

*THE SASKATCHEWAN
PROFESSIONAL PLANNERS
INSTITUTE*

REGULATORY BYLAW

(Pursuant to subsection 15(2) of *The Community Planning Profession Act, 2013*)

PART I – TITLE

1. This Bylaw may be cited as *The Community Planning Profession Regulatory Bylaw, 2013*.

PART II– DEFINITIONS

1. In this Bylaw:
 - a) “Act” means *The Community Planning Profession Act, 2013*;

PART III – MEMBERSHIP

Section 1 Categories of Membership

1. Membership in the Institute shall consist of the following categories:
 - a) Regulated member (Member)
 - b) Subscriber

Section 2 Regulated Members

1. A Regulated Member will be registered in one of the following subcategories:
 - a) Registered Professional Planner (RPP);
 - b) Candidate Member;
 - c) Pre-Candidate Member; and
 - d) Student Member.
2. In addition to privileges of membership provided for in the Act, members, in good standing, are entitled to the following privileges:
 - a) to receive notice of Member meetings and exercise other rights and privileges given in these Bylaws and in Council policy;
 - b) to be appointed to committees of the Institute;
 - c) to receive a copy of Institute documents designed for distribution to Members; and
 - d) to receive any notices of the Institute.
3. Except for Pre-Candidate and Student Members, members, in good standing may:
 - a) hold office in the Institute, in accordance with the Act and this bylaw and
 - b) have a voice and vote at the annual and special meetings of the Institute.
4. Members carry obligations including but not limited to the following:
 - a) Members, in all categories, shall comply with:
 - i) this Bylaw and any policies relating to Members as set out in the Institute’s Administrative Bylaw;
 - ii) the Institute’s Code of Professional Conduct; and
 - iii) the Institute’s Code of Ethics.
 - b) Members in all categories shall pay the fees assessed for that category of

membership and any other fees levied by the Institute.

5. Except for Pre-Candidate and Student Members, members in all categories, shall adhere to the Institute's mandatory continuous professional learning (CPL) program requirements, as may be amended from time to time and shall report annually or by year end (December 31st) on that professional development to the Institute.

2.1 Registered Professional Planners (RPP)

1. Registered Professional Planners practicing in Saskatchewan, including any Registered Professional Planner (RPP) from another Canadian province must:
 - a) apply to the Institute to be registered as a member; and
 - b) be issued a licence to practice professional community planning by the Institute in accordance with the Act.
2. Membership as a Registered Professional Planner entitles a person to the following privileges:
 - a) a license to supervise and/or practice professional community planning in Saskatchewan as defined in the Act;
 - b) use of the title of Registered Professional Planner (RPP) as set out in the Act; and
 - c) use of a Seal issued by the Institute pursuant to Section 43 of the Act.
3. Any Registered Professional Planner (RPP) from another Canadian province or territory who is licensed to practice in Saskatchewan may retain their membership in any other jurisdiction.

2.2 Candidate Members

1. Candidate members shall be limited to persons:
 - a) who are employed in the field of planning and meet post-secondary educational and practical experience requirements; and
 - b) who have been granted Candidate Membership by the Institute, prior to September 1, 2012; or
 - c) who have been granted Candidate Membership by the Professional Standards Board.
2. Membership as a Candidate entitles a person to the following privileges:
 - a) to practice community planning in Saskatchewan under the supervision of an RPP; and
 - b) to identify themselves as a Candidate of the Institute.

2.3 Pre-Candidate Members

1. Pre-Candidate members shall be limited to persons:
 - a) who do not hold an academic degree from a Professional Standards Board Accredited Planning School, but who are employed in the field of planning and who are working toward completing their Professional Portfolio, demonstrating 5 years of planning experience, in order to allow them to apply to the Professional Standards Board as a Candidate member.
2. Membership as a Pre-Candidate entitles a person to the following privileges:
 - a) to practice community planning in Saskatchewan under the supervision of an RPP; and
 - b) to identify themselves as a Pre-Candidate of the Institute.

