



**Atlantic Planners Institute
Institut des Urbanistes de l'Atlantique**

**COUNCIL MEETING MINUTES
Service Nova Scotia and Municipal Relations Board Room A
Maritime Centre, 1505 Barrington Street
Halifax, NS
April 11, 2007**

In attendance: Albert Dunphy, MCIP, President
Elaine Mitchell, MCIP, President Elect
Nancy Griffiths, MCIP, NL Councillor and Treasurer
Pat Klassen, Student Councillor
Tracey Wade, MCIP, NB Councillor and Secretary
Samantha Murphy, MCIP, PEI Councillor
Paul Smith, MCIP, NS Councillor
Kingsley Lewis, MCIP (Ret), Executive Director

1. Call to order

Elaine Mitchell called the meeting to order at 10:06am. President Albert Dunphy and Nancy Griffiths arrived immediately following the call.

2. Approval of the Agenda

It was moved by Tracey Wade, seconded by Samantha Murphy:

That the agenda be approved as distributed.

CARRIED

3. Approval of Minutes

It was moved by Paul Smith, seconded by Nancy Griffiths:

That the minutes of the meeting of December 7, 2007 be approved as distributed and that Email Motion Records 08-1 to 08-7 be received.

CARRIED

4. Business Arising from the Minutes - none

5. President's remarks

- a) Follow-up from Meeting with CIP Executive Director on September 29, 2007**
President Albert Dunphy contacted Blake Hudema, CIP President to get some direct feedback from CIP on items arising from the September 29, 2007 meeting. In regards to the topics identified at that meeting:

- 2011 Conference –CIP’s Liability insurance will not cover the conference in NF.
- CIP Consultant list – CIP is looking into having this compiled and searchable by region.
- CIP Minutes on the website – Again, CIP is working on that to be more open and transparent.
- MCIP Group – The Atlantic Planners Institute’s concerns about the submissions are being taken more seriously and will be included in future deliberations.

b) Attendance at NMC meeting February 9-10

President Albert Dunphy outlined discussions at the National Membership Committee meeting in Winnipeg.

- Reciprocity agreement with New Zealand Planning Institute was signed.
- MCIP project – NMC is advocating taking a more cautious approach to the project. The NMC welcomes feedback such as those from the API and it is noted that API concerns are reflected across the country by other affiliates. Three main committees working:
 1. *Competency* – 700 surveys filled out by practitioners, but still not enough considering there are more than 5000 members nation-wide.
 2. *Ethical Committee* – This committee is progressing well and draft standards are being distributed in the members only site on CIP
 3. *Certification* – This group has only had one meeting, and plans on meeting again in June 08.
- It was acknowledged that a communications strategy needs to be developed to ensure the message is being shared consistently with the membership.
- Recruitment and Retention is an ongoing issue. NMC is planning a job fair at national conference. It also might recommend lower fees for the transition from student to provisional membership.
- Nomination of Fellows – this process has been an issue for several years. NMC has not been as involved as it feels it should be as CIP Council has taken the lead in this.
- University Recognition Program – affiliates are to ensure that the annual university recognition review is done. This is not the same as an accreditation process. Instead, it focuses on ensuring recommendations that came out of original accreditation process are overseen and implemented. Reports are then to be reviewed by NMC and then forwarded to CIP Council. This process not being followed by any affiliates, so the NMC may develop a handbook for affiliates to follow.
- NMC has now been reorganized to be a sub-committee of a Council committee.

6. Branch, CIP and Student Representatives Reports

a) Student Representative’s Report

Pat Klassen presented his written report and discussed activities ongoing to date and planned activities for September 2008.

Professional workshops on a number of items being planned from September to November 2008 and this may be an opportunity to have cross training and recognition through CPL for professional planners.

School of Planning possibly moving in the near future to accommodate the increase in enrolment in the Bachelor of Arts in Community Planning. Mentoring program will be followed-up upon in May or June; anyone interested in acting as a mentor is asked to notify the student representative.

As API Student Rep, Pat Klassen will be actively encouraging student membership in API/CIP with new students in September and will promote strong relationships with the LLPANS.

President Dunphy assumed the Chair.

b) Newfoundland and Labrador Report

Nancy Griffiths presented her written report on Newfoundland and Labrador activities. Also Elaine highlighted some issues from the meeting with Christine Helm, CIP on April 10th.

