling or influencing the development of communities,
 - (c) which comprises a substantive component of initiative, judgement, substantial involvement and personal accountability or definition or preparation of significant elements of the program of work, and
 - (d) which is undertaken in Canada;
- 1.16 'Schedule' means a complementary list of procedures, requirements or other matters annexed to and forming part of these bylaws;
- 1.17 'Society Act' means the Society Act of the Province of British Columbia from time to time in force and all amendments to it. Words imparting the singular include the plural and *vice versa*; and words imparting a male person include a female person and a corporation.
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PART II - MEMBERSHIP

2.0 CORPORATE MEMBERSHIP

- 2.1 Classes: There shall be five classes of corporate membership in the Institute namely:
 - 2.1.1 Member,
 - 2.1.2 Provisional Member,
 - 2.1.3 Student Member,
 - 2.1.4 Retired Member, and
 - 2.1.5 Non Resident Member.
- 2.2 The requirements for admission to classes of Corporate Membership shall be as set out in 'Schedule A'.

3.0 NON-CORPORATE MEMBERSHIP

- 3.1 Council may establish classes of Non-Corporate Membership for individuals and organizations not eligible for Corporate Membership but who otherwise have an interest in planning or who warrant special recognition.
- 3.2 Without limiting the foregoing, Council shall recognize classes of Non-Corporate Membership for
 - 3.2.1. Honorary Member, and
 - 3.2.2. Associate Member.
- 3.3 The provisions governing Non-Corporate Membership shall be as set out in 'Schedule A'.

4.0 REGISTER OF MEMBERS IN GOOD STANDING

- 4.1 As directed by Council, the Secretary-Treasurer shall prepare, publish and distribute a Register of Members in Good Standing.
- 4.2 The Register of Members in Good Standing shall be revised on the thirtieth day of June each year.

5.0 FEES

- 5.1 The annual dues and fees for Corporate and Non-Corporate membership in the Planning Institute of British Columbia shall be set annually by resolution of Council for each membership class in the Institute.
 - 5.2 Fellows and Honorary Members shall not be required to pay an annual fee.
 - 5.3 In any fiscal year a Member in any class is liable only for the fees for his membership class as of the commencement of the fiscal year, even if he should be elected to another class of membership during the fiscal year, except that upon initial admission to the Institute, a Member of any class shall be billed for the remaining annual fees due for a Member of his class, prorated to the nearest quarter year.
 - 5.4 All annual dues shall become due and payable on the second day of January each year, and a bill for the same shall be mailed to each Member by the Secretary-Treasurer at least one month before that date.
 - 5.5 Any Corporate or Non-Corporate Member in arrears of fees after the thirty-first day of March each year, shall not be included in the register of members in good standing.
 - 5.6 Between the thirty-first day of March and the thirtieth day of June each year, Members in arrears may be reinstated upon payment of outstanding fees plus a penalty set annually by resolution of Council of the total sum in arrears.
 - 5.7 Any Corporate or Non-Corporate Member, still in arrears after the thirtieth day of June each year, shall after fourteen days' notice from the Secretary-Treasurer, forfeit all privileges and be struck off the Register of the Institute.
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6.0 MEMBERSHIP RIGHTS PRIVILEGES AND RESPONSIBILITIES

- 6.1 A Corporate Member in good standing may in accordance with these bylaws:
 - 6.1.1 Attend and take part in discussion at general meetings;
 - 6.1.2 Vote on any matter at general meetings;
 - 6.1.3 Be elected or appointed to Council;
 - 6.1.4 Be appointed to any Committee;
 - 6.1.5 Receive all publications of the Institute;
 - 6.1.6 Resign from membership by delivering a written resignation to the Secretary-Treasurer.
- 6.2 Only a Member or a Fellow may be elected as the President of the Institute.
- 6.3 Persons who are elected to corporate membership agree:
 - 6.3.1 To adhere to these bylaws;
 - 6.3.2 To observe the Code of Professional Conduct adopted by the Institute;
 - 6.3.3 To pay membership dues as may be prescribed from time-to-time by Council;
 - 6.3.4 To do their utmost to ensure that all other Members also adhere to these bylaws.
- 6.4 A Corporate Member may be granted a leave of absence from membership under certain circumstances as may from time-to-time be approved by Council. The dates of the leave of absence and the rights and responsibilities to be retained by the Corporate Member during the leave of absence shall be specified in writing.
- 6.5 A Non-Corporate Member in good standing may in accordance with this bylaw:
 - 6.5.1 Attend and take part in discussions at general meeting but shall not have voting rights;
 - 6.5.2 Be appointed to any Committee;
 - 6.5.3 Receive all publications of the Institute;
 - 6.5.4 Resign from membership by delivering a written resignation to the Secretary-Treasurer.
- 6.6 Persons who are elected to non-corporate membership agree:
 - 6.6.1 To adhere to these bylaws;
 - 6.6.2 To pay membership dues as may be prescribed from time-to-time by Council.

PART III - THE EXECUTIVE

7.0 THE COUNCIL

- 7.1 The *Council* shall consist of:
 - 7.1.1 Eight Fellows, Members and/or Retired Members in good standing nominated and elected by the Fellows, Members, and Retired Members;
 - 7.1.2 The President of the Institute;
 - 7.1.3 The President-Elect, who shall be a Fellow, Member and/or Retired Member in good standing nominated and elected by the Fellows, Members, and Retired Members in good standing.
 - 7.1.4 One Provisional Member in good standing nominated and elected by such members from among themselves,
 - 7.1.5 One Student Member in good standing nominated and elected by such members from among themselves from each School which has a recognized planning program, and
 - 7.1.6 The immediate Past President.
 - 7.1.7 The Secretary-Treasurer, Membership Chair, and Education Chair of the Institute, each of whom shall be a Fellow, Member and/or Retired Member in good standing appointed by the Council from amongst the elected Fellows, Members, and Retired Members of the Council.
- 7.2 *Officers*
 - 7.2.1 The officers of the Institute shall be the President, President-Elect, Secretary-Treasurer, Membership Chair, and Education Chair.