2.4 Student Membership

1. Student members shall be limited to persons:
 - a) who are currently enrolled, or have ceased to be enrolled for less than one year, in a planning school accredited by the Professional Standards Board.
2. Membership as a Student Member entitles a person to the following privileges:
 - a) to practice community planning in Saskatchewan under the supervision of an RPP; and
 - b) to identify themselves as a Student Member of the Institute.

Section 3 Subscribers

1. Subscriber members shall be limited to persons:
 - a) who are non-professional planners granted membership to the Institute who in the opinion of Council have demonstrated significant interest in the field of planning; and
 - b) who have paid all fees set by the Institute.
2. Subscribers are entitled to the following privileges:
 - a) to receive any notices of the Institute; and
 - b) to attend the annual meeting of the Institute.

Section 4 Change of Status

1. Candidate members may become Registered Professional Planner Members of the Institute by meeting the Member Registration requirements of this Bylaw.
2. Persons who have not paid appropriate fees or have lost their good standing with the Canadian Institute of Planners will have no Member privileges in the Institute.
3. Persons who have been suspended or expelled in accordance with the Act will

have no Member privileges in the Institute during the period when the person is expelled or suspended.

PART IV – LICENSURE

Section 1 Licence Required

1. Every member that is a Registered Professional Planner shall obtain a licence.

Section 2 Duration of Licence

1. A licence that is issued to a Registered Professional Planner shall remain in effect, so long as that member remains in good standing.

PART V – MEMBER REGISTRATION

Section 1 Registration

1. The Council shall appoint a Registrar to perform all functions assigned by the Council and stipulated in the Act, including the maintenance of the registers of Members of the Institute.
2. The Registrar shall review all membership applications, make further inquiries if appropriate, and advance the request for membership to the Council for a decision.

Section 2 General Admission as a Member

1. Application requirements and specific standards for membership shall be prescribed within this Bylaw, the Institute's Administrative Bylaw, the Membership Standards for the Planning Profession, and through Council policy.
2. Application for membership shall be limited to persons eighteen years of age or more.
3. Application for membership shall be made to the Registrar on the forms prescribed by the Council, and shall be accompanied by fees established by the Council through policy.
4. Council will review the application and inform the applicant in writing of its decision.
5. Applicants for membership who are refused admission may appeal the decision of the Council pursuant to the provisions of the Act.

Section 3 Registration as a Registered Professional Planner Member

1. A Registered Professional Planner, registered and in good standing with another jurisdiction, who has paid the applicable fees will be registered as an RPP with the Institute.
2. An applicant's registration as a Registered Professional Planner will be granted by the Council to those Candidate Members in good standing who:
 - a) have successfully completed the requirements as set out by the Professional Standards Board of the Canadian Institute of Planners for:
 - i) a minimum of one year of mentorship;
 - ii) the Ethics & Professionalism course and passing the examination;
 - iii) the necessary period of Sponsorship;
 - iv) the Professional Exam;
 - v) are acceptable to the Council; and
 - vi) have paid the Institute's registration fee, if applicable.

Section 4 Registration as a Candidate Member

1. Registration as a Candidate Member will be granted by the Professional Standards Board and Council to those persons who:
 - a) apply to the Professional Standards Board;
 - b) are employed in planning and;
 - i) have completed a planning degree from a Professional Standards Board Accredited Planning School; or
 - ii) have a Professional Portfolio approved through the Prior Learning Assessment and Recognition policy and process; or
 - iii) are covered under a Professional Standards Board formal reciprocity arrangement with a professional planning organization; or
 - iv) are Candidate Members in good standing in another jurisdiction; and
 - c) are acceptable to Council; and
 - d) have paid the Institute's registration fee, if applicable.

