

**Atlantic Planners Institute
Council Meeting
October 18, 2006
Saint John City Hall, Saint John, NB**

1. Call to order (1:30 PM)

Present:

Colleen Carey
Barry Zwicker
Albert Dunphy
Kingsley Lewis
Samantha Murphy
Alex Forbes
Amber Nichol

Regrets :

Elaine Mitchell
Stephanie Bohdanow

2. Approval of the agenda

**Moved by Samantha Murphy, seconded by Albert Dunphy to approve the agenda as circulated.
CARRIED**

3. Approval of minutes (April 7, 2005)

**Moved by Albert Dunphy, seconded by Samantha Murphy to approve minutes as circulated.
CARRIED**

4. Branch, CIP and Student Representative Updates

- (a) Student Representative. Stephanie Bohdanow (absent) sent a written report outlining recent student activities. Included in these activities was a conference module on public transportation, CIP recognition of the Dalhousie School of Planning degrees, student achievements, the mentorship program, a fall meet and greet as well as changes to CIP membership requirements.
- (b) NL Branch Report. Elaine Mitchell (absent) sent a written report outlining recent activities in Newfoundland and Labrador. Included in these activities was a discussion on last years API conference (which was hosted by the NL Branch), Planner's Plate luncheon speakers and an upcoming workshop on planning for disasters.

- (c) NB Branch Report. Colleen Carey delivered an oral report outlining recent activities in New Brunswick. The Branch has been very busy putting together this years API conference. From initial registration, it appears that the conference will be well attended. The Branch will be holding their AGM later in the day, so an update will be delivered at the upcoming API AGM at that time.
- (d) NS Branch Report. Albert Dunphy delivered a report outlining recent activities in Nova Scotia. Included in the report was an update on the NS Licensed Professional Planning Legislation, meet and greets between the Branch and the Dalhousie School of Planning, an update on the Dalhousie School of Planning Accreditation Project, the Branch's 2006 AGM and an update on Professional Development.
- Albert also delivered a letter from himself, as President of the Branch, to Barry Zwicker, President of API. The letter requested that API Council amend the Atlantic Institute By-Law so as to remove reference to Nova Scotia Association of Professional Planners (NSAPP) as a provincial branch and replace it with the Licensed Professional Planners Association of Nova Scotia (LPPANS).

**Moved by Albert Dunphy, seconded by Alex Forbes that API acknowledge the new Licensed Professional Planners Association of Nova Scotia (LPPANS) as the NS Branch of API. It is API's intention to update the bylaw to reflect this change.
CARRIED**

- (e) PEI Branch Report. Samantha Murphy delivered a report outlining recent activities in Prince Edward Island. The Branch held their AGM in May and combined it with a summer social function. The Branch is also looking at some things that will both facilitate public discussion as well as stand as learning units under CPL.
- (f) CIP Representative Report. Alex Forbes delivered a report outlining recent activities at CIP, including a membership study update. Ron Keeble will be attending the upcoming conference to discuss the changes and answer questions on where the membership is going as professionals in the future. Membership may drop in the beginning but overall it should increase since licensing brings renewed interest.
- Elaine Mitchell is the new CIP Representative, replacing Alex Forbes. The CPL initiative is a fairly substantial one for API and our members should ensure that the opportunities are there in order to take advantage of it. Alex discussed a CIP retreat to deal with 2010 strategic plan. The issue of communication has been picked up on by CIP. A fresh, new logo for CIP will be coming soon. API Council may want to consider appointing a communications person to work on a brand and logo for API. They could have a meeting once a year to make connections and share information between affiliates.
- As well, Blake Hudema is replacing Chris Leach as president.

Moved by Albert Dunphy, seconded by Samantha Murphy to accept the reports as given.

CARRIED

5. Treasurer's Report

Discussion on the Treasurer's Report (submitted by Elaine Mitchell) was held over for a meeting on October 19, 2006 due to the fact that Elaine was absent.

Moved by Alex Forbes, seconded by Samantha Murphy to ratify payment that's been forwarded to the NS planning branch.

CARRIED

6. Executive Director's Report

The Executive Director's report was delivered by Kingsley Lewis. The new API By Law was brought forth for general discussion. A final version will be put up for a vote in the future. We need a process with timelines for how we expect to see this go through its adoption process. At the upcoming AGM a motion will be put on the floor to allow the processing of adoption of the By Law to be done through email to save money and time.

Kingsley also discussed the Planner's Pen. There could be another issue released before the end of the year. It would be good to include a counter on the API website so that we would have an idea of how many people are visiting the site and reading issues of the Pen.

7. Reports and policy matters

A discussion was held on the proposed Core Agreement between CIP and API. Albert Dunphy noted that the report should refer to the NL Branch as Newfoundland and Labrador. Council would like to see the list of schedules, which were not included with the report.

Moved by Alex Forbes, seconded by Albert Dunphy to authorize the execution of a core agreement and to change the NL Branch's name to Newfoundland and Labrador.