7.2.2 The Council may also create additional specific voluntary positions as may be required from time to time for the effective administration of the Institute's affairs, and shall, by resolution, appoint members to serve in such positions.

7.3 Elections

- 7.3.1 In each odd numbered year, the Council shall, at least sixty-three days prior to the Annual General Meeting, appoint a Nominating Committee of two Members, and one Provisional Member. The Nominating Committee shall nominate:
- 7.3.1.1 Not less than eight candidates from the Members, Fellows and/or Retired Members to stand for election to the Council of the Institute for the ensuing two years; and,
 - 7.3.1.2 Not less than one candidate from the Members, Fellows, and/or Retired Members to stand for the position of President-Elect for the ensuing two years; and
 - 7.3.1.3 Not less than one candidate from the Provisional Members from the Register of Members in good standing for election to the Council of the Institute for the ensuing two years.
- 7.3.2 The Council shall no later than November 15th in each year, appoint a Student Nominating Committee of one Member and one Student Member from each School which has a recognized planning program. The Student Nominating Committee shall nominate:
- 7.3.2.1 Not less than three candidates from the Student Members from the Register of Members in good standing (at least one Student Member from each School which has a Canadian Institute of Planners recognized planning program) for election to the Council of the Institute for the ensuing year.
 - 7.3.2.2 The Student Member election shall be held by no later than March 1st of each year.
 - 7.3.2.3 The Council shall establish by resolution a procedure for Student Member election.
- 7.3.3 Councillors of the retiring Council are eligible for re-election.
- 7.3.4 The Nominating Committee shall submit its nominations in writing to the Secretary-Treasurer not later than forty-two days before the Annual General Meeting.
- 7.3.5 The Secretary-Treasurer shall forward to all Members, by mail, not later than thirty-five days before the Annual General Meeting, a list of the names of those nominated by the Nominating Committee, together with information on how further nominations can be made.
- 7.3.6 Further nominations shall be accepted, if made in writing and received by the Secretary-Treasurer, not later than twenty-one days before the Annual General Meeting. Each nomination so made shall be endorsed by the signatures of three Members of the appropriate class and shall be accompanied by the acceptance in writing of the nominee.
- 7.3.7 The Secretary-Treasurer shall place the names of those nominated on a separate ballot paper for each membership class, and shall mail the appropriate ballot paper to the Members in each class with the notice calling the Annual General Meeting.
- 7.3.8 Completed ballots must be in the hands of the Secretary-Treasurer at commencement of the Annual General Meeting, and the poll shall close at that time.
- 7.3.9 The ballots shall be counted by two or more scrutineers appointed by the Annual General Meeting.
- 7.3.10 Upon the counting of the ballots, the eight candidates in the Members, Fellows and/or Retired Members class, the one candidate for the position of President-Elect, and the one candidate in the Provisional Member class, who in their respective classes or positions receive the highest number of votes shall be deemed to be elected to Council for the ensuing two years.
- 7.3.11 The President-Elect shall, upon the completion of her/his two-year term as President-Elect and the election of her/his successor, automatically accede to the position of President for the subsequent two-year term.
- 7.3.12 In the case of an equality of votes for two or more candidates, resulting in their election being undecided, the scrutineers shall place one ballot for each of the candidates, whose votes are equal, in a ballot box, and then election shall be decided by the Secretary-Treasurer withdrawing from the ballot box, by chance, in the presence of the meeting, as many ballots

as there are vacancies to be filled; and the persons named on the ballots so withdrawn shall be deemed to be elected.

7.3.13 On completion of the balloting, the scrutineers shall report the results to the Secretary-Treasurer, who shall thereupon announce the names of the elected Councillors of the incoming Council to the Annual General Meeting.

7.3.14 The Corporate Members may, by special resolution at a general meeting, remove a Councillor before the expiration of the Councillor's term and may elect a successor to complete the term of office.

7.3.15 A vacancy occurring on the Council, shall be filled by a person selected by the Council until the next Election.

7.4 *Council Meetings*

7.4.1 The Council shall meet at least three times each year at the call of the President.

7.4.2 The Council shall meet on the written request to the Secretary-Treasurer of three Councillors.

7.4.3 Previous to each Council meeting the Secretary-Treasurer shall prepare the agenda of the business to be transacted, and shall mail a copy of the same to each Councillor with notice of the meeting not less than ten days before the date thereof.

7.4.4 Councillors unable to attend the meeting may write the Secretary-Treasurer giving their views on the several matters to be taken up, and such views shall be laid before Council and shall be given due consideration.

7.4.5 At any meeting of the Council five Councillors shall form a quorum.

7.4.6 At any Council meeting the Chair shall vote as any other Councillor, and in the case of an equality of votes, for and against the motion, the motion shall be deemed to be lost.

7.4.7 Notwithstanding any other provision of this Section, this Council may meet in an emergency meeting of Council, and the Secretary-Treasurer shall inform all Councillors of the business to be transacted not less than twenty-four hours before the meeting is to take place.

7.5 *Indemnification of Councillors*

7.5.1 In consideration for a person acting as a Councillor, the society shall indemnify a Councillor or former Councillor of a subsidiary of the society, and the Councillor's heirs and personal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgement, actually and reasonably incurred by the Councillor, in a civil, criminal or administrative action or proceeding to which the Councillor is made a party by reason of being or having been a Councillor, including an action brought by the Society or subsidiary, if:

7.5.1.1 the Councillor acted honestly and in good faith with a view to the best interests of the Society or subsidiary of which the Councillor is or was a director; and

7.5.1.2 in the case of a criminal or administrative action or proceeding the Councillor had reasonable grounds for believing his/her conduct was lawful and the society shall make the necessary application to court for approval of all such indemnities.