Section 5 Registration as a Pre-Candidate Member

1. Registration as a Pre-Candidate member will be granted by Council to those persons who:
 - a) who do not hold an academic degree from a Professional Standards Board Accredited Planning School, but provide proof they are employed in the field of planning and working toward completing their Professional Portfolio, demonstrating 5 years of planning experience, in order to allow them to apply to the Professional Standards Board as a Candidate member.
 - b) are acceptable to Council; and
 - c) have paid the Institute's registration fee, if applicable.

Section 6 Registration as a Student Member

1. Registration as a Student Member will be granted by Council to those persons who:
 - a) apply to the Council for such membership;
 - b) are currently enrolled, or have ceased to be enrolled for less than one year, in a planning school accredited by the Professional Standards Board;
 - c) are acceptable to Council; and
 - d) have paid the Institute's registration fee, if applicable.

Section 7 Proof of Registration

1. Once the Registrar has entered the name of the Regulated Member into the appropriate member register and the member has paid all fees owing and met all criteria, the Registrar will issue proof of registration to that Regulated Member.

Section 8 Transferability, Resignation, and Continuing Obligations

1. Membership is not transferable to another person and automatically terminates on death, resignation, revocation, or otherwise in accordance with these Bylaws.
2. Resignation:
 - a) Members may resign from the Institute by providing written notice to the Registrar;
 - b) The resignation is effective when accepted by Council;
 - c) A resigned Registered Professional Planner must surrender proof of registration and may no longer use the RPP designation; and
 - d) Pursuant to the Act, Council may authorize the investigation, charging, or review of a resigned Regulated Member if a complaint is received within one year of the resignation and may operate as though the Regulated Member had not resigned.
3. The discontinuance of membership in the Institute for any reason does not extinguish any debts or obligations of that Member arising before the discontinuance.

Section 9 Cessation of Membership:

1. Any member of any category who ceases to be a member of the Canadian Institute of Planners ceases to be a member of this Institute.
2. Any regulated member continuing to reside or practice in the area served by the Institute and resigning membership in the Institute and who does not also hold membership in another recognized Institute, also loses membership rights in the

Canadian Institute of Planners.

Section 10 Member Re-Admission

1. A person may be re-admitted to the Institute, subject to compliance with any policies governing re-admission and upon payment of:
 - a) a reinstatement fee as may from time to time be fixed by Council;
 - b) an amount equal to the annual membership fee in effect for the year in which such person ceased to be such a member; and
 - c) an amount equal to the annual membership fee in effect for the year in which such person seeks reinstatement.

PART VI – ETHICS AND PROFESSIONAL CONDUCT

Section 1 Professional Standards

1. The standards of professional conduct, competency and proficiency of all Regulated Members are set out as the Code of Professional Conduct of the Canadian Institute of Planners, and any amendments thereto shall constitute the same for the Institute.

Section 2 Professional Ethics

1. The standards of professional ethics for all Regulated Members of the Institute are set out as the Code of Ethics of the Canadian Institute of Planners and any amendments thereto shall constitute the same for the Institute.

PART VII – STATUTORY DISCIPLINE AND CONDUCT COMMITTEES

Section 1 Statutory Committees

1. The statutory committees of the Institute shall be:
 - a) the professional conduct committee; and
 - b) the discipline committee.

Section 2 Professional Conduct Committee

1. The registrar shall notify, in writing, the member who is the subject of a report or allegation that a report or allegation has been received and ask for a written response.
2. The committee shall notify, in writing, the person who made the report or allegation that the report or allegation will be reviewed.
3. The committee shall take appropriate action, including:
 - a) an informal resolution of the matter;

- b) request any person to answer any questions and to produce any records, notes or other documents or things in the person's possession or under their control that are or may be relevant to the report or conduct being investigated; and
 - c) with the consent of the person producing them, copy and keep copies of any of the documents or things that are produced under clause (b).
4. The accused member shall be afforded an opportunity to provide a written or verbal response, as determined by the committee, to the complaint.
 5. The committee shall keep in confidence all documentation and information received.
 6. The committee shall provide, in a timely manner, a report to the Discipline Committee pursuant to subsection 29(2) of the Act.

