



# Atlantic Planners Institute Institut des Urbanistes de l'Atlantique

**Atlantic Planners Institute  
Council Meeting**  
September 28, 2005  
St. John's, Newfoundland

## **1. Call to order (2:30 pm)**

### **Members present:**

Colleen Clare  
Andrew Curran  
Albert Dunphy  
Kingsley Lewis  
Elaine Mitchell  
Samantha Murphy  
Barry Zwicker

(Alex Forbes sends his regrets)

## **2. Approval of agenda**

**Moved by Albert Dunphy, seconded by Elaine Mitchell that the agenda for the meeting be approved.**

**CARRIED**

## **3. Approval of minutes (April 8, 2005 and August 11, 2005 teleconference)**

Samantha Murphy offered the following change to the minutes: Don Poole is the Secretary-Treasurer of the PEI Branch, not a Councillor as noted in the minutes.

Elaine Mitchell offered the following changes to the minutes: API Council decided to support a climate change proposal being prepared by Terrain Group and serve as a project applicant; API Council agreed to share Barry Zwicker's expenses associated with attendance at the affiliate president's meeting in Calgary as part of the CIP conference.

**Moved by Samantha Murphy, seconded by Elaine Mitchell that the minutes from the April 8, 2005 and August 11, 2005 (teleconference) Council meetings be approved, as amended.**

**CARRIED**



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## 4. Treasurer's Report

Elaine Mitchell delivered the Treasurer's Report, including the Balance Sheet and Statement of Revenues and Expenditures dated August 31, 2005. API is currently in the black by approximately \$4000. After the upcoming API conference, this amount would either be closer to zero or perhaps somewhat in the red. There are two GICs coming due in October, which will automatically be renewed. Council was given advice by an auditor to carry out a bank reconciliation, the results of which were presented.

**Moved by Colleen Clare, seconded by Andrew Curran to accept the reconciliation and the Balance Sheet and Statement of Revenues and Expenses, dated August 31, 2005, a copy of which is appended to and forms part of these minutes.**

**CARRIED**

Elaine Mitchell delivered the branch allocation request by Albert Dunphy, on behalf of the Nova Scotia branch.

**Moved by Elaine Mitchell, seconded by Samantha Murphy to approve the allocation of funds to the Nova Scotia branch to the amount of \$1900, representing the remainder of the 2005 NS Branch allocation.**

**CARRIED**

Elaine Mitchell reported on Wayne Moores', CGA, review of API's books (not a full audit), which was carried out to make sure API was operating within the accounting principles. Wayne Moores made some recommendations to update the API accounting practices.

**Moved by Elaine Mitchell, seconded by Albert Dunphy to accept audit for 2003-2004 as circulated (a copy of which is appended to and forms part of these minutes) and to present these reports at the AGM.**

**CARRIED**

## 5. Branch and Student Updates

Andrew Curran delivered the Student Representative report. Of note was the new Bachelor of Community Design and Master of Planning programs celebrating their first graduating classes in May of 2005. As well, there is an interest by students to be more involved in API activities. There is a renewed interest in the mentorship program.



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Samantha Murphy delivered the Prince Edward Island Branch report. The branch, which took some time to recharge after last year's conference, has a number of projects on their wish list. Included on the list is exploring the possibility of professional legislation and setting up an outreach program between planners and various professional groups (such as lawyers, architects and surveyors) to foster a public discussion of the role of planning in PEI.

Colleen Clare delivered the New Brunswick Branch report. Of note was the province's recent adoption of the New Brunswick Registered Professional Planners Act. Most of the Branch's time and energy from the past year was spent on having this legislation passed.

The NB Branch will elect a new president soon, with the departure of Bill DeGrace, who is leaving in early November to pursue a new career opportunity outside of Canada.

Elaine Mitchell delivered the Newfoundland and Labrador Branch report. The Branch has concentrated the bulk of its efforts on organizing the 2005 API conference and pre-conference workshop.

Albert Dunphy delivered the Nova Scotia Branch report. After a brief hiatus, the NS Branch is back in full swing. A number of important issues have been dealt with over the past few months. The Branch has formally adopted four working subcommittees to deal with issues of membership, special projects, licensed professional planner legislation and professional development. As well, the Branch continues to foster relationships with Dalhousie University and its School of Architecture and Planning.

The NS Branch requested, by letter, a contribution from API of \$1000 so that they could continue the professional legislation process. Nova Scotia has received funding for this purpose in the past.