7.5.2 Section 7.5 is subject to the provisions of the Society Act.

7.6 *Management*

7.6.1 Except as herein otherwise provided, the business and affairs of the Institute shall be managed by the Council.

7.6.2 The *President* shall:

7.6.2.1 Preside at meetings of the Institute;

7.6.2.2 Preside at meetings of the Council;

7.6.2.3 Be an ex-officio member of all Committees.

7.6.3 In the absence of the President, or if the President declines to act, the President-Elect shall preside at meetings of the Institute and of the Council; or failing the President or the

- President-Elect to preside at any meeting, a chairperson shall be elected from the Councillors present at the meeting.
- 7.6.4 The Officers of the Institute shall be paid such remuneration as the Council shall decide, and shall hold office at the pleasure of the Council.
- 7.6.5 The *Secretary-Treasurer* shall:
- 7.6.5.1 Make and keep a careful record of the proceedings of all meetings of the Institute and of the Council;
- 7.6.5.2 Keep a Register of the names and addresses of the Members of the Institute, together with such other particulars as the Council may decide;
- 7.6.5.3 Be responsible for the custody of the common seal and the records and archives of the Institute;
- 7.6.5.4 Prepare and distribute membership certificates;
- 7.6.5.5 Prepare and submit an Annual Report to the Registrar of Companies.
- 7.6.5.6 Generally perform such other services as may be prescribed from time-to-time by the Council.
- 7.6.5.7 Attend to the collection of fees and other monies due the Institute, receive such monies and deposit the same in a bank or trust company account insured under the Canadian Deposit Insurance Corporation, and make all authorized payments, keeping a proper record of all receipts and disbursements;
- 7.6.5.8 Provide an annual audit or financial statement to the satisfaction of the Council;
- 7.6.5.9 Render an accounting of the financial affairs for the preceding year to the Annual General Meeting of the Institute;
- 7.6.5.10 Generally perform such other services as may be prescribed from time-to-time by the Council.
- 7.6.6 The *Membership Chair* shall:
- 7.6.7.1 Chair the Membership Committee and report the recommendations of the Membership Committee to the Council.
- 7.6.7 The *Education Chair* shall:
- 7.6.7.1 Chair the Education Committee and report the recommendations and activities of the Education Committee to the Council.
- 7.7. Withdrawal of funds deposited in the bank or trust company to the credit of the Institute:
- 7.7.1 Shall be under authority from Council, over the signature of the Secretary-Treasurer, or in the absence of the Secretary-Treasurer over the signature of the President, or
- 7.7.2 May be made over the signature of the Secretary-Treasurer only, or in the absence of the Secretary-Treasurer, over the signature of the President provided that such funds so withdrawn are within the framework of a Budget adopted by Council.
- 7.8 Council may appoint staff to assist in carrying out the business of the Institute. The staff shall be paid such remuneration as the Council shall decide.
- 7.9 Council shall designate one of its Members as a delegate to National Council.

PART IV - GENERAL ADMINISTRATION

- 8.0 GENERAL MEETINGS
- 8.1 The Annual General Meeting of the Institute shall be held each year at a time and place to be fixed by the Council.
- 8.2 The notice thereof shall be mailed to Corporate Members at least fourteen days before the date fixed upon for the meeting.
- 8.3 The Council shall lay before the meeting a report of the proceedings of the Institute for the preceding year.

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- 8.4 The Council may appoint auditors to audit the accounts of the Institute.
- 8.5 Eleven Corporate Members present shall constitute a quorum at an Annual General Meeting or a General Meeting.
- 8.6 General meetings of the Institute may be called by the President, and shall be called by the President on the written request of at least seven Institute Corporate Members or of a majority of the Members of Council.
- 8.7 A notice calling the General Meeting, stating the purpose for which the meeting is called, shall be mailed by the Secretary-Treasurer to each Corporate Member at least fourteen days before the date fixed upon for the meeting.
- 8.8 Voting
- 8.8.1 Except as herein otherwise provided at any general meeting of the Institute, any motion before the meeting shall be determined by a majority of the votes of the Corporate Members present at the meeting.
- 8.8.2 The Chair of the meeting shall be entitled to vote as a Corporate Member, but shall not have an additional or casting vote.
- 8.8.3 In the case of an equality of votes for and against a motion, the motion shall be deemed to be lost.
- 8.8.4 Notice of motion, to be given in the notice calling the meeting, shall be required on all questions concerning matters of admission to membership, discipline, fees and assessments and change of by-laws.
- 9.0 CHAPTERS
- 9.1 Three or more Corporate Members of the Institute who are resident in a locality or district in British Columbia or the Yukon may apply to the Council for leave to form a Chapter of the Institute in their locality, and the Council may authorize the establishment of a Chapter of the Institute under such arrangements as the Council may decide.
- 10.0 CONTINUING PROFESSIONAL DEVELOPMENT
- 10.1 In order to better serve the public, each member shall undertake mandatory continuing professional development and shall report on that professional development to the Institute.
- 10.2 Council shall establish rules for the reporting and monitoring of; and types of professional development activities deemed acceptable.
- 10.3 Any Member who is in breach of the rules established by the Council as of the end of a fiscal year shall not be included in the register of members in good standing.
- 10.4 Between the first day of January and the thirtieth day of June each year, Members may be reinstated upon compliance with the rules for the reporting of continuing professional development activities for the preceding year, and payment of a penalty set annually by resolution of the Council.
- 10.5 Any Member remaining in breach of the rules after the thirtieth day of June each year shall, after fourteen days' notice from the Secretary-Treasurer, forfeit all privileges and be struck off the Register of the Institute.
- 11.0 PROFESSIONAL MISDEMEANOR
1. "Complaint" means any allegation of misconduct by a member including breach of the bylaws, unprofessional conduct, and incompetence.
 2. "Complainant" means the person or persons who originate a complaint to the Institute.
 3. "Review Committee" means the Professional Practice Review Committee established by Council.

