



Atlantic Planners Institute Institut des Urbanistes de l'Atlantique

API COUNCIL MEETING MINUTES
Service Nova Scotia and Municipal Relations Board Room A
Maritime Centre, 1505 Barrington Street, Halifax, NS
December 8, 2006
(Approved March 23, 2007)

In attendance: Albert Dunphy, MCIP, President
Samantha Murphy, MCIP, Prince Edward Island Councillor
Elaine Mitchell, MCIP, President Elect
Katherine Perrott, Student Representative
Nancy Griffiths, MCIP, Newfoundland and Labrador Councillor
Kingsley Lewis, MCIP (Ret), (Executive Director)

Regrets: Tammy Wilson, MCIP, Nova Scotia Councillor
Colleen Carey, MCIP, New Brunswick Councillor

1. Call to order

In the absence of President Albert Dunphy, who had been delayed, the meeting was called to order at 10:15 AM by President Elect Elaine Mitchell, acting as Chair Pro-tem.

2. Approval of the Agenda

It was moved by Samantha Murphy and seconded by Nancy Griffiths that:

The Agenda be approved as presented.

CARRIED

3. Approval of minutes

It was moved by Samantha Murphy and seconded by Nancy Griffiths that:

The Minutes of the meeting of October 18, 2006 be approved as presented.

CARRIED

It was moved by Samantha Murphy and seconded by Nancy Griffiths that:

The Minutes of the meeting of October 19, 2006 be approved as presented.

CARRIED

It was moved by Samantha Murphy and seconded by Katherine Perrott that:

The Minutes of the meeting of October 20, 2006 be approved as presented.

CARRIED

4. President's Remarks

The Presidents remarks were deferred pending the arrival of the President.

5. Branch, CIP and Student Representative updates

a) Student representative

Katherine Perrott presented a verbal report, the highlights of which were:

- The Mentorship program was proceeding and is considered to be successful;
- A "Meet and Greet" had been held in September with practitioners;
- Twelve students had attended the API Conference and AGM in October;
- The Graduate Student Society had sent a letter to CIP respecting the proposals in the MCIP Project. No response had been received from CIP.
- Several professional sessions were scheduled.

President Albert Dunphy joined the meeting at 10:30 AM and assumed the Chair. Agenda Item 4 was placed on the table.

4. President's remarks

In his remarks the President noted that:

- CIP has scheduled an Affiliate Presidents teleconference in December;
- He felt that the Grants Policy should be revised;
- The Executive Director's role may need expansion;
- API had previously made a contribution of \$1,000 to the NS Branch to assist in the development of its planners legislation and this was being returned because it was not required;
- The NB Branch had delivered a very successful conference in terms of the attendance and content.

Following the President's remarks it was moved by Elaine Mitchell and seconded by Samantha Murphy:

That the Nova Scotia Branch be thanked for completing the task of the preparation and shepherding of the Nova Scotia Professional Planners Act, which has now been proclaimed.

CARRIED

The meeting returned to Agenda Item 5.

b) Newfoundland and Labrador

Nancy Griffiths presented a written report from the Newfoundland and Labrador Branch.

c) New Brunswick

There was no report from the New Brunswick Branch.

d) Nova Scotia

In the absence of Tammy Wilson, who was unable to attend the meeting, Albert Dunphy presented the written report from the Nova Scotia Branch.

e) Prince Edward Island

Samantha Murphy reported that the PEI Branch was planning a meeting and social event later in the month. There was discussion of adding the PEI Branch membership to the NS Branch mailing list so that they would receive information on the CPL eligible offerings.

f) CIP Representative (President Elect)

Elaine Mitchell presented her written report on CIP matters.

Following discussion it was moved by Samantha Murphy and seconded by Katherine Perrott:

That the Branch, Student Representative and CIP Representative Reports be received.

CARRIED

6. Treasurer's Report

Elaine Mitchell presented the Treasurer's report and a draft of the 2007 Budget. In addition she presented the most recent bank reconciliation.

Following discussion it was moved by Samantha Murphy and seconded by Nancy Griffiths:

That the Treasurers Report be received and the bank reconciliation be approved.

CARRIED

7. Executive Director's Report

a) New Bylaw vote

Kingsley Lewis reviewed the process for carrying out the mail ballot vote by the membership on the proposed new Bylaw.

Following the discussion it was moved by Nancy Griffiths, seconded by Samantha Murphy:

That the final draft of the proposed new Bylaw be endorsed and used for purposes of voting by the membership and that the vote proceed with a view to it being held in late 2006 or early 2007.

CARRIED

b) Projects list

Mr. Lewis noted that the amended list of projects assigned to the Executive Director for the last eight months of 2005 and 2006 have been completed and Council had previously agreed that a new projects list be proposed by him for 2007. Mr. Lewis presented a list of projects.

Following discussion it was moved by Elaine Mitchell and seconded by Samantha Murphy:

That the Executive Director's project list be approved with the addition of the preparation of a conference manual be added to the list for the summer and fall of 2007.

CARRIED

8. Membership Committee Report

The written Membership Committee report was reviewed by Council.

Following the discussion it was moved by Samantha Murphy, seconded by Nancy Griffiths:

That the report of the Membership Committee be received.

