

Atlantic Planners Institute Council Meeting

November 28, 2005
Bedford, Nova Scotia

1. Call to order (10:40 AM)

Members present:

Colleen Clare
Alex Forbes
Albert Dunphy
Kingsley Lewis
Elaine Mitchell
Barry Zwicker
Stephanie Bohdanow

(Andrew Curran and Samantha Murphy send their regrets)

2. Approval of agenda

Alex requested that a CIP Representative update be added to item #5, Branch and Student Representative updates.

Approval of agenda, as amended, by consensus.

3. Approval of minutes (September 28, 2005)

Colleen requested clarification on a couple of points from the September 28th Council meeting. Council agreed to send the minutes to Mark Poirier so that he can update the API website.

Moved by Colleen Clare, seconded by Elaine Mitchell that the minutes from the September 28th Council meeting be approved, as amended.

CARRIED

4. Treasurer's Report – Elaine Mitchell

Elaine delivered the Treasurer's Report, including the Balance Sheet and Statement of Revenues and Expenditures, dated November 23, 2005. API is currently in the red by approximately \$6000. However, this number will change, as there are still some unpaid conference fees due to API.

Discussion ensued concerning increases in API and CIP membership dues. Alex stated that CIP may raise their membership dues in the upcoming year and suggested API do the same. Elaine suggested two ways API can bring in more money: increase membership

dues or recruit new and former API members. API also has to cut down on expenses and budget to match the strategic plan. Alex felt it would be beneficial to have a cost/benefit analysis done, to see how many new members would be needed in order to maintain current membership dues. Elaine and Kingsley agreed to consider this. Alex also suggested API deliver more conferences and sessions in order to bring in more funds.

Moved by Elaine Mitchell, seconded by Albert Dunphy to accept the Treasurer's Report, dated November 23, 2005, a copy of which is appended to and forms part of these minutes.

CARRIED

Moved by Elaine Mitchell, seconded by Stephanie Bohdanow to accept the bank reconciliation, a copy of which is appended to and forms part of these minutes.

CARRIED

5. Branch and Student Representatives Updates

Student Representative – Stephanie Bohdanow

Stephanie announced that she would be the new Student Representative, replacing Andrew Curran.

Stephanie gave an update on the mentorship program, saying 28 people have signed up to be mentors under the program. Out of those 28, however, only 4 people have returned their sign-up information so far. Val Spencer, a part-time instructor at Dalhousie, is helping with the program.

Stephanie also gave information concerning the upcoming Dalhousie winter planning module, the title of which will be Bringing Transit Home. The module will be held from February 9-11, 2006 in Dartmouth. Elaine suggested that information concerning the module be delivered to API members via the website and emails.

NL – Elaine Mitchell

The NL Branch is settling the books after hosting a successful API conference. Elaine felt there might be a small profit from the conference, but this would not be clear until final payments to API are made.

NB – Colleen Clare

The NB Branch approved its new By-Law, which recognizes the Professional Planners Legislation passed earlier in the year. Under the new By-Law, the Branch voted in a new council. Ron Corbett was voted as President, Colleen Clare as Vice President and Mark Reade as Secretary/Treasurer.

Alex discussed a major change that would alter the way planning is carried out in the province. The provincial government is considering removing the Commission structure, replacing it with planning from a centralized office. Many planners feel that this is a step backwards and would not be a good idea. The NB Branch is prepared to oppose such action.

The NB Branch is next up in the rotation to host the 2006 API conference. There was some discussion as to whether or not the NB Branch should step aside so that they can focus their attention on hosting a national conference in 2008 instead. Alex agreed to discuss this further with the NB Branch and get back to Council on it as soon as possible.

NS – Albert Dunphy

Albert delivered the NS Branch report, first giving an update of the Licensed Professional Planning Legislation. The legislation was introduced to the House of Assembly and received 1st and 2nd reading. Third and final reading is slated for early December 2005.

The NS Branch sponsored two professional development events, with another event coming up in December. As well, NSAPP held a fall student meet and greet in September of 2005. The Branch has agreed to participate in the upcoming Dalhousie winter planning module, focusing on such things as the benefits of CIP membership.

Albert brought forward a proposed budget for the Dalhousie accreditation review project. Council approved this budget in principle.

PEI – Samantha Murphy

Samantha was not able to make it to the meeting, but she forwarded the PEI Branch update by email. There were a number of questions concerning continuing professional development, such as the feasibility of attaining the full number of credits per year and what types of courses will count for credits.

The PEI Branch wished to hear from other provinces that are in the process of preparing professional legislation, with specific questions about reciprocal and temporary licensing between provinces for travelling consultants.

Samantha has spoken with Mark Poirier concerning a hand over of the API website. She felt she would be able to spend more time on the project early in the new year.

CIP Representative Report – Alex Forbes

Alex delivered a report on CIP initiatives over the past few months. Included on the list: membership standards review, OUQ agreement, CPL, policy on communications, World Urban Forum, First Nations Initiative, VIA train tour and Planners Without Borders.