General

4. Each member shall co-operate with and shall, as requested, provide assistance to any disciplinary proceedings of the Institute and shall provide such information to and produce such documents for those proceedings as he or she may be requested to provide or produce
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- from time to time.
5. Council shall establish a committee of members to be called the "Professional Practice Review Committee" to oversee the Institute's response to Complaints against its members.
 6. Council shall determine the number of members to sit on the Review Committee and from time to time may vary that number as circumstances require. The Review Committee shall have a minimum of five (5) members, at least one of whom shall be a member of Council or the Institute Secretary-Treasurer.
 7. Council shall following its election appoint the members and chairperson of the Review Committee.
 8. Council may, as circumstances from time to time require, appoint members to fill vacancies on the Review Committee, appoint additional members to the Review Committee or remove members from the Review Committee.
 9. Council or the Review Committee may appoint an officer or employee of the Institute or outside counsel (the Institute's Counsel") to:
 - (a) represent the Institute at any time during the course of any disciplinary proceedings; and
 - (b) perform such role or fulfil such function in such disciplinary proceedings as Council or the Review Committee may designate.

Complaints

10. Any person may deliver to the Institute a written Complaint against a member.
11. The Review Committee may, of its own motion or at the request of Council, deem information received from any source which suggests that a member's conduct is improper to constitute a Complaint notwithstanding that it may not be in the form of a written Complaint.
12. The chairperson of the Review Committee shall, whenever possible and advisable, request persons wishing to make a Complaint to complete a Complaint form and a release authorization in such form as may be approved by Council from time to time.

Appointment of a Case Officer

13. The chairperson of the Review Committee shall, on receipt of a Complaint by the Institute against one of its members, designate one of the members of the Review Committee as the case officer ("Case Officer") for that Complaint.
14. The Case Officer shall deliver to a member in respect of whom a Complaint has been made (the "Subject Member") a copy of the Complaint or a summary of the Complaint.
15. The Case Officer may, when appropriate in the circumstances of the Complaint, with the consent of the chairperson of the Review Committee decline to identify the Complainant or source of the Complaint to the Subject Member.
16. The Case Officer shall require a response (the "Response") to the substance of the Complaint from the Subject Member to whom a copy or summary of the Complaint has been delivered.
17. A Response shall be in writing and delivered to the Case Officer as soon as practical, and in any event, by the date set by the Case Officer.
18. The Case Officer may, after receipt of a Response from the Subject Member, deliver a copy of the Response to the Complainant, or deliver a summary of the Response to the Complainant.
19. The Case Officer may, after receipt of the Response from the Subject Member carry out such further investigation or make such further enquiries as the Case Officer, in his or her discretion, determines may be necessary in order to properly determine the nature or validity of a Complaint.
20. The Case Officer, in his or her discretion, may when appropriate in the circumstances of the Complaint, attempt to resolve the Complaint between the Complainant and the Subject Member.
21. After receipt of the Response from the Subject Member and such other investigations or

enquiries as the Case Officer determines is necessary, the Case Officer shall:

- a. take no further action, if he or she is satisfied that:
 - i. the Complaint does not fall within the Institute's jurisdiction;
 - ii. there is no basis for the Complaint;
 - iii. the Complaint is frivolous or vexatious;
 - iv. the Complaint raises a minor issue which does not warrant further review; or
 - v. the matter giving rise to the Complaint has properly been resolved;
 - or
 - b. refer the Complaint to the Review Committee for a formal review by that committee.
22. The Case Officer shall advise the Complainant, the Subject Member and the chairperson of the Review Committee in writing of the disposition taken under Section 21.

Appeal of Case Officer's Decision

23. A Complainant who is dissatisfied with a decision by a Case Officer that no further action be taken on a Complaint may appeal that decision to the Review Committee.
24. On an appeal pursuant to Section 23, the Review Committee shall review the Complaint, the Response and any other documents obtained, collected or produced by the Case Officer and make such inquiries of the Complainant, the Subject Member, the Case Officer or any other person, as it in its discretion considers advisable.
25. The Review Committee shall, after its review and inquiries either confirm the decision of the Case Officer to take no further action or appoint a Review Panel to formally review the Complaint.
26. The Review Committee shall by written notice inform the Complainant, the Subject Member and the Case Officer of its decision on an appeal under Section 23.

Consent Discipline Action

27. The Review Committee, at any time prior to the commencement of a review may suggest to the Subject Member a proposed disciplinary action for the alleged misconduct, and the Subject Member may admit the misconduct and accept the proposed disciplinary action. The disciplinary action proposed by the Review Committee under this provision may include any of the disciplinary remedies set forth in Section 43.
28. Where a Subject Member admits to the misconduct and agrees to accept a disciplinary action, the Review Committee shall:
 - a. instruct the Institute Secretary-Treasurer or Registrar to record the Subject Member's admission on the Subject Member's membership records and to notify in writing the Canadian Institute of Planners;
 - b. Impose the proposed disciplinary action;
 - c. prepare and distribute a notice to members of the Institute outlining the misconduct and the disciplinary action required by Section 45;
 - d. determine whether the notice to the profession shall identify the Subject Member; and
 - e. advise the Subject Member and the Complainant of the disposition.

Review by Professional Practices Review Committee

29. Upon referral from a Case Officer for a formal review, or as a result of a decision made by the Review Committee under Section 25, the Review Committee shall from among its members appoint a review panel consisting of at least three (3) of its members (the "Review Panel") to conduct the review (the "Review") and shall appoint one of those members as the chairperson for the Review Panel.

