



**COUNCIL MEETING AGENDA
Wednesday October 22, 2008**

In attendance: Albert Dunphy, MCIP, President
Elaine Mitchell, MCIP, President Elect
Pat Klassen, Student Councillor
Tracey Wade, MCIP, NB Councillor and Secretary
Samantha Murphy, MCIP, PEI Councillor
Bill Budd, MCIP, President-Elect *as of October 23, 2008 (by phone)*
Kingsley Lewis, MCIP, Executive Director

Absent due to weather - Nancy Griffiths, MCIP, NL Councillor and Treasurer
Regrets - Paul Smith, MCIP, NS Councillor

1. Call to order

President Dunphy called the meeting to order at 10:20am.

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 - April 11, 2008

It was moved by Elaine Mitchell, and seconded by Samantha Murphy:

That the minutes of the meeting of April 11, 2008 be approved as distributed and that Email Motion Records 08-8 to 08-24 be received.

CARRIED

4. Business arising from the minutes not covered by Agenda

President Dunphy noted that the National Membership Committee meeting was reported back in April.

5. President's Remarks

President Dunphy expressed his thanks for his experience as API President and welcomed Elaine Mitchell to the position (as of the AGM on October 23, 2008) and Bill Budd to Executive as incoming President-Elect.

6. Branch, CIP and Student Representative Reports

a) *Student Representative*

Pat Klassen presented a verbal report on activities at Dalhousie's planning school. He noted that 16 students were attending and volunteering at the conference. For the current school year, there are 24 new Masters students admitted, and 13 students graduated. The Mentorship program was working very well and there are now 18 mentors and 24 students participating in the program. Dalhousie is organizing a Planning Conference for Feb 11-13th with a preliminary theme of "Sustainability Tools." The school is planning a meet and greet between students and planning profession – possibly during the February conference. Finally, the Cities and Environment Unit is developing a Planning and Design Centre in HRM for which they are currently securing funding & space. The Center will be a store front operation that makes planning more open, visible & engaging. Services will include public lectures, resource centre, exhibitions, and education programs (www.pdcentre.ca). A meet and greet is planned for either the late fall or around the conference in 09.

b) *Newfoundland and Labrador*

Nancy Griffiths provided a written report. Elaine Mitchell provided some background on Newfoundland activities including the Planners' Plate luncheons. It was suggested that Newfoundland branch share its experiences and lessons with other branches possibly, via website, so that they may use it as a model for their CPL activities. Ms. Mitchell also noted that the proposed memorial for Jack Allston will combine a planning history project and memorial in a book form. Details will be added to the website as it becomes available.

c) *New Brunswick*

Tracey Wade reviewed her written report on the NB Planners Branch activities. In the report it was noted that the NB Branch had approved by vote amendments to its by-laws at its last AGM in September 2008. 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 Tracey Wade, seconded by Samantha Murphy:

That the Council ratify the NB Branch Bylaw as presented.

CARRIED.

As such the by-law comes into effect as of October 22, 2008.

d) *Nova Scotia*

A written report from Nova Scotia Branch Representative, Paul Smith was provided. In Mr. Smith's absence, President Dunphy noted that, the Nova Scotia branch is working on hosting a CPL activity in 2008 and that developing the public profile of the organizations has been one of the key activities of the branch. As well, the Licensing Committee is still moving forward with its agenda.

e) *Prince Edward Island*

Samantha Murphy, PEI Branch Representative, presented a written report to Council outlining the fact that organizing the conference was the main event for the branch over the past year. The Executive of the branch remains the same.

f) CIP Representative

Elaine Mitchell submitted her report as API President-Elect and CIP representative for API. CIP is undertaking 3 major initiatives at the present time:

1) It is undergoing a reorganization of national committee structures. There will be three main committees: Member Services, National Affairs, and International Affairs. Committees won't necessarily be affiliate-represented, so API members will be encouraged to participate in national committees when the opportunity arises.

2) MCIP is also moving forward. Communications need to be made with provisional and student members and the challenges associated with the project, therefore CIP is now developing a communications strategy for the membership related to this project. API continues to receive some criticisms because of its position with respect to the MCIP Project. In answer to a question Ms. Mitchell indicated that her opinion was that several of the smaller affiliates have not participated as fully as has API. The Council reiterated that it is not against the MCIP project, but continues to have concerns about the rationale and implications of the proposed changes as well as the process which has been followed. API will focus on the commitment made by the CIP president to address affiliate concerns as well as whatever changes are proposed, because, ultimately, the process will have to be approved by a majority of the membership. API is still participating in the process, and has paid its share of the cost.