Section 3 Discipline Committee

1. The committee may find a Member of the Institute guilty of professional incompetence and/or professional misconduct, who, is defined by, but not limited to, the following:
 - a) abused a client physically, sexually, verbally or psychologically;
 - b) misappropriated a client's personal property;
 - c) inappropriately used the Registered Professional Planner status for personal gain;
 - d) failed to exercise discretion with respect to the disclosure of confidential information about a client;
 - e) purposefully provided inaccurate information for personal gain;
 - f) failed to inform an employer of the planner's inability to accept specific responsibility in an area where special training is required or where the Member does not feel competent to function without supervision;
 - g) failed to comply with the Code of Conduct, the Code of Ethics, bylaws and/or standards of practice of the Institute;
 - h) failed without reasonable cause to respond to inquiries from the Institute regarding alleged professional misconduct or professional incompetence;
 - i) engaged in the excessive or habitual use of intoxicating liquor, opiates, narcotics or other habit-forming substances;
 - j) conspired to participate in any act of misconduct;
 - k) obtained registration by misrepresentation or fraud; and/or
 - l) contravened any provision of the Act or bylaws.
2. Where the committee determines that the person is not guilty of professional incompetence and/or professional misconduct, written notice that the complaint has been dismissed shall be provided to:
 - a) the person who was the subject of the report; and
 - b) the person who made the report.

3. The committee shall hold all hearings in a location deemed appropriate by Council.
4. Subject to subsection 32(14) of the Act, the committee shall hold in confidence all sessions, documentation and information received, save and except findings of guilt.
5. Findings of guilt shall be matters of public interest and reported in accordance with Institute policy.

PART VIII – ADVERTISING BY MEMBERS

Section 1 Advertising

1. Advertising, promotion and other marketing activities must be accurate and not capable of misleading the public. Any conduct, either directly or indirectly, or through any medium or agent that:
 - a) misinterprets facts;
 - b) compares either directly, indirectly or by innuendo, the member's services or ability with any other member(s), or promises or offers more effective service or better results than those available elsewhere;
 - c) deprecates another member as to service, ability or fees;
 - d) creates an unjustified expectation about the results the member can achieve;
 - e) is undignified, in bad taste or otherwise offensive so as to be incompatible with the best interests of the public or Institute, or intends to harm the standing of the community planning profession generally; or
 - f) makes statements that are not statements of fact or makes statements that cannot be proven to be accurate by the member;is to be strictly avoided, as such conduct is contrary to the interest of the public and the profession.
2. Inappropriate advertising mentioned in clause 1 is prohibited and may result in censure, such as reprimand from the Institute.

PART IX – DEMANDING SPECIAL MEETINGS OF THE INSTITUTE

Section 1 Demanding Special Meeting

1. For the purposes of clause 7(2)(b) of the Act, a special meeting of the Institute may be demanded upon a written petition signed by twenty (20) Regulated Members of the Institute in good standing.

PART X – AMENDMENT OF BYLAWS AND COMING INTO FORCE

Section 1 Amendment of Bylaws

1. The Bylaws of the Institute may be repealed or amended by resolution enacted by no less than two thirds (2/3) of Councillors at a Council meeting.
2. Thirty (30) days in advance of the Council’s consideration of a proposed new bylaw or a bylaw amendment, the Council will make the proposed new bylaw or bylaw amendment available for member review and comment.
3. The Council will consider all comments received within the review period prior to passing a resolution on a new bylaw or a bylaw amendment.

Section 2 Repeal of Previous Bylaws and Coming In To Force

1. Bylaw No. 1/11, as in force at September 14, 2011, and all amendments thereto, is rescinded effective upon the coming into force of this bylaw.
2. This bylaw shall come into force and take effect on approval by the Minister of Government Relations and publication in the Saskatchewan Gazette.