



Planning Institute of British Columbia 2026 Annual General Meeting

Notice, Agenda & Special Resolutions

Friday June 5, 2026

East Ballroom
Penticton Lakeside Resort & Conference Centre,
21 Lakeshore Dr W,
Penticton, BC V2A 7M5.



NOTICE

OF ANNUAL GENERAL MEETING & SPECIAL RESOLUTIONS

TO: PIBC Members

FROM: Sara Muir RPP, MCIP, Secretary-Treasurer

NOTICE DATE: May 5, 2026

This is to give you notice that the 2026 Annual General Meeting (AGM) of the Planning Institute of British Columbia (PIBC) will be held as follows:

When: Friday, June 5, 2026, 8:45 am (Pacific)

Where: East Ballroom, Penticton Lakeside Resort & Conference Centre,
21 Lakeshore Dr W,
Penticton, BC V2A 7M5.

A copy of the Agenda for the AGM is attached to this notice. Copies of the 2025 Annual Report and 2025 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

Meeting Agenda

A copy of the meeting agenda for the AGM is included in this package and attached below.

Special Resolutions (Amendments to Bylaws):

Two Special Resolutions amending the Bylaws of the Institute will also be considered at the AGM (see attached). The proposed amendments, developed with the input of the Governance and Nominating Committee and recommended by the Board, will, if adopted:

1. Remove the requirement for applicants for professional membership in the Institute (Candidate and Certified) to be already employed in planning when applying for membership, to ensure consistency and alignment of membership admission requirements with the recently revised national membership standards approved by the national Professional Standards Board for the planning profession (PSB), and with those being adopted by provincial and territorial institutes across Canada.

2. Align the timing and deadlines of annual Continuous Professional Learning (CPL) reporting and compliance with the existing timing and deadlines for annual membership renewals and compliance, for consistency for members and ease of administration.

Attached to and included with this notice please find:

- **Meeting Agenda for the AGM**
- **Notice and Special Resolutions**

Sara Muir RPP, MCIP,

Secretary-Treasurer,
Planning Institute of British Columbia



AGENDA

ANNUAL GENERAL MEETING PLANNING INSTITUTE OF BRITISH COLUMBIA

Friday, June 5, 2026, 8:45 am

East Ballroom
Penticton Lakeside Resort & Conference
Centre,
21 Lakeshore Dr W,
Penticton, BC V2A 7M5.

AGENDA:

1. Call to Order
2. Introduction of Board Members & Guests
3. Minutes of Previous General Meetings:
 - 3.1 Adoption of the Minutes of the June 13, 2025, Annual General Meeting
4. Report of Board & Committees (2025 Annual Report)
5. 2025 Audited Financial Statements
6. Appointment of Auditors (2026 Fiscal Year)
7. Special Resolutions (Amendments to Bylaws) *
8. Adjournment

NOTES:

- The formal notice and text for the Special Resolutions (Bylaw amendments) is included in this package and attached below.



NOTICE

OF SPECIAL RESOLUTIONS

PLANNING INSTITUTE OF BRITISH COLUMBIA

(the “Society”)

The following special resolutions will be presented for approval at the **Annual General Meeting** to be held on **Friday, June 5, 2026**:

Following discussions by the Board at its regular meetings in January 2026 and March 2026, the Board has approved a proposal to amend the Institute’s bylaws in order to align the timing and deadlines of Continuous Professional Learning (CPL) reporting and compliance with the existing timing and deadlines for annual membership renewals and compliance, for consistency and ease of administration.

Additionally, the Board has approved a proposal to amend the Institute’s bylaws to remove the requirement for applicants for professional membership in the Institute (Candidate and Certified) to be already employed in planning, to ensure consistency and update the membership admission requirements in alignment with the recently revised national membership standards.

AMENDMENTS TO BYLAWS

The Board is recommending approval by the membership of these amendments, as summarized below:

Special Resolution 1 – Amendments to sections of Part 2.0 of the Bylaws (proposed):

That bylaw sections 2.13, 2.13.1 and 2.13.2 be amended to read as follows:

2.13 The following shall be the requirements for admission to corporate membership in the Institute:

2.13.1 Candidate member: The Board of Directors may, by resolution, admit a person who has applied to be a Candidate member, and who, to the satisfaction of the Board of Directors:

2.13.2 Certified member: The Board of Directors may, by resolution, admit a person who has applied to be a Certified member, and who, to the satisfaction of the Board of Directors:

(Note: For a copy of the current text of these sections of the Bylaws with wording to be amended or replaced highlighted, for reference, please see Appendix 1 attached)

Special Resolution 2 – Amendments to Part 12 of the Bylaws (proposed):

That bylaw sections 12.2, 12.3, 12.4, and 12.5 be amended to read as follows:

- 12.2 Members are required to demonstrate compliance with the CPL rules established by the Board of Directors for the preceding year as of the January 2nd each year, and a written notice for compliance shall be forwarded to each member by the Institute no later than 30 days prior.
- 12.3 Any member remaining in breach of the CPL rules established by the Board for more than 45 days shall be considered to not be a member in good standing and shall be excluded from the register of members.
- 12.4 Any member remaining in breach of the CPL rules established by the Board for more than 45 days and less than 90 days may be reinstated to membership in good standing upon completion of the following:
- 12.4.1 Compliance with the CPL rules established by the Board of Directors for the preceding year; and
 - 12.4.2 Payment of a penalty fee set by resolution of the Board of Directors.
- 12.5 Any member remaining in breach of the CPL rules established by the Board for 90 days or more shall, after 14 days written notice from the Secretary-Treasurer, forfeit all rights and privileges and be struck from membership in the Institute.

(Note: For a copy of the current text of these sections of the Bylaws with wording to be amended or replaced highlighted, for reference, please see Appendix 2 attached)

APPENDIX 1: Current Sections of Part 2.0 of the Bylaws (with changes highlighted)

2.13 The following shall be the requirements for admission to corporate membership in the Institute:

2.13.1 Candidate member: The Board of Directors may, by resolution, admit a person who has applied to be a Candidate member, ~~who is employed in planning at the time of application~~ and who, to the satisfaction of the Board of Directors:

2.13.2 Certified member: The Board of Directors may, by resolution, admit a person who has applied to be a Certified member, ~~who is employed in planning at the time of application~~ and who, to the satisfaction of the Board of Directors:

APPENDIX 2: Current Part 12 of the Bylaws (with changes highlighted)

~~12.2 The Board of Directors shall establish the CPL rules, policies and procedures including those for the:~~

~~12.2.1 Reporting and monitoring of CPL; and~~

~~12.2.2 Acceptable types of CPL activities.~~

~~12.3 Any member who is in breach of the CPL rules established by the Board of Directors for the preceding year as of the 30th day of January each year shall be considered to not be a member in good standing and shall be excluded from the register of members.~~

~~2.4 Between the 30th day of January and the 30th day of June each year, members in breach of the CPL rules established by the Board of Directors for the preceding year may be reinstated to membership in good standing upon the following:~~

~~12.4.1 Compliance with the CPL rules established by the Board of Directors for the preceding year; and~~

~~12.4.2 Payment of a penalty fee set by resolution of the Board of Directors.~~

~~12.5 Any member remaining in breach of the CPL rules established by the Board of Directors for the preceding year after the 30th day of June each shall, after 14 days written notice from the Secretary-Treasurer, forfeit all rights and privileges and be struck from membership in the Institute.~~