

**Atlantic Planners Institute
Council Meeting
April 7, 2006
Rodd Hotel, Charlottetown, PEI**

1. Call to order, 11:15 AM

Present:

Kingsley Lewis

Alex Forbes

Elaine Mitchell

Samantha Murphy

Barry Zwicker

Albert Dunphy

Colleen Clare

Regrets:

Stephanie Bohdanow

2. Approval of the agenda

Moved by Samantha, seconded by Alex.

Carried

3. Approval of minutes (November 28, 2005)

Moved by Colleen, seconded by Alex.

Carried

4. Branch, CIP and Student Representative Updates

Stephanie was not present, so Barry gave the Student Representative update. There have been a few more names added to the mentorship program.

Elaine gave the NL Branch update. The 2005 API conference, hosted by the NL Branch, brought in about \$1200. The Branch has discussed different ideas for CPL and would like to carry out some hazard planning workshops in the fall.

Alex and Colleen gave the NB Branch update. The NB Branch will be hosting the 2006 API conference in the fall and they requested some ideas for a theme. The NB Branch and Downtown NB will cohost the conference. An email will have to be sent to the membership in order to notify them of the conference and request a call for proposals. As well, the Branch will need to submit a formal request for seed money to Elaine.

Albert gave the NS Branch update. The Branch is awaiting the Governor in Council to order and declare proclamation of An Act to License Professional Planners in the Province of Nova Scotia. The Branch has sponsored a number of CPL events. As well, the Branch held a meet and greet and a wine and cheese evening with members and students. A report on the Dalhousie University School of Planning Accreditation Project update was given.

Albert also brought up an issue that was brought to his attention concerning Dalhousie professors applying for, and receiving, planning contracts. Some people feel this gives

them an unfair advantage. Council felt a letter to the school asking for their stance on the issue would be the best approach and Barry agreed to prepare such a letter.

Sam gave the PEI Branch update. The Branch will hold their annual elections in May. There are 10 local committee members, up from 7 last year.

Alex gave the CIP Representative update. CIP Council held a meeting in March of 2005. OPPI is driving a report for a core affiliate agreement with CIP. The report is meant to look at what CIP does in relation to affiliates and explains why there is a need for an agreement.

The membership review is going well.

CAPS is being dissolved. In its place will be another type of body that will look after the student's needs.

The possibility of having a national conference in Fredericton, or in any of our Atlantic areas, was questioned in terms of rural and smaller cities being able to afford to carry one out.

The communication strategy was discussed.

International and domestic affairs were outlined, including the Chinese ministry, internship programs, Granada, Planners without Borders, World Urban Forum Train, and First Nations Committee.

Break for Lunch

11. Discussion with Membership Committee Chair

The Council met with John Bain, Membership Chair, to discuss a confidential report on membership. There are some concerns with the language issue. Ontario has translated the questions and API will be able to use these.

In the future, the membership exam will have to be written by all members in order to receive their full membership. With all the new provincial legislation being put into place, the CPL bar is raised.

The Membership Continuous Improvement Project was discussed. A recommendation from the National Membership Committee was to include a clause where a member would sign to show that they haven't done anything to contravene the conduct/ethics of CIP.

Moved by Alex, seconded by Elaine to amend report to include conduct/ethics clause.

Carried

Council discussed the advantage of hiring someone who isn't a planner to put together a review on how to improve the membership project. A number of other questions were discussed, as well, such as: How do smaller areas deal with the requirement of a higher number of required sponsors? Why 3 sponsors instead of 2? Are sponsors direct supervisors or can they be someone who reviews the work? Will there be training for exam markers? Is the exam marked by CIP or the affiliates? There were also questions on reciprocity. What is Prior Learning Assessment Recognition for? Why would the

project recommend an exemption for members of AICP and RPTI if PLAR were in place?

Added to Agenda: discussion with Dennis Friesen concerning the Planner's Pen

Dennis joined Council to give an update on the Planner's Pen. He has received a 100% return on his request for information so there will be a lot of items in the next issue, including an article on affordable housing. It costs about half as much to send the Pen by email rather than by mail. Due to this, we can afford to send out more issues.

5. Treasurer's Report

Elaine delivered the Treasurer's Report. There was nothing new to report as of the time.

6. Executive Director's Report

Kingsley delivered the Executive Director's Report. He has been using the CIP database to send group emails to the membership. There are a few glitches, but it works fairly well otherwise.

Kingsley is reviewing the by-laws and amendments and revisions.

A nominating committee is required.

Moved by Elaine, seconded by Albert for Barry and Alex to form a nominating committee.

Carried

7. Financial Matters

a. Discussion of long term revenue and expenditures. A report was given by Kingsley. Our expenditures are exceeding the core revenues and using up the Members Equity. By the end of 2008, if we don't make any changes, we'll have a deficit in the Members Equity. There are some options for solutions, including increasing membership fees, outside sources of money (i.e. Conferences) and recruiting more members. Membership fees haven't increased in at least 10 years, if not longer. A fee increase will help with this problem. The information should be given to the membership so that they know why the increase is needed. Kingsley will continue to work on the issue and prepare a letter to the membership giving them an update.

b. 2006 Budget. Elaine delivered the budget (attached to and forming part of these minutes).

Moved by Sam, seconded by Alex to hire an auditor to do our books.

Carried

Moved by Alex, seconded by Colleen to defer the Dalhousie Building Fund (2005-2006) payments so that we don't go into member equity.

Carried

\$600 put aside for student conferences and student representatives' meeting.

Moved by Elaine, seconded by Albert to approve the budget and amendments.

Carried

8. Reports and Policy Matters

Moved by Colleen, seconded by Sam to adopt Strategic Issues Plan as a guide.

Carried

Moved by Sam, seconded by Alex to adopt Email Voting Policy.

Carried

Moved by Albert, seconded by Alex to adopt Grants Review Report and Policy.

Carried

Sam felt that the scholarship should go to a student enrolled in an Atlantic school. She suggested section (ciii) be removed.

Elaine suggested that wording be added to reflect a report is required in order to receive a special grant.

9. Update on CPL

Barry delivered an update on CPL. The guide has been reviewed to make it consistent and small changes are required. Barry will make these changes and circulate. As of April 2006, the voluntary program started.

10. Update on New Website

Sam delivered and update on the new website. Sam wishes to add the profiles of those members who've been given awards.

11 and 12 already discussed

13. Payment of Council Expenses

Moved by Sam, seconded by Albert to pay Council expenses.

Carried

14. Next meeting set for October 2006 during the API conference.

15. Adjournment

Moved by Albert, seconded by Sam to adjourn at 7:00 PM.