



**Atlantic Planners Institute**  
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Atlantic Planners Institute  
API COUNCIL MEETING

April 8, 2005  
Bedford, Nova Scotia

**1) Approval of the Agenda**

Moved by Elaine Mitchell and Seconded by Samantha Murphy that the agenda be approved with the addition of items 2 b) New Brunswick Planners Activities, 2 c) Prince Edward Island Planners Activities, 2e) Newfoundland Planners Activities and that item 6 include the Newfoundland API conference update.

**CARRIED**

Council members present included Barry Zwicker, Samantha Murphy, Alex Forbes, Elaine Mitchell, and Tim Savoie. Kingsley Lewis, the API Executive Director was also in attendance.

**2) a) *Nova Scotia Planners Restart***

It was reported that a number of informal meetings had taken place over the past months to discuss opportunities for regenerating interest in the NS branch. A request was submitted for \$500 of the annual Nova Scotia API allocation to cover costs associated with the AGM and future events.

**Moved by Alex Forbes and Seconded by Elaine Mitchell**

**THAT \$500 be allocated to the Nova Scotia Planners for costs associated with the Annual General Meeting and future events as part of the Nova Scotia annual allocation and that the budget and financial statement submission associated with this request be waived in this instance.**

**CARRIED**

2005 Minutes – Subject to Approval

b) *New Brunswick*

Alex Forbes outlined the activities of the NB Branch, which primarily included continued efforts towards the introduction of professional name legislation. It is anticipated that the legislation will be submitted to the legislature in the Spring 2005 session. It was also noted that Council Member Tim Savoie will be resigning from the API Council in May given that he is relocating to British Columbia and that the NB Branch is seeking a replacement for this position as well as a membership representative.

c) *NFLD and Labrador*

Elaine Mitchell outlined the activities of the NL Branch which primarily included efforts associated with the annual API conference and Annual General Meeting which will be held in St. John's NL in the fall of 2005.

d) *Prince Edward Island*

Samantha Murphy reported that an election had recently taken place and the new PEI Branch executive members included Jack Saunders, President, Don Poole Councillor and Sam Murphy Councillor. The PEI branch currently consists of approximately 8 members.

**Moved by Tim Savoie and Seconded by Samantha Murphy**

**THAT the branch reports be accepted and that the annual allocation for the New Brunswick, Newfoundland, and Prince Edward Island API branches based on membership be approved.**

**CARRIED**

**3) Draft Terms of Reference Executive Director**

Kingsley Lewis was in attendance and outlined the draft Terms of Reference and Task Schedule and prioritization for the API Executive Director position.

**Moved by Alex Forbes and Seconded by Tim Savoie**

**THAT the draft terms of reference be accepted with minor changes bringing forward the updating of API bylaws to the Spring/Summer of 2005 and commencing the preparation for the fall API AGM.**

**CARRIED**

**Moved by Alex Forbes and Seconded by Samantha Murphy**

**THAT Kingsley Lewis be appointed as the API's first Executive Director compensation to be addressed in the budget discussion.**

**CARRIED**

**4) Corporate Registration**

Industry Canada has informed API that a Bylaw sanctioned by a least 2/3 of the membership is necessary to amend the Head Office Location included on the Form 3 Annual Summary. The subject bylaw will be prepared by Kingsley Lewis and brought to the membership at the Annual General Meeting in September 2005. In the interim, Tim Savoie will submit the annual Industry Canada Summary.

**5) PEI 2004 Conference**

Kingsley Lewis and Samantha Murphy outlined the statement of Revenue and Expenses associated with the PEI conference. In summary, the net loss for the conference was \$863.33.

**Moved by Samantha Murphy and Seconded by Alex Forbes**

**THAT Council accept the statement of revenue and expenses and that Council thanks the PEI group for their hard work and a great conference.**

**CARRIED**

A discussion ensued with respect to the sharing of losses and profits associated with conferences. It was suggested that API should be sharing both profits and losses equally with the respective host branch.