CIP 2011 Conference – API membership will be involved in the organizing committees:

- 1) *Conference Program committee*
- 2) *Student Liaison* – this role will be to recruit from students and Daltech (on program, volunteer jobs, etc.). API must take over this role wholly as there are no schools or planning students in Newfoundland.
- 3) *Fundraising Committee* – The sponsorship money requirement is \$40,000 with 60% coming from CIP and 40% from API. With respect to sponsorship money, the national body will raise \$30,000, leaving the Atlantic requiring to raise \$14000. There is a small pot of money that CIP can use as seed money to help offset conference costs in a smaller location. Another option may be to raise registration fees. CIP will split costs/profits 60-40 (CIP-API). API needs to sign off on the conference contract with CIP at October 08 meeting. Will at that time need to have seed money in place, as well as an agreement with the NF Branch on cost sharing of profits.

Stephen Jewczyk is the 2011 Conference Chair. Newfoundland Branch is asking API to establish formal communications regarding the 2011 Conference between API Council to the Chair of the conference committee through Nancy Griffiths, as the NL Council rep.

c) New Brunswick Report

Tracey Wade reviewed her written report on the NB Planners Branch activities. In the report it was noted that the NB Branch had approved new by-laws at its last AGM in September 2007. The Branch requested that API ratify the new by-law. An electronic copy is to be sent to Samantha Murphy for posting on the API website.

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

That the Council ratify the NB Branch Bylaw as presented and requested.

CARRIED.

As such the by-law comes into effect as of April 11, 2008.

d) Nova Scotia Report

Paul Smith reviewed his written report on the Licensed Professional Planners Association of the Nova Scotia (LPPANS).

Pat Klassen departed the meeting.

Jill Grant and Amber Nicol joined the meeting.

e) Prince Edward Island Report

Samantha Murphy reviewed her written report on the PEI Branch

The PEI branch needs to make an official request to receive \$2500 in seed money for the API conference in October.

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

That API supports the presented theme for the 2008 API conference in Charlottetown.

CARRIED

f) CIP Representative Report

Elaine Mitchell presented her written report on CIP Council activities.

Following discussion Elaine Mitchell moved, Samantha Murphy seconded

That API host the 2011 CIP National Conference in St. John's Newfoundland.

CARRIED

Following receipt and discussion of all reports received it was moved by Paul Smith, seconded by Tracey Wade:

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

CARRIED

7. Treasurer's Report

Treasurer Nancy Griffiths reviewed her written report including the December 31, 2007 bank reconciliation.

Nancy Griffiths then presented the March 31, 2008 bank reconciliation.

Following discussion it was moved by Paul Smith, seconded by Tracey Wade:

That the Treasurer's report be received and the Bank Reconciliation Statements of December 31, 2007 and March 31, 2008 be approved.

CARRIED

a) 2008 Budget

Corrections were made to the 2008 budget to allow for \$2500 seed money for API conferences that would be paid back by the end of the fiscal year. Newsletter and website items will be combined to a total of \$3000. It was agreed to carry a -\$900.00 deficit.

Following discussion it was moved by Paul Smith, seconded by Nancy Griffiths:

That the 2008 Budget be approved.

CARRIED

8. Website update

Samantha Murphy reviewed her written report with respect to the operation of the API website. The following detailed information was provided:

- Approximately ½ storage space on the website is still available if branches want their own space.
- Branches will have to look after developing their own pages, if that is desired.
- Communications, and on-line applications maybe a process that can be used (LLPANS wants to consider options and could pilot some options)
- IT technical consultants charge approximately \$30/hour if API wishes to pursue an on-line version of the Planners Pen which would include accepting on-line articles, branch reports, and other information with respect to Branch activities and initiatives.
- 25 email addresses are available, but not activated. Suggested opening up one email address per branch.

A request was made that each Branch determine what it wants to achieve with the website. Representatives are asked to return back to Council with recommendations (such as one central site through API with links to branches).

Following discussion it was moved by Elaine Mitchell, seconded by Tracey Wade:

That the website update report be received.

CARRIED

9. CIP Communications Committee

The Council did not receive a written report on the CIP Communications Committee.