30. As soon as practicable after it is constituted, a Review Panel shall fix a date for the Review and a notice of hearing (the "Notice of Hearing") shall be given to the Subject Member in the manner hereinafter set forth.
31. The Notice of Hearing shall:
 - (a) outline all the allegations against the Subject Member, each of which shall be sufficiently clear and specific to give the Subject Member notice of the misconduct which is alleged, and with sufficient detail of the circumstances of the alleged misconduct to provide the Subject Member with sufficient information to identify the transactions to which the allegations refer,
 - (b) state the time and place of the Review, and
 - (c) unless the Subject Member has consented to a shorter period of notice and a different method of service, be served either by personal service or by mailing same by double registered mail at least thirty (30) days before the date set for the Review.
32. The chairperson of the Review Panel may at his or her discretion, adjourn the Review as circumstances require. Without limiting the generality of the foregoing, the chairperson of the Review Panel may on the application of the Subject Member and in his or her discretion and on such terms as he or she deems appropriate adjourn a Review pending the conclusion of civil or criminal proceedings arising from the same facts which give rise to the Complaint.
33. At a Review by a Review Panel:
 - a. the Subject Member shall appear personally;
 - b. the Subject Member may be represented by counsel; and
 - c. the Review shall be in private, except that the Complainant and one other person of the Complainant's choice may, at the discretion of the panel, remain in attendance at the Review.
34. The Review Panel may:
 - a. admit as evidence any written statement of agreed facts;
 - b. accept evidence in a form agreed to by both the Subject Member and the Institute Counsel;
 - c. receive evidence otherwise than under oath or affirmation; and
 - d. accept evidence in any other manner it considers appropriate.
35. Subject to these bylaws and such procedural rules for Reviews as may be adopted from time to time by the Council, the Review Panel shall not be bound by the strict rules of evidence and procedure normally followed in a court of law but shall be entitled to act in a Review upon such evidence as it considers sufficient and credible and to adopt such procedures as it considers will facilitate the expeditious and fair conduct of the Review.
36. A Review Panel may at a Review consider one or more allegations of misconduct against a Subject Member and may, in its discretion, at the same Review consider one or more allegations against more than one member.
37. At a Review the Institute Counsel or the Review Panel and the Subject Member may call witnesses to testify, and any such witnesses, including the Subject Member, shall be subject to cross-examination.
38. Unless the Review Panel orders otherwise, at a Review witnesses called by the Review Panel or Institute Counsel shall testify first, followed by witnesses called by the Subject Member.
39. A Review Panel has the power to summon before it any member and to require the production by any member of such documents and records as the Review Panel may request.
40. Where the Subject Member concerned fails to attend a Review after having been given a proper Notice of Hearing, the Review Panel may proceed to consider and determine the Complaint or matter in the absence of the Subject Member. The Review Panel may, where it considers that the circumstances of the member's failure to attend the Review so warrant, treat the Subject Member's non-compliance as an admission of the allegations contained in the

Complaint and particularized in the Notice of Hearing.

41. Subject to these bylaws and such rules as may be adopted from time to time for the proceedings of Review Panels by the Council, the Review Panel may proceed with a hearing and make its decision notwithstanding that the Subject Member has ceased to be a member by reason of resignation or non-payment of fees or dues, and may, where it considers that the circumstances of the resignation or non-payment so warrant, treat the Subject Member's resignation or non-payment as an admission of guilt to the conduct described and particularized in the Notice of Hearing.

Decision by Review Panel

42. Following completion of the evidence, the Review Panel shall:
- a. invite the Subject Member and the Institute Counsel to make submissions as to the facts in issue and as to each allegation in the Complaint; and
 - b. by a majority decision in private, make a finding as to the facts in issue and on each allegation contained in the Complaint.
43. Where the Review Panel has made a determination adverse to the Subject Member under Section 42, it:
- a. shall invite the Subject Member and the Institute Counsel to make submissions as to which disciplinary action would be appropriate;
 - b. shall, by a majority decision, impose one or more of the following disciplinary actions:
 - i. reprimand the Subject Member, which may include:
 - a) a written reprimand;
 - b) the requirement for a verbal or written apology; and/or
 - c) a requirement of further training, education or counselling;
 - ii. censure the Subject Member by public notice to the profession as set out in Section 45;
 - iii. suspend the membership of the Subject Member for a specified period of time; or
 - iv. expel the Subject Member from the Institute;
 - c. may order that the Subject Member pay to the Institute a fine and/or the costs of the Review including, without limiting the generality of the foregoing, the cost of retaining counsel, the costs of any investigations, the cost of the review by the Case Officer and the cost of publishing any notices;
 - d. shall determine whether any notice to the profession shall identify the Subject Member;
 - e. may notify in writing the Subject Member's employer, clients or others as appropriate in the circumstances;
 - f. shall instruct the Institute Registrar to notify in writing the Canadian Institute of Planners;
 - g. may publish notices in newspapers or other publications; and
 - h. shall prepare and deliver to Council a written record of its decision, any disciplinary action undertaken and any order for costs.
44. When a member is suspended or expelled from the Institute, that member shall return to the Institute within seven (7) days of such suspension or expulsion his or her Membership Certificates issued by the Planning Institute of British Columbia and Canadian Institute of Planners, as well as his or her Professional Seal. The Membership Certificates and Professional Seal of a suspended member shall be returned by the Institute to that member following completion of the period of suspension.
45. When an admission of misconduct is accepted under Section 27, or disciplinary action is taken against a member pursuant to a Review, a summary of the circumstances and of any decision,

reasons and action taken may be published in a form approved by the Review Committee, and may be circulated to the members of the Institute, and others as the Review Committee may deem appropriate.

Appeal Process

46. The Subject Member may appeal in writing to Council within thirty (30) days of an adverse decision of a Review Panel following a Review.
47. The Council, at its next scheduled meeting, or at a special session, shall review a decision of a Review Panel appealed from and any other information available to it and shall determine whether a substantive procedural error was committed at the Review or whether substantive new evidence has been produced. Council shall determine, in its sole judgement, whether one of these two criteria has been established, in which case Council shall refer the matter back to the Review Panel with the appropriate directions for further proceedings or, if circumstances warrant, to the Review Committee for a new hearing by a new Review Panel.
48. The Subject Member and his or her legal counsel may attend at the meeting of Council reviewing a decision of a Review Panel and may make representations to Council.
49. The decision of the Council on any appeal from a decision of a Review Panel shall be final and binding upon all concerned and there shall be no further appeal of a Council decision.
50. The Subject Member shall be entitled to written notice of the decision made by the Council on any appeal from a decision of a Review Panel.