3) CIP Operational governance is being undertaken. The review will clarify roles for representatives on international missions as well as other administrative issues. The National Membership committee is meeting to determine how Fellows are selected.

Following receipt and discussion of all reports received it was moved by Samantha Murphy, seconded by Elaine Mitchell:

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

CARRIED

7. Treasurer's Report (Nancy Griffiths)

a) Review of 07 Auditor's report

Nancy Griffiths presented the Treasurers report. Following the discussion it was moved by Pat Klassen and seconded by Elaine Mitchell:

That the Treasurer's report be received.

CARRIED

The 2007 Financial Statements were presented and discussed. Following the discussion it was moved by Tracey Wade, seconded by Pat Klassen:

That the 2007 Financial Statements be approved as presented.

CARRIED

b) Fees for 2009

In 2005 the API Council undertook a review of its financial situation and developed a long-term plan. The main financial goal was to achieve a balanced budget by 2010 so that core revenues would match core expenditures. Because of higher than anticipated membership enrolments and money-generating conferences, the Institute is somewhat ahead of this goal.

The original recommendation for 2009 fees was that fees be raised by \$25 to \$171 for all classes except for students who would be charged \$30 (up \$5 from the 2008 rates). Council discussed the option of reducing this increase to ensure API remains competitive with other affiliate membership fees. As well, it was noted that CIP has voted to include a cost-of-living increase to its fees for 2009.

Discussion included concerns with the repercussions of dealing with languishing members and their possible removal from the membership list, which would negatively affect our bottom line. A recommendation was put forward to charge provisional members an additional \$50 fee as incentive to move through the qualification process within the time frame expected. Also it was suggested that additional income would mean an additional allocation to branches, possibly in order of \$20/member as opposed to the current \$15 allocation/member. These issues were tabled for discussion at the next meeting.

Following the discussion It was moved by Elaine Mitchell and seconded by Tracey Wade:

To increase 2009 API member fees by \$14 to \$160 (for all classes of paying members except students) and student membership fees by \$5 to a total of \$30.

CARRIED

c) Bank Reconciliation for September

Following discussion of the September 2008 bank reconciliation it was moved by Tracey Wade, seconded by Samantha Murphy:

That the September 30, 2008 Bank Reconciliation be received and approved.

CARRIED

8. Website update (Samantha Murphy)

a) Increased Use of website by Branches

It was determined that there is a need to establish an ad hoc committee to determine the breadth (amount of information to be included), detail of changes required, and time required to undertake the re-design and updating of the website. The committee will be made up of one person from each branch with Samantha Murphy chairing the committee. Pat Klassen recommended including a student in this committee as there are several students who have the skills to design an appropriate site. To expand the website, it will exceed the ability of a volunteer to maintain it; however it was noted that there is a budget item of \$3000 to go towards this. Patrick suggested using Dal students as developers and maintainers of the site. A report will be presented to API Council in one year's time.

Samantha Murphy noted that site visitors to existing website are coming from across Canada and around the world.

9. CIP Communications Committee Report

The Council did not receive a written report on the CIP Communications Committee. Tim Moerman is taking over for Sylvain Losier who has moved to Quebec.

Dennis Friesan joined the meeting at 1:00pm

10. Resignation of API Membership Chair

President Albert Dunphy welcomed Dennis Friesen to the member. He noted that John Bain the Membership Committee Chair was not able to attend.

API Council received the resignation of John Bain, as Chair of the Membership Committee and the Nova Scotia member of the Committee.. Mr. Bain's note indicated that he is willing to stay on until Dec. 31 to allow for transition and closure of existing files and selecting a replacement. Dennis Friesen, Vice Chair of the committee, indicated that he is willing to step into the position of Chair until a new Nova Scotia member and a new chair are selected.

It was moved by Elaine Mitchell and seconded by Samantha Murphy:

That API Council accept the John Bain's resignation as membership chair effective immediately and his resignation as Nova Scotia member not later than December 31, 2008.

CARRIED

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

That Dennis Friesen be appointed acting Chair of the membership committee until such time as a full committee is in place and a new Chair is appointed and takes office.

CARRIED

John Bain's contribution was noted with thanks for his service and it was indicated that he will be receiving an award at the API banquet on October 23, 2008 for his exemplary service to the profession. The Council agreed that the priority action now is to recruit a new member from Nova Scotia by notification to the President of the Nova Scotia Branch, Doug Foster and the Nova Scotia branch representative on API Council, Paul Smith.

Elaine Mitchell, as incoming President, will send a formal thank you letter to accept Mr. Bain's resignation. The Executive Director will send an email to Mr. Bain notifying him of Council's decision.