**Moved by Albert Dunphy, seconded by Samantha Murphy that API forward to the Nova Scotia Association of Professional Planners a financial contribution of \$1000 for the purpose of putting in place professional legislation.**

**CARRIED**

## **6. Executive Director's Report**

Kingsley Lewis delivered the Executive Director's report. A number of tasks were completed within the last few months, including establishing links with the Continuing Professional Development Committee, Dalhousie, API's webmaster and the Membership



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Committee. Kingsley is also working on developing plans for updating the Strategic Plan and By-Laws (some by-law amendments were carried out in May 2005).

## 7. Discussion of Membership Matters

A number of issues have been brought up over the past few months concerning membership matters. Among these issues, many members feel there is a lack of communication between themselves and the Membership Committee. The members are frustrated with the amount of time it takes to process a membership application. As well, there may be a number of planners operating within the area who have not renewed their membership.

Council felt the need to have a more open door policy to encourage new members. One solution suggested was to revamp the API website so there is more of a membership focus, including who to contact in order to start the membership process and what forms to fill out. Perhaps the website could be taken over from the current webmaster, Mark Porier.

**It was decided that a meeting with the Membership Committee was required as soon as possible to discuss the issues and problems. The meeting will take place as part of the next Council meeting, to be held in late November. Kingsley Lewis will prepare a list of matters for discussion.**

## 8. Next Steps in CPL

Barry Zwicker reported on the current status of the Continuing Professional Learning and presented a document outlining the process. Council agreed to endorse the document, which will be presented at the AGM. The National Council has approved mandatory CPL across the country. Currently, CPL is not mandatory within API. However, **during the upcoming AGM members will be asked to carry out CPL on a volunteer basis for a 20-month period, from April 2, 2006 to December 31, 2007.** Within a year, CPL will be mandatory and members will be familiar with the process.

## 9. Dalhousie University Planning School Matters

Barry Zwicker discussed the issue surrounding the Bachelor of Community Design program, which currently is not recognized by CIP. There is a review underway, however, by the NS Branch to have this issue solved.

Andrew Current continued his discussion on the Mentorship Program. There appears to be an interest by students to implement the program, which was approved by API a



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number of years ago. Other planners, not just students, could use the program. **During the upcoming AGM, the program will be discussed and volunteers will be asked to sign up as mentors.**

## 10. Conference Insurance

Elaine Mitchell discussed the importance of obtaining insurance by API for conferences and the fact that the insurance is quite costly and prohibitive. **It was decided to refer the matter to CIP Council, through Alex Forbes.**

## 11. Strategic Plan and By-Law Amendments Process

Kingsley Lewis presented an overview of the current strategic plan, including the key issues facing API. Among these issues are planning legislation, membership, API's relationship with CIP, services to members, financial matters, administration, API's relationship with Dalhousie and public presence. **It was agreed that Council would provide comments on the list of issues in order to provide an agenda for the next meeting.**

## 12. Planners Pen Contract

Elaine Mitchell reported that the last issue of Planners Pen under its existing contract has been sent out. **It was agreed that Council would ask the membership during the upcoming AGM whether or not they would support a Planners Pen in email format, to save time and money.**

## 13. Head Office Location

Kingsley Lewis reported that a motion would be required at the upcoming AGM in order to change the head office location, which would satisfy the requirements of Industry Canada. A draft of the motion was presented.

## 14. Policy Respecting Council Endorsement of Proposals and Projects

Elaine Mitchell expressed concerns with API's endorsement of proposals and projects and the perception of conflict by other members. API does not currently have a policy with respect to conflict of interest. **It was agreed that Kingsley Lewis would draft a conflict of interest policy to address this issue. The policy will be circulated at the next Council meeting.**



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## 15. Other Business

Barry Zwicker attended the opening of the new Dalhousie building and reported that it was well attended by the community.

Discussion was held on approving Council's expenses for the API conference in St. John's, Newfoundland, as well as expenses for the API Awards for Planning Excellence (submitted by Colleen Clare) and office expenses (submitted by Kingsley Lewis).

**Moved by Barry Zwicker, seconded by Albert Dunphy that Council's expenses for the API conference in St. John's, Newfoundland, as well as expenses for the API Awards for Planning Excellence (submitted by Colleen Clare) and office expenses (submitted by Kingsley Lewis) be approved.**

**CARRIED**

## 16. Next Meeting

The next meeting of Council will be late fall, most likely late November, in Halifax, NS. Council will determine the time and place at a later date.

## 17. Adjournment

**Moved by Samantha Murphy, seconded by Andrew Curran to adjourn (time, 6:05 pm).**

**CARRIED**