Resignation and Termination

51. Any member, while in good standing, may resign from the Institute. Such resignation shall be made in writing and shall be acted upon at the next meeting of Council following receipt of the written resignation. A resignation shall become effective on the date of acceptance by the Council.
52. If a member resigns from the Institute before a pending Complaint has been resolved, that member may not subsequently reapply for membership.
53. Upon resignation, termination, or revocation of membership in the Institute or the refusal of the Institute or failure by a member to renew membership, the member concerned shall have no further interest in or claim to any assets of the Institute, including dues and assessments.
54. If a Subject Member fails to pay any fine or costs imposed as a result of any disciplinary proceedings as ordered by a Review Panel or as required by an agreement reached with the Subject Member within the time allowed for payment, the Council may, after giving seven (7) days notice to the Subject Member of its intention to do so, summarily terminate the membership of the Subject Member. On an application by the Subject Member showing good reason for the failure to pay such costs within the time allowed for payment, Council may grant an extension of time for payment. In addition, fines or costs ordered to be paid to the Institute by a member shall be recoverable by the Institute from the Subject Member as a contract debt by legal action brought in any court of competent jurisdiction. Such legal action may be commenced and continued with notwithstanding that the Subject Member has ceased to be a member of the Institute because of his or her resignation or termination or for any other reason.
55. If a Subject Member fails without good cause, which must be established by the Subject member, to:
 - a. deliver a Response to a Case Officer within the time stipulated by the Case Officer;
 - b. attend a Review after having been given a Notice of Hearing by a Review Panel; or
 - c. provide information or produce documents for disciplinary proceedings after having been requested to do so by a Case Officer, the Review Committee, a Review Panel, or Council;Council may, after giving seven (7) days written notice to the Subject Member of its intention

to do so, summarily either terminate the membership of the Subject Member or suspend the Subject Member's membership for such period of time as Council deems appropriate. On application by the Subject Member showing good reason for the failure to deliver a Response, attend a Review or provide documents or information as aforesaid, Council may grant an extension of time to the Subject Member to remedy the failure or default in question.

56. A person whose membership has been terminated pursuant to a decision of a Review Panel or Council may not apply for reinstatement to membership until at least two (2) years have elapsed from the date of termination. After that time the person may apply for reinstatement to Council. In dealing with such an application, Council shall have regard to the conduct of the applicant which resulted in the termination, the steps taken by the applicant since the termination to safeguard against recurrence of similar conduct in the future, and such other facts and circumstances as it considers relevant. Council, in its absolute discretion, may refuse the application for reinstatement or allow it, with or without conditions, including conditions requiring the applicant to take courses of instruction, engage in a period of supervised practice, or successfully complete such examinations as it considers appropriate.

Conflict of Interest

57. A member of the Review Committee who is the Subject Member or who is related to or associated, either professionally or through business, to the Subject Member shall not be entitled to consider, review and/or investigate the Complaint whether as a Case Officer or a member of a Review Panel. If, as a result of such disqualification the Review Committee has insufficient members available to appoint a Review Panel, Council shall appoint such special members to the Review Committee as may be necessary. Any special members of the Review Committee shall cease being members of said committee as soon as the matter in question has been determined.
58. Where the Subject Member concerned is a member of the Council, or is related to or associated, either professionally or through business, such member of the Council shall not be entitled to attend that portion of a Council meeting at which an appeal of a decision from a Case Officer or a Review Panel is to be considered, nor shall such member be entitled to vote at any meeting on any matters related to that decision or the disciplinary proceedings affecting the Subject Member.

Miscellaneous

59. Information received by members serving in disciplinary proceedings of the Institute whether as a Case Officer or as a member of the Review Committee, a Review Panel or Council shall not be privileged and such members shall not be prohibited by his or her duties, obligations and responsibilities to the Institute including any obligation to maintain the confidentiality of the Institute's affairs from reporting suspected criminal activities or alleged breaches of the law to the appropriate legal authorities.

12.0 BY-LAW AMENDMENTS

- 12.1 Alteration of the by-laws of the Institute may be made by special resolution at a General Meeting, after notice of motion.
- 12.2 Notice of motion to alter by-laws shall be given by the Council on its own volition or upon the written request of at least three Corporate Members of the Institute, at the time of calling the meeting.
- 12.3 The text of the proposed alteration to the by-laws shall be contained in the notice of motion.
- 12.4 A special resolution to alter the by-laws shall require a majority vote of at least seventy-five percent of the Members present at the meeting.

13.0 HEAD OFFICE

13.1 The Head Office of the Institute shall be located in the City of Richmond, or any other location deemed appropriate by the Council.

14.0 SEAL

14.1 The Councillors may provide a Common Seal for the society and may destroy a seal and substitute a new seal in its place.

14.2 The Common Seal shall be affixed only when authorized by a resolution of the Councillors and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the President and Secretary-Treasurer.

14.3 The Common Seal shall at all times remain in the custody of the Secretary-Treasurer.

15.0 CODE OF PROFESSIONAL CONDUCT

The professional nature of their work requires the acceptance by Planners of principles of conduct in their relations with the public, fellow Members of their profession, their clients, their assistants, and students of the profession. Members subscribe to the Code of Professional Conduct of the Canadian Institute of Planners and to the following Code of Professional Conduct of the Planning Institute of British Columbia:

15.1 The Planner's Responsibility to the Public Interest

Members have a primary responsibility to define and serve the interests of the public. This requires the use of theories and techniques of planning that inform and structure debate, facilitate communication, and foster understanding. Accordingly, a Member shall:

15.1.1 practice in a manner that respects the needs, values and aspirations of the public and encourages discussion on these matters;

15.1.2 provide full, clear and accurate information on public planning matters to decision-makers and the public;

15.1.3 acknowledge the inter-related nature of planning decisions and their consequences for individuals, the natural and built environment, and the broader public interest; and

15.1.4 identify and promote opportunities for meaningful participation in the planning process to all interested parties.