CARRIED

Barry Zwicker, MCIP, joined the meeting.

9. Appointment of API Officers and Standing Committees

A list of the Officers and Standing Committees for 2006 included in the Council package was discussed. The Council discussed the appointments for 2007 to 2008. During the discussion it was agreed that the Branch Relations Committee was no longer needed and that the new Standing Professional Practices Review Committee which will be mandatory if the new Bylaw is approved by the membership, should be appointed following approval, if given and be appointed in consultation with the Branches.

Following the discussion it was moved by Elaine Mitchell, seconded by Samantha Murphy:

That the following list of Officers and Standing Committees for 2007 and 2008 be approved:

Secretary	Colleen Carey, MCIP
Treasurer	Nancy Griffiths, MCIP
Membership Committee	John Bain, MCIP, AICP (NS and Chair) Dennis Friesen, FCIP (PE) To be named (NB) Ed Kaufhold, MCIP (NL)
Continuous Professional Learning (CPL Committee)	Barry Zwicker, MCIP (Chair and NS) Janice Harper (PE) Alex Forbes, MCIP (NB) Nancy Griffiths, MCIP (NL)

CARRIED

10. Reports and Policy Matters

a) API response to CIP MCIP Project proposals

The Council discussed the API response to the CIP Membership Continuous Improvement Project (MCIP) proposals. Elaine Mitchell reported on the discussion on the matter during the last CIP Council meeting. She indicated that CIP Council is moving towards decisions on the proposals. The Council discussed the reaction from the Branches which have concluded, based on the direction in the initial report in October, that the Council should proceed to respond to CIP. It was agreed that Elaine Mitchell would be the lead person in dealings with CIP in this.

Following the discussion with respect to API's position on the proposals it was agreed unanimously that the Executive Director would prepare a draft of the response based on the agreements reached and circulate the response to Council for discussion and approval. It was further agreed that the response should be completed by early in January 2007.

b) CPL Implementation

The Council discussed the implementation of CPL. Following the discussion it was agreed that:

- The role of the CPL Committee will include the following:
 - i) determining whether proposals for undertakings qualify for CPL and if so, assigning learning units to be applied and published on the API website.
 - ii) carrying out random audits on members CPL self reports to determine whether they are in compliance with the CPL requirements'
 - iii) each member of the Committee will represent his or her Branch on the Committee;
 - iv) the preparation of an annual report to the Council which will include the level of compliance which has been achieved.
- The budget for 2007 will be \$1500.
- With respect to publicity, the CPL Chair will prepare an email for distribution to the membership. In addition it was noted that the next issue of the Planners Pen will be centred on CPL.

Following the discussion it was moved by Samantha Murphy and seconded by Nancy Griffiths:

That the startup date for the Continuous Professional Learning (CPL) program shall be January 1, 2007.

CARRIED

c) Website Update

Samantha Murphy, the API website webmaster indicated that, while there were a few minor “glitches” during the early days after startup, the site was working well. She noted that a counter has been placed on the website to monitor its use.

11. Discussion of 2007 Budget

Nancy Griffiths and Elaine Mitchell circulated a draft budget for 2007. During the discussion it was agreed that:

- The Newsletter item be reduced from \$4,110 to \$3,000 and the number of issues be set at two;
- The postage item be increased from \$500 to \$800;
- The Student Conference Travel and Student Representative Travel items be merged into an item to be called Student Travel (Conferences + CAPS) and increased from \$600 to \$1,000 and that this amount be taken as the Special Grants for 2007.

During the discussion it was agreed that further discussion at a future time should take place on the following:

- increasing the grant to Branches to \$20 per capita with a minimum amount of \$1,000.
- Amending the grants policy to require that, if a Branch does not comply with the requirement that 50% of a Branch grant be expended on meeting the CPL requirement, the following year’s grant be reduced accordingly.
- Creation of a Special Grants line item as required by the Grants policy.

Following discussion it was moved by Nancy Griffiths and seconded by Elaine Mitchell:

That the 2007 budget dated December 8, 2006 be approved as amended.

CARRIED

12. Discussion of 2007 Conference

It was noted that the Council has received a report that the 2006 Conference will report a loss of up to \$4500. It was agreed that this will be discussed by the NB Branch Councillor with Downtown New Brunswick, the Hilton Hotel, the Province and the NB Branch Executive.

The Council discussed the 2007 Conference which is to be hosted by the Nova Scotia Branch. It is expected that the conference will take place in late September at the Truro Conference Centre with the theme “This is the Law”. The keynote speaker may be the Nova Scotia Planning Director. The Council discussed this approach and agreed in principle with it. Additional discussion occurred with respect to various possible sessions and concluded that it may not be feasible to have breakout sessions.

13. Payment of Council Expenses

It was moved by Katherine Perrott and seconded by Samantha Murphy:

That the Council’s expenses be paid.

CARRIED

14. Next meeting

It was agreed that the next meeting will be held on Friday April 6, 2007 in Halifax, Truro or Amherst.

15. Adjournment

There being no further business to come before the meeting, it was moved by Katherine Perrott, and seconded by Nancy Griffiths:

That the meeting be adjourned.

CARRIED