CARRIED

At this time, John Bain joined Council and they skipped ahead to item 10, discussion with Membership Committee Chair

John Bain, Membership Committee Chair, was in attendance to deliver an update on membership issues. John gave a handout illustrating membership applications to date (student numbers are not reflected in this update).

John also discussed a meeting that was held with Halifax Regional Municipality planners concerning membership. We may see a number of new members coming out of this meeting.

Provisional membership applications are currently going through the CIP office, which is a big improvement with the process.

Due to a recent Council request and motion, a change was made to the Code of Professional Conduct.

John then discussed the Membership Committee's response to CIP's membership study. Without a recognized planning degree, applicants will not receive membership to CIP. Applicants with ACIP status could receive membership, however. The administrative aspect of the proposed changes, especially carrying out written exams for all applicants, has not been fully worked out yet. Written exams will likely be held once a year at a specified place, such as during an annual conference. As well, many affiliates are asking for a special admission clause to be included.

Another issue John raised was that of discipline. Kingsley felt there should be a definition of "complaint" to make things clear for all members. Alex felt that there should be two API members that would review complaints to determine if they were legitimate complaints or not. A number of specifics should be included along with a complaint, such as times, dates, places, etc. There should also be supporting documentation. If this information is not part of the official complaint, it should be dismissed.

John concluded his update by giving an official "thank you" to his oral examiners for all the work they've put in with the Membership Committee.

At this time, John Bain left the meeting and Council returned to item 7 on the agenda, reports and policy matters.

Council discussed the creation of a special committee to investigate complaints from members. The first step would be to set up the committee, which would not include members of Council. Council was asked to submit names for members who may be interested in being on such a committee. Two members were suggested: Bernadette Samulski of the NB Branch and Jack Saunders of the PEI Branch. Barry agreed to talk with Bernadette and Samantha agreed to speak with Jack. Both agreed to do this as soon as possible and inform Council of their results.

8. Update on CPL

Barry Zwicker delivered an update on CPL. The CPL committee is working on the program to try and make it as consistent as possible across the country. The program will become mandatory by the first of the new year. Currently, there are not many members logging learning units on the CIP website. The next issue of the Planner's Pen will be devoted to CPL in an effort to inform the members of its importance and to encourage them to start logging their learning units.

Moved by Alex Forbes, seconded by Samantha Murphy that Barry Zwicker remain the Chair of the CPL Committee.

CARRIED

9. New website update

Samantha Murphy delivered an update on the new website. So far, everything is proceeding quite well. Sam asked if we should have more graphics on the site, perhaps even a picture of Council members. Maintenance is being done as time goes on. The website is a very important tool for members since it keeps us connected. Members should be encouraged to keep up to date by reading the website and to use the bulletin board for notices.

11. Payment of Council expenses

Moved by Alex Forbes, seconded by Amber Nicol to pay Council's expenses.

CARRIED

12. Next meeting

The next Council meeting will take place immediately after the upcoming AGM on Friday, October 20, 2006. This meeting will include members of the new Council.

13. Adjournment (4:05 PM)

Adjournment was deferred until after the meeting with Elaine Mitchell, to take place on October 19, 2006.

API COUNCIL MEETING MINUTES

October 19, 2006

(Taken by Kingsley Lewis)

A meeting of the Council of the Atlantic Planners Institute was held on Thursday, October 19, 2006 at 7 AM in the Saint John Hilton Hotel, Saint John, NB. The purpose of the meeting was to deal with Item 5 of the agenda from the meeting of Wednesday, October 18, 2006 which had been deferred.

In attendance at the meeting were the following persons:

Barry Zwicker, MCIP (President)
Elaine Mitchell, MCIP
Albert Dunphy, MCIP
Samantha Murphy, MCIP
Amber Nichol

Kingsley Lewis, MCIP (Ret), (Executive Director)

The Executive Director was appointed Secretary pro tem to take the minutes of the meeting.

The financial statements for the year ended December 31, 2005 were reviewed. Following the discussion:

Moved by Albert Dunphy and seconded by Samantha Murphy that the financial statements for the year ended on December 31, 2005 be approved as presented.

CARRIED

The Council reviewed the bank reconciliations presented. Following the discussion:

Moved by Albert Dunphy, seconded by Amber Nicol that the bank reconciliations be received.

CARRIED

The Council discussed the fee increases for CIP and API fees.

The Council discussed the prospect of an additional scholarship in 2007 and agreed that this matter should be determined during the 2007 budget discussion.

The Council discussed the NSAPP application for a Branch Grant for 2006 and noted that the matter had been dealt with previously and the funds granted.

The Council discussed the number of editions of the Planners Pen in 2006 and agreed that there should two editions as previously agreed and budgeted for.

The Council discussed the Student Conference Travel item in the 2006 budget and agreed that the amount should remain at \$600 and be allocated by the planning student association which would then present a claim to the Treasurer.

The Council discussed means of raising the profile of Continuous Professional Learning (CPL) within the membership of the Institute and it was agreed that a strategy for doing this should be developed by the CPL Committee.

There being no further business the meeting adjourned at approximately 8:15 AM.

Moved by Samantha Murphy, seconded by Elaine Mitchell that the meeting be adjourned.

CARRIED