15.2 The Planner's Responsibility to Clients and Employers

Members owe diligent, creative, independent, and competent performance of work in pursuit of the client's or employer's interest. Accordingly, a Member shall:

15.2.1 provide independent professional opinion to clients, employers, the public, and tribunals;

15.2.2 work with integrity and professionalism;

15.2.3 perform work only within the Member's professional competence;

15.2.4 not neglect planning services which the Member has agreed to perform, nor render services without research and preparation adequate in the circumstances;

15.2.5 acknowledge the values held by the client or employer in work performed, unless such values conflict with other aspects of this Code;

15.2.6 respect the client's or employer's right to confidentiality of information gathered through a professional relationship, unless this right conflicts with other aspects of this Code;

15.2.7 inform the client or employer in the event of a conflict between the values or actions of the client or employer and the values or actions set in this Code;

15.2.8 ensure full disclosure to a client or employer of a possible conflict of interest arising from the Member's private or professional activities;

15.2.9 inform all relevant parties and provide the Member's professional recommendation in circumstances where the public interest may be adversely affected;

15.2.10 reject, and not offer, any financial or other inducements, including prospective employment, that could influence or affect professional opportunities or planning advice;

15.2.11 not, as an employee of a public planning agency, give professional planning advice for compensation to a private client or employer within the jurisdiction of the public agency without written disclosure to the agency; and

15.2.12 not, as a consultant to a public planning agency during the period of contract with the agency, give professional planning advice for compensation to others within the jurisdiction of the agency without written disclosure to the agency in situations where there is the possibility of a conflict of interest arising.

15.3 The Planner's Responsibility to the Profession and Other Members

The vitality and credibility of the planning profession, and of the Institute, rely upon the quality of the Members. To further the profession, Members will be expected to attain and maintain a high standard of professional competence and conduct, including in their relationship with other Members. Accordingly, a Member shall:

15.3.1 encourage healthy and constructive criticism about theory and practice of planning among colleagues and share the results of experience and research that contribute to the evolving body of planning knowledge;

15.3.2 maintain an appropriate awareness of contemporary planning philosophy, theory, and practice by seeking and receiving professional education throughout a planning career;

15.3.3 contribute to the professional education, mentoring, and development of planning students, Members, and other colleagues;

15.3.4 not in professional practice, extra-professional activities or private life, engage in dishonourable or questionable conduct that may cast doubt on the Member's professional competence or integrity or that may reflect adversely on the integrity of the profession;

15.3.5 ensure that advertising or promotional activities fairly and accurately communicate the expertise and skills offered;

15.3.6 advertise professional planning services in a manner that enhances the credibility of the profession;

15.3.7 accurately represent his or her professional qualifications and affiliations, education and experience and those of colleagues;

15.3.8 act toward other Members in a spirit of fairness and consideration and not falsely or maliciously injure the professional reputation, prospects or practice of another Member;

15.3.9 respect the Member's colleagues in their professional capacity and when evaluating the work of another Member show objectivity and fairness and avoid ill-considered or uninformed criticism of the competence, conduct or advice of the Member;

15.3.10 not attempt to supplant another Member, once the Planner has knowledge that definite steps have been taken toward the other's employment;

15.3.11 not sign or seal a final drawing, specification, plan, report or other document not actually prepared or checked by the Member;

15.3.12 report to the Institute the behaviour of any Member believed to be in breach of this Code or the Code of the Canadian Institute of Planners;

15.3.13 not make public statements on behalf of the Institute's Members unless authorized to do so;

15.3.14 comply with any reasonable request of the Institute for information or for the co-operation of the Member in pursuit of any Institute objective; and

15.3.15 implement and give full effect to the disposition of any discipline proceeding affecting the Member.

16.0 INSPECTION

16.1 The minutes and other records of the Institute shall be available for inspection for one hour before and one hour after the Annual General Meeting at the place of the meeting and at other times and places by arrangement with the Secretary-Treasurer.

17.0 EXERCISE OF BORROWING POWERS

17.1 Council may borrow up to One Thousand Dollars (\$1,000.00) without specific authority from the membership.

17.2 For amounts greater than One Thousand Dollars (\$1,000.00) authority shall be granted only by extraordinary resolution at a General Meeting, after notice of motion given at the time of calling the meeting stating the amount and purpose for which the money is required.

17.3 A special resolution for the borrowing of funds for and on behalf of the Institute shall require a majority vote of at least seventy-five *percent* of the members present at the General Meeting.

'SCHEDULE A' - INSTITUTE MEMBERSHIP CRITERIA

1.0 QUALIFICATIONS FOR MEMBERSHIP

1.1 *Member*

The Institute may elect a person who has applied to be a Member who fulfills the following requirements:

1.1.1 *Recognized Degree*

Who has been granted a recognized degree in planning as defined in Section 9.1, of this Schedule, who has applied for and been elected as a Provisional Member, who has completed a minimum of two years of responsible professional planning experience which must be recorded in a log book and who has successfully completed an oral interview to the satisfaction of the Council, or

1.1.2 *Related Degree*

Who has been granted a degree in a field related to planning, who has applied for and been elected as a Provisional Member, who has completed a minimum of four years of responsible professional planning experience which must be recorded in a log book and who has successfully completed both an oral interview and an examination for Membership to the satisfaction of the Council, or

1.1.3 *Unrelated Degree*

Who has been granted a degree which is not related to planning, who has applied for and been elected as a Provisional Member, who has completed a minimum of six years of responsible professional planning experience of which four years must be recorded in a log book and immediately precedes an application to be a Member and who has successfully completed both an oral interview and an examination for Membership to the satisfaction of the Council, or

1.1.4 *Special Admission*

[void as of 31 December 1989]

1.1.5 *Retired Member*

The Council may elect to be a Retired Member, a person who has been a Member for the preceding ten years, and has reached the age of fifty five, and has retired from practice, or

1.1.6 *Non-resident*

Council may elect a person who is a Member in good standing of an affiliate of CIP and whose principal residence is located outside of the Institute's geographic area.

1.2 *Fellow*

[void as of May 28, 1999]

1.3 *Provisional Member*

Council may elect a person who has applied to be a Provisional Member who fulfills the following requirements:

1.3.1 *Recognized Degree*

Who has a recognized degree in planning as defined in Section 9.1 of this Schedule, or

1.3.2 *Related Degree*

Who has a degree in a field related to planning, or

1.3.3 *Unrelated Degree*

Who has been granted a degree which is not related to planning and who is or has been employed in the planning field.

