



NOTICE

OF ANNUAL GENERAL MEETING & SPECIAL RESOLUTION

TO: PIBC Members

FROM: Carole Jolly MCIP, RPP, Secretary-Treasurer

NOTICE DATE: May 11, 2018

This is to give you notice that the 2018 Annual General Meeting (AGM) of the Planning Institute of British Columbia (PIBC) will be held as follows:

When: Friday June 1st, 2018 at 8:00 am (Pacific)

Where: Carson Hall, Victoria Conference Centre
720 Douglas St., Victoria, BC V8W 3M7

A copy of the Agenda for the AGM is attached to this notice. Copies of the 2017-18 Annual Report and 2017 audited Financial Statements will be available at the meeting, and will also be made available online prior to the meeting at: www.pibc.bc.ca

Special Resolution (Amendments to Bylaws):

A Special Resolution amending the Bylaws of the Institute will also be considered at the AGM (see attached). The proposed Bylaw amendments, developed with the input of the Professional Conduct Review Committee, revise portions related to the Institute's professional conduct review and disciplinary processes.

Attached to and included with this notice please find:

- **Agenda for the AGM**
- **Notice and Special Resolution**

Carole Jolly MCIP, RPP

Secretary-Treasurer,
Planning Institute of British Columbia



AGENDA

ANNUAL GENERAL MEETING PLANNING INSTITUTE OF BRITISH COLUMBIA

Friday June 1st, 2018
8:00 am

Carson Hall, Victoria Conference Centre
720 Douglas St.,
Victoria, BC V8W 3M7

AGENDA:

1. Call to Order
2. Introduction of Board Members & Guests
3. Minutes of Previous General Meetings
 - Annual General Meeting (June 2, 2017)
4. Report of the Board & Committees (Annual Report)
5. 2017 Audited Financial Statements
6. Appointment of Auditors (2018 Fiscal Year)
7. Special Resolution (Amendments to Bylaws)
8. Adjournment

NOTES:

- The formal notice and text for the proposed Special Resolution is included and attached.



NOTICE

OF SPECIAL RESOLUTION

PLANNING INSTITUTE OF BRITISH COLUMBIA

(the “Society”)

The following special resolution will be proposed for approval at the **Annual General Meeting** to be held on **Friday June 1, 2018**.

AMENDMENTS TO BYLAWS

BE IT RESOLVED as a special resolution that the Bylaws of the Institute be amended as follows:

1. by inserting into section 13.3 immediately after the final sentence the following phrase:

“The Review Committee chair may select and designate a deputy chair from amongst the members of the Review Committee.”
2. by deleting in its entirety the word “three” in the first line of section 13.4 and substituting in its place the word “two”;
3. by deleting in its entirety the word “three” in the first line of subsection 13.4.1 and substituting in its place the word “six” and by inserting immediately after the word “members” the following “, each appointed by the Review Committee chair,”;
4. by inserting in subsection 13.4.3 immediately after the word “members” the following “, each appointed by the Review Committee chair,”;
5. by deleting in its entirety subsection 13.4.2 and renumbering all subsequent subsections in section 13.4 accordingly;
6. by deleting throughout the Bylaws each instance of the phrase “chair of the Review Committee” and substituting in its place the phrase “Review Committee chair”;
7. by deleting in its entirety the phrase “a member” in the second line of section 13.12 and substituting in its place the phrase “two members”;
8. by deleting throughout the Bylaws each instance of the phrase “case officer” and substituting in its place the phrase “case officers”;
9. by deleting in its entirety the word “an” in section 13.13 immediately after the word “complete” and substituting in its place the phrase “a confidential” and by deleting in its

- entirety the word “Council” and substituting in its place the phrase “the Board of Directors”;
10. by deleting in its entirety the phrase “her or his” in section 13.18 and substituting in its place the word “their”;
 11. by deleting in its entirety the phrase “her or his” in section 13.19 and substituting in its place the word “their”;
 12. by deleting in its entirety the phrase “her or his” in section 13.20 and substituting in its place the word “their”;
 13. by deleting in its entirety the first paragraph of section 13.21 and substituting in its place the following:

“13.21 Following the conclusion of the initial investigation a written investigation report shall be submitted to the Review Committee chair which:”
 14. by deleting in its entirety the phrase “case officer’s” in subsection 13.21.5;
 15. by deleting in its entirety the phrase “the case officer” in section 13.22 and substituting in its place the phrase “the investigation report”;
 16. by deleting in its entirety the phrase “the case officer is reasonably satisfied” in subsection 13.22.1 and substituting in its place the phrase “there is reasonable satisfaction”;
 17. by deleting in its entirety the phrase “her/his written report to the evaluation sub-committee, the case officer shall provide a written summary of her/his report and recommendations” in section 13.23 and substituting in its place the phrase “the investigation report to the Review Committee chair, a written summary of the report and recommendation(s) shall be provided”;
 18. by deleting in its entirety the heading labeled as “EVALUATION OF INITIAL INVESTIGATION” immediately following section 13.23;
 19. by deleting the phrase “from the evaluation sub-committee” in the first line of section 13.26;
 20. by deleting the phrase “from the evaluation sub-committee” in the first line of section 13.29;
 21. by deleting in its entirety the phrase “section 13.42.5” in subsection 13.47.2 and substituting in its place the phrase “section 13.43.5”;
 22. by deleting in its entirety the phrase “by the case officer as part of her/his report to the evaluation subcommittee” in subsection 13.47.4.1 and substituting in its place the phrase “in the investigation report to the Review Committee chair”;

23. by deleting in its entirety the phrase “by majority vote of the review panel established to adjudicate the complaint” in subsection 13.47.4.2 and substituting in its place the phrase “by the Review Committee chair”;
24. by deleting in its entirety the phrase “by a case officer” appearing in line three of subsection 13.47.5;
25. by deleting in its entirety the phrase “section 13.51” in subsection 13.48 and substituting in its place the phrase “section 13.52”;
26. by deleting in its entirety the phrase “section 13.52.1” in subsection 13.52.2 and substituting in its place the phrase “section 13.53.1”;
27. by deleting in its entirety the phrase “section 13.52.1” in subsection 13.52.3 and substituting in its place the phrase “section 13.53.1”;
28. by inserting the following as new section 13.21 immediately following section 13.20 and renumbering all subsequent sections in Part 13 accordingly:
 - “13.21 At the conclusion of the initial investigation, and prior to finalization of the investigation report, the case officers shall consult with the Review Committee chair to advise the chair of the status of the investigation and to seek and receive appropriate direction to resolve any outstanding issues related to the investigation that may have arisen.”
29. by deleting in its entirety section 13.24 and re-numbering all subsequent sections in Part 13 accordingly;
30. by deleting in its entirety section 13.25 and substituting in its place the following:
 - “13.25 The Review Committee chair shall receive, review and act upon the investigation report and recommendation(s) pursuant to these bylaws, except in the circumstances described in section 13.26.”
31. by inserting immediately after section 13.25 the following as new section 13.26 and re-numbering all subsequent sections in Part 13 accordingly:
 - “13.26 Where it is recommended in the investigation report that a complaint be referred to a formal review hearing:
 - 13.26.1 The Review Committee chair may only withdraw the allegation(s) against the subject member and conclude the disciplinary process without any further action upon receipt of a legal opinion from the Institute’s legal counsel that, to the satisfaction of the chair, raises reasonable grounds to withdraw the allegation(s), including but not limited to the likelihood of a successful prosecution; and
 - 13.26.2 The Review Committee chair shall consult with the case officers in such a case regarding any decision to withdraw pursuant to this section; and

13.26.3 The Review Committee chair shall provide written notification of and a rationale for any decision to withdraw pursuant to this section to the case officers, the subject member, and the complainant.”

32. by correcting any grammatical or punctuation errors that arise as a result of the foregoing amendments and by renumbering all parts, sections, subsections and paragraphs, including cross-references, affected by the above amendments accordingly.