11. Progress report on Atlantic Canada climate change adaptation strategy

Elaine Mitchell, as API representative on the Atlantic Climate Change Adaptation Collaborative, outlined the intent of the Steering Committee. The proposal is being driven by Atlantic provinces Departments of Environment, municipal organizations from each province, Engineers, the Insurance Bureau of Canada, and Planners. Vahid Gomoshchi will represent API at the November meeting in Charlottetown.

12. Executive Director's Report

a) *Update on API bylaw approval by Minister of Industry*

Kingsley Lewis briefly reviewed the background to the gaining of Federal approval of the API bylaw. The final step in the process is the submit amendments to the Bylaw which will remove the final barriers to Federal approval. A mail voting package was sent out by the Secretary in September 2008. Responses are due by noon October 23 immediately prior to the commencement of the AGM. A Statutory declaration must accompany the application for Supplementary Letters Patent which will embody the objectives of the Institute and must be notarized..

It was moved by Samantha Murphy and seconded by Elaine Mitchell

That Tracey Wade, as Secretary of API, be authorized to prepare all required documents for the API by-law approval and Supplementary Letters Patent.

b) *Update on implementation of the Membership Process Review Report.*

Kingsley Lewis provided an update on the implementation of the Membership Process Review Report.

In the Executive Director's view, the monthly meetings are working well and helping to expedite the process. In addition there is now a standing written examiners list and an oral examiners list is being developed. Nova Scotia has identified several members across the Province who are qualified to do the oral examination but the membership committee needs a broader list of oral examiners from the other three branches.

It was reaffirmed that API does need a written description of the application review process step by step to be completed by John Bain, prior to the completion of his obligations with the Membership Committee. There is still a need for more work in responding to applications. It was agreed that, as recommended in the report, an email should be sent out immediately upon receipt of an application to let applicants know it was received. API Council recommended that the Executive Director send out the Membership Process Review Report to all current members of the Membership Committee. In terms of communications, a website package still needs to be developed.

Council also determined that learning units cannot be earned for conducting written exams or acting as an oral examiner.

c) *Delinquent members list*

The Council discussed the delinquent members list provided in the meeting package. It was agreed that Council members speak with delinquent members they know on the list provided to advise them that, if their fees are not paid by the end of the year they will be removed from the list of members in good standing.

13. Reports and policy matters

a) *Policy discussion respecting retired members income restrictions*

The Executive Director informed Council that, according to CIP, "Retired members" are not supposed to have any earned income from planning or any other sources. Officially, there is no retired category with CIP. Retired members do not pay insurance, are not required to undertake CPL, and are exempt from affiliate fees.

It was moved by Pat Klassen and seconded by Elaine Mitchell:

That the Executive Director develop a draft policy with respect to income earned by retired members for Council consideration at its April 2009 meeting.

CARRIED

b) *Policy discussion on acknowledging and publicizing Fellow admissions*

Elaine Mitchell addressed a concern that Fellows inducted from the Atlantic Region were not being properly recognized by the Institute. During the discussion a consensus formed that there should be public acknowledgment and that this should be made a Council responsibility with assistance from the appropriate branch.

It was moved by Samantha Murphy and seconded by Pat Klassen:

That the Executive Director create a new policy outlining that Council is charged with the responsibility to lead the acknowledgement of a Fellow's induction from Atlantic Canada with logistical assistance from the appropriate branch representative.

CARRIED

c) *Special grant to Dal Planning School re 30th Anniversary of School (discussion)*

It was noted that Dalhousie Planning School is celebrating its 30th anniversary this December (2008). and that API has been invited to be a participant in the celebration.

It was moved by Elaine Mitchell and seconded by Tracey Wade:

That \$500 plus a plaque of recognition be donated to the School, and that the cash donation be put towards an event or one-time student scholarship at the school's discretion.

CARRIED

d) *Amended Schedules A, B and C of CIP/API Affiliation Agreement (for approval)*

It was noted that CIP has prepared draft schedules A, B and C for the affiliation agreement. Following discussion of the schedules it was moved by Samantha Murphy and seconded by Tracey Wade:

That the amended Schedules A, B, and C of the CIP/Affiliate agreement be approved as submitted.

CARRIED

e) *Policy discussion respecting Volunteer Awards*

President Dunphy outlined the need to establish some criteria for who qualifies for a volunteer award for API. The current application process is not detailed enough. While there was agreement from Council that Volunteer Awards should be given on the basis of *Exemplary Service*, there is a need to define what that means (over a time period or multiple services).

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

That the Executive Director prepare a volunteer awards policy, including criteria for the awards for review at the next Council meeting.