1.4 *Student Member*

Council may elect a person who has applied to be a Student Member who fulfills the following requirements:

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- 1.4.1 Who is enrolled in a degree programme in planning which is recognized as defined in Section 9.1 of this Schedule, or
- 1.4.2 Who has been granted a recognized degree in planning as defined in Section 9.1 of this Schedule and is enrolled in a degree programme.
- 1.4.3 A Student Member may retain status as a Student member for a maximum of one year following completion of a degree programme pursuant to Sections 1.4.1 and 1.4.2 above or until elected as a Provisional member, whichever comes first.
- 2.0 LOG BOOK
For the purpose of this Schedule, a log book shall be consistently maintained and is subject to audit.
- 2.1 The log book shall set out the responsible professional planning experience of the candidate, reflecting where possible, the specialized interests of the candidate.
- 2.2 The log book shall show the duration of time for each item or responsible professional planning experience, and
- 2.2.1 each item so noted shall have the signature of the supervising Member as witness to the completion of the work so described, and
- 2.2.2 the composition of the work recorded shall correspond to the definitions of planning and of responsible professional planning experience.
- 2.3 Council shall be responsible for overseeing the precise manner in which the log book is maintained.
- 2.4 Notwithstanding the aforementioned, where, in the opinion of Council, the log book requirement has been completed by the candidate prior to application for Provisional status to the satisfaction of Council and in fulfillment of the intent of this Schedule, then, that log book may be accepted as a valid record of work experience.
- 3.0 ORAL INTERVIEW
For the purpose of this Schedule, the oral interview shall reflect the specific circumstances of the candidate's degree and relevant experience and shall form the basis for the determination of the suitability of a candidate to:
- 3.1 Recognized Degree
Proceed to election as a Member in the case of a candidate with a recognized degree, or
- 3.2 Related or Unrelated Degree
Proceed to the written examination in the case of a related degree or unrelated degree.
- 4.0 EXAMINATION FOR MEMBERSHIP
- 4.1 For the purposes of this Schedule, the examination for Membership shall consist of one of two alternatives.
- 4.2 The two alternatives shall be: (1) a written examination of knowledge of responsible professional planning; and (2) a portfolio of responsible professional planning work both of which shall be prescribed from time-to-time by Council.
- 5.0 MEMBERSHIP COMMITTEE
- 5.1 Council shall establish a Membership Committee consisting of at least three Members, one of whom shall be Chair.
- 5.2 The Membership Committee shall make recommendations to Council on procedures and content for the examination.
- 5.3 Membership Committee members may be appointed by Council from time to time.
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6.0 APPLICATION FOR MEMBERSHIP

- 6.1 Applications for Membership in the Institute shall be made to Council.
- 6.2 Council may delegate to the Membership Committee the responsibility to make recommendations to Council on Membership topics.

7.0 APPEALS

- 7.1 Appeals on any question of Membership shall be to Council.
- 7.2 There is an automatic right to appeal in those areas relating to interpretation of this Schedule pertaining to Membership.
- 7.3 There is a right to request an appeal in those cases having a unique or special circumstance which do not appear to be covered by the by-laws or Schedule 'A'.
- 7.4 Appeals may be made in writing or in person with costs of the appeal borne by the applicant.
- 7.5 Common rules of order shall apply to the hearing of any appeal.

8.0 TIME LIMITS

- 8.1 A person who is a Provisional Member shall be required to apply for Member status following completion of the Membership requirements and within the applicable time limits or will be stricken from the Membership roll but may reapply.
- 8.2 A PROVISIONAL MEMBER
 - 8.2.1 With a recognized degree shall apply for Member status within 5 years of obtaining Provisional status, or
 - 8.2.2 With related or unrelated degree shall apply for Member status within 7 years of obtaining Provisional status, or
- 8.3 A student may apply to be a Student Member while enrolled in a recognized degree programme in planning.
- 8.4 A Provisional Member who for a period of two or more successive years fails to be engaged in responsible professional planning experience may cease to hold membership at the discretion of Council.

9.0 RECOGNITION OF DEGREES

- 9.1 The Institute recognizes degrees in planning from educational institutions recognized by the National Institute.
- 9.2 The Institute through Council or a Committee appointed by Council shall assess the planning programme of all educational institutions in its jurisdiction based on National Institute standards and annually advise the National Institute on the acceptability of the planning programme for recognition.
- 9.3 Council shall maintain a liaison committee with institutions offering recognized degree in the Institute's jurisdiction for the purpose of monitoring degree programmes and exchanging information.

10.0 RELATED DEGREES AND UNRELATED DEGREES

- 10.1 Council will examine university degrees held by individual candidates, which are not recognized planning degrees, based on the context of admission to membership and the particular composition of the degree programme to determine related and unrelated degree status.

11.0 MEMBERSHIP MANUAL

- 11.1 Council may adopt a Membership Manual from time-to-time to establish procedures and guidelines for the specific application of this Schedule.
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12.0 NON CORPORATE MEMBERSHIP

12.1 *Honorary Members* shall be nominated by two Councillors.

12.1.1 A unanimous vote of Council shall elect an Honorary Member.

12.1.2 The Secretary-Treasurer shall advise the nominee in writing once elected and shall request acceptance within two months.

12.1.3 Failing such acceptance the election to Honorary Membership shall be void.

12.2 *Associate Members* shall be nominated by two Members or Fellows.

12.2.1 A majority vote of Council shall elect such nominee for Associate Membership.

13.0 TRANSITIONAL CLAUSES

13.1 Applications for special admission into the Institute shall be accepted on or before December 31, 1989, after which such date the provisions for special admission shall be null and void.

13.2 Validation forms shall be accepted for the purposes of recording work experience requirements prior to December 31, 1989, after which such date all responsible professional planning experience shall be recorded in a log book.

13.3 The provisions for non-degree admission into the Institute as provided through Section 1.1.4, 3.3 and 8.2.3 shall become null and void effective December 31, 1989.

(PIBC Bylaws – Revised & Amended: 2007)