6. Discussion of Strategic Issues – Kingsley Lewis

Kingsley delivered a chart of API's strategic overview of key issues. Among these issues are API's changing role, membership, services to members, API's relationship with

Dalhousie and CIP, financial matters and public presence. Included with each issue was a list of objectives, tactics and lead responses.

Concerning declining numbers in membership issues, Council requested that these numbers be posted so that they could see the difference from year to year.

In order to strengthen the relationship between Dalhousie and API, Council suggested that API members be on the program for such things as the upcoming winter module. As well, Council suggested that API members make an effort to attend year-end presentations.

Council discussed options for mass emailing of the Planner's Pen. Council also felt that branch activities should be supported and communication between branches be improved.

It was suggested that API look after membership fee collection but Council felt that it was best to leave this with CIP.

***At this point, Council met with John Bain, Membership Chair, concerning item #16 on the agenda, Discussion with Membership Committee**

Council reviewed a number of issues with John Bain, Membership Chair. Among these issues were membership committee responsibilities, the time required to process applications, communications with applicants, Council and membership, members transferring from other affiliates, CIP membership study, exam markers and student recruitment and liaison.

John felt that the relationship between the Membership Chair and the National Membership Committee should be formalized. There should also be more communication between the committee and the Branches.

John agreed that there had been a backlog in membership review in the past, but the Committee is up to date now. By meeting quarterly, the time required to process applications should not be an issue. Council suggested that provisional membership approval be automatic and that a follow up letter be sent to those seeking full membership as soon as possible.

Concerning exam markers, John suggested that there be at least two from each Branch (eight in total). In terms of the exam itself, it was suggested that the questions should be translated to French on the website.

Council agreed to have John back at the next Council meeting to talk about National Membership Committee activities.

John and Stephanie then excused themselves and Council continued with the agenda.

7. Update on CPL – Barry Zwicker

Barry delivered the status of CPL, saying that provincial representatives will be sending any suggested refinements of the program in the near future. Nancy Griffiths is the representative for Newfoundland and Labrador, Samantha is the representative for Prince Edward Island, Barry is the Nova Scotia representative and Bill Budd represents New Brunswick. After these suggestions are received, the program will once again be sent to all the members for a final review. At that point, the focus will be on bringing in programs to the Branches.

8. Conflict of Interest Policy

Council reviewed a draft of the Conflict of Interest Policy, which Kingsley prepared.

Moved by Albert Dunphy, seconded by Alex Forbes that the Conflict of Interest Policy be approved.

CARRIED

9. Progress Report on Dalhousie Planning School Mentorship Program – Andrew Curran

This item was previously discussed under item #5, Student Representative update.

10. Progress Reports on Dalhousie Planning School – Albert Dunphy

This item was previously discussed under item #5, Student Representative and NS Representative updates.

11. Executive Director’s Report – Kingsley Lewis

Kingsley felt it would be beneficial for him to have full access to the CIP membership database.

Moved by Elaine Mitchell, seconded by Albert Dunphy to:

- (a) request that CIP provide Kingsley Lewis, API Executive Director, with the necessary training and access to the CIP membership database; and**
- (b) investigate providing access to the CIP membership database to each of the four API Branch Representatives.**

CARRIED

Kingsley presented the draft of the new API letterhead design.

Moved by Alex Forbes, seconded by Albert Dunphy to approve the new API letterhead design.

CARRIED

12. Planner's Pen – Kingsley Lewis

Kingsley has been in contact with Dennis Freisen about distributing the Planner's Pen in digital format. Dennis agreed that it was a good idea to do the Pen online, that it would save a lot of cost in terms of hardcopy production and mailing. Some hardcopies can still be available, but photocopies could be made if necessary in order to cut down on costs. Dennis is also open to an extension of the contract between API and himself to produce the Pen for another two years. The cost of the extension would be altered to reflect the production of the Pen in a digital format rather than hardcopy. Kingsley agreed to continue discussions with Dennis on these issues.

13. Proposed CIP membership study – Barry Zwicker

Barry discussed the terms of reference that have been suggested by CIP for the membership study. A financial contribution from API towards the study was also discussed.

Moved by Alex Forbes, seconded by Colleen Clare that Council agree to cost sharing on the proposed CIP membership review project to a maximum of \$1100 (out of the 2005 Membership Committee budget).

CARRIED

14. Action on Delinquent Members List – Barry Zwicker

Council reviewed a list of delinquent API members. A number of those on the list were students. Others were members who have moved away and are currently living in other areas outside of API Branches.

15. Christmas Reception at Dalhousie Planning School – Albert Dunphy

This item was previously discussed under #5, NS Branch update.

16. Discussion with Membership Committee

This item was previously discussed between #6 and #7.

17. Payment of Council Expenses

Moved by Alex Forbes, seconded by Colleen Clare that Council approve expenses.

CARRIED

18. Next Meeting

Council agreed that the next meeting should be held sometime in the spring of 2006. A day and time for this meeting will be determined at a later date.

19. Adjournment (5:05 PM)