10. Executive Director's Report

a) Preparation for 2008 elections

- The deadlines for election steps were presented and discussed..
- The Council will need at least 2 members independent of Council to sit on nominating committee. API will aim to establish committee by end of May. The Executive Director and API Secretary will discuss process.

b) **Planners Pen 2008**

The Executive Director noted that Dennis Friesen, the Planners Pen editor has indicated that his company, Rosella Designs, has been closed and that the December 07 issue was the last one which he will produce. It was noted that, based on this, the Council might look at other alternatives to providing the information covered by the Pen. This might include an expanded website which would produce information directly on-line on an ongoing basis rather than producing semi-annual newsletter. This could include information specific to the needs of the Branches as well as items of general interest to the API membership. This will be followed up in conjunction with the changes to the website discussed.

Motion made by Paul Smith, seconded by Samantha Murphy

That the President will send a letter of appreciation to Dennis Friesen for all his dedication in the past related to the Planning Pen.

CARRIED

c) **Publication received**

The Executive Director circulated a copy of Planning West, a publication produced by PIBC.

d) **Approval of revised API By-law**

A statutory declaration will have to be made to proclaim that the changes are still valid (supposed to be done in 6 months). The Executive Director will follow up and proceed with the changes.

e) Results on Dean's search had to be reprocessed, so interviews will begin soon and expect to have a new Dean in place by September.

It was moved by Samantha Murphy, seconded by Paul Smith

That the Executive Director's report be received by Council.

CARRIED

11. Reports and Policy Matters

a) **Clarification of Branch Grants Policy**

The Council discussed the interpretation of the current Grants Policy as it relates to Branch Grants. During the discussion it was agreed that the Council will exercise direct approval of the Branch grants. The Treasurer will continue to review the applications to ensure that the criteria established in the Grants Policy are met and make a recommendation with respect to each application.

Applications will be dealt with by an Email Motion initiated at the request of the Treasurer.

b) First Nations Initiative CIP Committee Report

Tracey Wade reviewed her written report on the First Nations Initiative CIP Committee. The Council determined that September 08 is not a good time to host a region-wide CPL event just prior to the regional conference. Tracey Wade will notify FN Initiative CIP Committee Chair regarding this decision.

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

That the CIP First Nations Committee report be received and that Tracey Wade be nominated as the official API representative on the First Nations Initiative CIP Committee.

CARRIED

John Bain joined the meeting.

c) Membership Process Review Report

Kingsley Lewis presented an oral overview of his written review of membership process in the Atlantic Planners Institute. This is essentially a compilation of the by-laws and practice in the Atlantic Region. The report was discussed in detail. It was recommended that a standing group of members should be identified in each branch to act as oral examiners and to streamline the oral examination process.

There was some concern about requiring the membership committee to meet on a monthly basis so the suggestion is that the Membership Committee test monthly meetings for the following six months and report back in writing to the Council at its next meeting in October 2008. The draft report prepared by the Executive Director is to be sent to the Membership Committee members.

Following discussion it was moved by Nancy Griffiths, seconded by Paul Smith:

That the API Membership Process Review report be approved by Council and that the API Membership Committee implement monthly meetings of the Membership Committee for a 6 month period and that the Membership Committee Chair prepare a written report on the implementation of the Report to be presented to Council at the next meeting.

CARRIED

In addition it was agreed that, during the balance of 2008, the Executive Director and the Membership Chair work together to implement the report including the following:

- (a) prepare a version to be put on the website
- (b) create an information package be prepared for the website
- (c) prepare drafts of formal communications be developed

This report will not be placed on the website at this time.

Jill Grant and Amber Nicol joined the meeting.

12. CIP MCIP Project Certification Standards Task Force

It was noted that Amber Nicol represented API at the above meeting in Winnipeg on February 8, 2008.

Ms. Nicol presented an oral report and will be providing a written report to API Council reflecting her presentation. The highlights of the oral report were as follows:

- Educational recommendations – are moving forward with competencies agenda. 12 competencies are being developed; in order to be certified, provisional members must meet minimum requirements on all competencies. Where there are holes in university curriculum, other avenues for training will have to be developed.
- Professional Examination – written exams will become mandatory and those branches that want to do oral exams can choose to do so above and beyond the mandatory written exam. No details available on how it would happen.
- Log books – 2 years worth of experiences will be maintained, and it will not be extended to 3 or more years at this time.
- Number of sponsors – 2 professional sponsors is seen to be adequate by affiliates (CIP currently considering requirement of 3 external sponsors). Middle ground might be 2 sponsors (1 internal and 1 external). Mentorship opportunities might also be sought.
- Prior Learning Assessment – no real issues with group.
- 3 task forces created to look at the details (only about 3 people per task force)
 1. practical work experience
 2. national exam
 3. professional education
- Open discussion about when they are dropping the MCIP designation. The original date was September 2008, but that is not going to happen now. There will be a transition period to give people time to adjust and may include a grandfathering clause.
- API still needs to keep on top of the workgroups to ensure that the members' concerns are addressed. The mandates of the group are not fully developed.
- When a survey comes out on line, planners need to participate to get their thoughts on paper.

