

## Policy on Categories of Membership

### Section 1 – General

1. **Corporate Member:** means “under the previous CIP bylaw, a person approved for membership in the Institute as a Member, Provisional member, Candidate member, or Student member.”
2. **MCIP:** means “member of the Canadian Institute of Planners.”
3. **LPP:** means “Licensed Professional Planner.”
4. **RPP:** means “Registered Professional Planner.”

### Section 2 – Regulators of Membership

1. The Atlantic Planners Institute (API) is a Provincial and Territorial Institute or Association (PTIA) of the Canadian Institute of Planners (CIP).
2. API is composed of four provincial branches, which control Membership through provincial regulations or bylaw. These branches are:
  - a) Licensed Professional Planners Association of Nova Scotia (LPPANS)
  - b) New Brunswick Association of Planners (NBAP)
  - c) Newfoundland and Labrador (NL)
  - d) Prince Edward Island Institute of Professional Planners (PEIIPP)

### Section 3 - Categories of Membership

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

### Section 4 - Regulated Members

1. A Regulated Member will be registered in one of the following subcategories:
  - a) Registered Members (MCIP/LPP/RPP);
  - b) Candidate Member;
  - c) Pre-Candidate Member;
  - d) Student Member; and
  - e) Retired or Non-Practicing Member.
2. 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 API;
- c) to receive a copy of API documents designed for distribution to Members; and
- d) to receive any notices of API.

3. Except for Retired or Non-Practicing Members, Members in good standing may:

- a) hold office in API, in accordance with the Act and this bylaw and
- b) have a voice and vote at the annual and special meetings of API.

4. Members carry obligations including but not limited to the following:

- a) Members, in all categories, shall comply with:
  - i. this and any policies relating to Members;
  - ii. CIP's Code of Professional Conduct; and
  - iii. CIP'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 API.

5. Except for Pre-Candidate, Student, and Retired or Non-Practicing Members, members in all categories, shall adhere to API'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 API.

#### **4.1 Registered Members of the Canadian Institute of Planners (MCIP)**

1. Registered Members of the Canadian Institute of Planners may also be recognized as a Registered Professional Planner (RPP) or Licensed Professional Planner (LPP).

2. Membership as an MCIP, RPP and/or LPP entitles a person to the following privileges:

- a) Ability to practice professional planning as defined in the provincial Acts;
- b) use of the title of MCIP, RPP, or LPP as set out in the respective provincial Acts; and
- c) use of a Seal issued by the Canadian Institute of Planners.

3. Any RPP or MCIP from another Canadian province or territory who is registered to practice in Atlantic Canada may retain their membership in any other jurisdiction.

#### **4.2 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 recommended for Candidate Membership by the Professional Standards Board; and
- c) who have been accepted as a Candidate by the relevant provincial branch of API;

2. Membership as a Candidate entitles a person to the following privileges:

- a) to practice planning in one of the Atlantic provinces under the supervision of an MCIP, RPP, or LPP; and
- b) to identify themselves as a Candidate of API.

#### **4.3 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; or
  - b) who hold an academic degree from a Professional Standards Board Accredited Planning School, but who have not yet applied to be a Candidate Member through the Professional Standards Board.
  
2. Membership as a Pre-Candidate entitles a person to the following privileges:
  - a) to practice planning in one of the provinces in Atlantic Canada under the supervision of an MCIP, RPP, or LPP; and
  - b) to identify themselves as a Pre-Candidate of API.

#### **4.4 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 planning in a province in Atlantic Canada under the supervision of an MCIP, RPP, or LPP; and
  - b) to identify themselves as a Student Member of API.

#### **4.5 Retired or Non-Practicing Member**

1. A Retired or Non-Practicing Member is a Member of the Canadian Institute of Planners (MCIP, RPP or LPP) who is no longer practicing as a professional planner.
  
2. For the purpose of this policy, a Non-Practicing Member includes a Lapsed Member and a Resigned Member as per the current Professional Standard's Committee's Membership Policy Manual.

### **Section 5 - Subscribers**

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

## **Section 6 - Change of Status**

1. Candidate members may become Members of API by meeting the Member Registration requirements of the Provincial Branch by-laws and the Professional Standards Board.
2. Persons who have not paid appropriate fees, who have not met requirements for Continuous Professional Learning or who have lost their good standing with the Canadian Institute of Planners will have no Member privileges in API.
3. Persons who have been suspended or expelled in accordance with Provincial Branch regulations will have no Member privilege.
4. Non-Practicing or Retired Members who wish to be re-instated as a Member shall follow the procedures outlined in Section 4.4 of the Professional Standards Committee's Membership Policy Manual and any other additional requirements of the respective provincial branch organization.

Approved by Council: November 16, 2016