**Moved by Alex Forbes and Seconded by Tim Savoie that API continue to provide seed funding for conferences**

**AND THAT conferences be designed to generate profits;**

**AND THAT both profits and losses will be distributed evenly between the API and the respective conference host branch.**

**CARRIED**

**6) AGM Planning and Schedule and Conference Update**

Elaine Mitchell provided an overview of the progress to date with respect to 2005 conference and AGM scheduled to take place in Newfoundland in the fall. The hope is to attract both planners and non planners to the conference

A general discussion with respect to the Annual General Meeting took place. Kingsley Lewis was asked to investigate the procedure associated with the election of officers and report back to Council.

**Moved by Elaine Mitchell and seconded by Alex Forbes**

**THAT seed money be forwarded to the Newfoundland branch to initiate the conference planning.**

**CARRIED**

**7) 2005 Budget**

Elaine Mitchell outlined the 2005 Financial Report. A general discussion ensued.

**Moved by Samantha Murphy and seconded by Alex Forbes**

**THAT the NS Branch 2002 and 2003 Allocations namely being \$1875 and \$2040 be removed from Accounts Payable given that these funds have not be requested;**

**AND THAT the March 31, 2005 bank reconciliation be accepted.**

**CARRIED**

The proposed 2005 Budget was outlined by Ms. Mitchell. Discussion ensued with respect to membership fees, the non payment of fees by members, the Dalhousie building fund, improving relations with Dalhousie University and the absence of the student representative from this and other Council meetings. Barry Zwicker indicated that he would write to those members who are in arrears with respect to the payment of membership fees. As well, Mr. Zwicker indicated that he would make contact with Dalhousie University to discuss the building fund.

The following changes were made to the proposed 2005 budget:

**Expenditures**

- The Executive Director line item was eliminated and replaced with an Administrative Services item with a budget of \$10,000;
- the CAPS conference 2005 line items was reduced from \$2000 to \$1000;
- the DAL Building Fund was reduced from \$2000 to \$1000;
- the Dalhousie Planning Module was reduced from \$750 to \$500.

**Moved by Alex Forbes and seconded by Elaine Mitchell**

**THAT the 2005 budget be approved as amended.**

**CARRIED**

**8) Continuous Professional Learning (CPL)**

It was indicated that Bill Ashton had resigned as the CPL chairperson. Barry Zwicker indicated that he would meet with Bill Ashton and following which he would attend the CPL meeting at the end of April as an interim measure.

**9) By-law Amendments**

A discussion ensued with respect to the procedure to amend the API bylaw. Kingsley Lewis will develop a strategy with respect to changes associated with the President and Vice President framework and report back to the Council.

**10) Name Change for Alberta Planning Association**

The Alberta Planning Association has requested feedback from API with respect to their proposed name change to the Alberta Professional Planners Institute given that the name is similar to API. After discussion it was indicated that Council had no concern with the proposed name change and that Alex Forbes would pass on Council's comments to the Alberta Planning Association.

**11) CIP Plan Canada Awards Jury**

CIP has requested that a member from API take part in the CIP Plan Canada awards jury. A number of suggested names were put forward including Ken Obrien and Frank Flannigan. Alex Forbes agreed to discuss this opportunity with Mr. Obrien and Mr. Flannigan.

**12) Nominating Committee - By-law Amendments**

Kingsley Lewis reported on the by-law requirements and notification periods associated the amending of the API By-law. After discussion the following motion was passed:

**Moved by Alex Forbes and Seconded by Tim Savoie**

**THAT Kingsley Lewis take the necessary action to implement changes to the API By-law at the next AGM scheduled for Fall 2005**

**CARRIED**

**13) Other Business**

**Moved by Alex Forbes and Seconded by Elaine Mitchell**

**THAT Councils expenses associated with this Council meeting be approved.**

**CARRIED**

**14) Adjournment**

Meeting was adjourned at 3:35 pm.