The Council discussed the report in detail. In particular the President urged the members of the Council to report to the Branches on the MCIP project and urge the members to take part in the process including, for example, opinion surveys.

Following discussion on the report, a motion was made by Elaine Mitchell and seconded by Samantha Murphy:

That the report provided by Jill Grant and Amber Nichol on the Certification Standards Task Force be received.

CARRIED

The President thanked the guests for their time and efforts in assisting API in taking part in the discussion and study of membership standards. Ms. Grant and Ms. Nicol left the meeting.

13. **Membership Committee Report**

The Chair of the Membership Committee reported that the committee has met five times since last spring. There was no written report presented to Council. The meeting discussed several Issues.

a) **Applications**

- People holding international degrees in planning are seeking membership in API.
- Americans are recognized more quickly (need recognition from American Planning Association and one year of experience)
- Affiliate agreement with Royal Town Planning Institute (GB)
- Applicants with Polish, New Zealand, and Venezuelan degrees seeking membership.

CIP by-laws outline specific recognized credentials and the Membership committee needs to determine whether they can be recognized.

In Nova Scotia, there is a core of oral examiners in HRM used to sit oral exams.

b) **Languishing Members**

Members who hold provisional membership have a time limit of 6 years. Many Provisional Members are well beyond that 6-year limit.

Members of Council discussed development of a fair warning process – with annual reminders about filling out in log books and seeking full membership.

It was moved by Nancy Griffiths and seconded by Paul Smith,

That the Membership Committee review the list of Provisional members and prepare a written report to the Council at the next meeting with respect to the numbers of these members by Branch, the length of time of membership and the current state of their movement toward Full membership.

CARRIED

Kate Greene joined the meeting at 2:30pm.

14. **CPL Committee Report**

Kate Greene, the Chair of the CPL Committee, presented her written report to the Council. The Committee receives CPL activity information from various parties and reviews it. The CPL committee reviews the agenda and text and length of sessions. The CPL then assigns the number of learning credits. Then it is sent to CIP for input on the website and submitters are informed of results. The goal is to get it ahead of the activity so it can be advertised as a CPL-credit activity.

a) CPL compliance report for 2007

- First step will be emailing members who were not compliant in 2007 letting them know how they can become compliant. This initial move is to let the members know that the committee is paying attention, that is, "This is what we have found in analysis of your CPL credits" and asking if the information was correct. The committee is aiming to get this email out by the end of April. Letter should be signed by Kate Greene as Chair of the CPL committee. The Chair will consult with the Executive Director with respect to the content of the email letter.
- It was recommended by Council that the committee provide ongoing reminders through group email system on CPL expectations.
- The CPL Committee's next meeting is May 10th to discuss educational and CPL opportunities available in each branch, as well as the marketing campaign around education and CPL activities.
- Each branch will be responsible for developing its own marketing campaign and CPL activities
- At the national level, there are varying degrees of requirements (see chart in meeting package) for CPL reporting.
- This first year focus is on getting people to actively report (not on quality control).
- The Committee will be tasked with making recommendations to Council respecting the penalty for not complying. PIBC removes non-compliant people from the roll.
- CPL committee wants to work very closely with non-compliant members to work through issues.
- CIP is reorganizing its website to make it easier to add CPL credits.
- API CPL committee will be looking at further defining structured and unstructured credits.

b) LU's for members who are academics

- CPL committee will be considering this issue at upcoming meetings.

c) CPL Annual Meeting

- The Committee will have information available for the October conference.

Following discussion it was moved by Samantha Murphy, seconded by Tracey Wade:

That the CPL Committee report be received.

CARRIED

Kate Greene was thanked for her report and she departed the meeting.

15. Payment of Council Expenses

It was moved by Paul Smith, seconded by Elaine Mitchell:

That the Council expenses be paid.

CARRIED

16. Next Meeting

It was agreed that the next meeting of the Council will be held on Wednesday, October 22, 2008.

17. Adjournment

There being no further business, it was moved by Tracey Wade, seconded by Samantha Murphy at 3:45 PM:

That the meeting be adjourned.

CARRIED