CARRIED

f) *CIP Climate Change Impacts Policy*

It was determined that the Council members responsible should approach API members Vahid Gomoshchi (PE), Tim Moerman (NB), Hope Gunn (PE), and Paul Jordan (NB) to review the CIP Policy Paper on Climate Change. The group will be asked to provide a one page letter to the Executive Director by November 14, 2008.

14. Membership Committee report

John Bain was unable to attend the meeting. Denis Friesen, Vice Chair of the Membership Committee, attended in his stead.

a) Applications report

The report written by John Bain was presented. It was noted that meetings and document sharing is all done by email now, and that there are no longer teleconferences. E-mail works very well so long as all the members are prompt and responsive.

It was moved by Samantha Murphy and seconded by Pat Klassen

That the Membership Report be received.

CARRIED

b) Matters from Membership Process Review Report:

i) 6 month Trial of Monthly Meetings

Dennis Friesen noted that monthly activities have been taking place as submissions are sent in a set of e-mails. It generally takes several hours to complete if there are log books to review. Monthly e-mail meetings have been much more effective in terms of reducing pileups and addressing issues than quarterly teleconferences had been. However, it was emphasized that monthly responses placed heavier demands on the membership committee and that the preference is to review log books on a quarterly basis (still by email). While Council understands it cannot order the membership committee to do business a certain way, it was recommended that possibly monthly teleconferences take place on issues relating to particular applications when needed so that applicants don't have to wait for long periods of time..

Improving communications is a key aspect of addressing the concerns – especially at the outset of submission of information. It is an administrative issue to notify applicants about receipt of their application, which could be done by CIP (e.g Christine Helm) if she was asked.

The Vice Chair agreed that they will continue with monthly e-mailings and feedback with the Membership committee until new NS member is identified and a new chair is selected.

ii) Languishing Provisional Members report

A languishing members report was prepared by Christine Helm at CIP. It notes the date of receipt of provisional membership, number of months required to be logged, and number of months which have been logged and approved

It was recommended that API invite Mark Seasons to deliver a preparatory course for writing the CIP exam. This item will be considered in the 2009 budget.

It was moved by Elaine Mitchell and seconded by Tracey Wade:

That the Membership Committee Acting Chair discuss the information contained in the Languishing Provisional Members report received from CIP with the Membership Committee to analyze data and provide Council with recommendations on how to deal with languishing members in time for the December budget discussions.

CARRIED

c) *Review of membership report for the AGM*

It was noted that the Membership Chair intended that his report to the Council also serve as the report to the AGM.

d) *National Membership Committee Meeting Attendance*

The Council noted that API needs to send a representative to the NMC meeting November 16 & 17, 2008 in Ottawa. With John Bain's resignation, various names were brought forward. The individual must be someone from Membership Committee or the President of API as an ex-officio member (who is familiar with both the membership process and the MCIP project). Following the discussion it was moved by Elaine Mitchell and seconded by Tracey:

That Albert Dunphy represent API at the upcoming NMC meeting in November.

Dennis Friesen was thanked for his participation and left the meeting at 1:45pm

Kate Green joined the meeting at 2:10pm

15. CPL Committee Report

a) *CPL compliance report for 2008*

Kate Greene, Chair of the CPL Committee, noted that the committee sent out three sets of email messages to API members in June regarding the 2007 year – one for people who had not reported CPL at all, another form those who have reported some, and another for those who have met their requirements. This moved CPL reporting from 40% to 57% of members. Unfortunately, there were different messages given to members about when CPL reporting was made mandatory. Very positive feedback and those with excuses (e.g., on leave) brings member reporting up to 70% for 2007.

For 2008, about 30% of API members have entered in credits thus far. Each provincial representative on the CPL committee will be contacting members to encourage them to enter credits immediately following training (as opposed to end of the year) and will focus on 2008.

b) *CPL National meeting*

The CPL Action Plan, dated September 23, 2008, was provided to Council. It was noted that CPL sessions are difficult to obtain by people in rural areas across the country. CIP is considering development of a web-based interface so that CPL opportunities could be national in scope. The national CPL meeting will be held in Vancouver March 27-29, 2009.

c) *Revisions to CPL Manual*

Various revisions were made to the CPL Manual as a result of consultations and internal committee discussions. A note of clarification was added to page 5, as well as paragraphs addressing planners in academia. As well, Ms. Greene indicated that Learning Units for structured and self-directed units have been re-valued. As well, the Council reiterated that sitting written and oral exams were NOT to be considered as Learning Units.

d) *Branch Activities*

The CPL Chair noted that all branches except Nova Scotia have held successful CPL initiatives this year. Nova Scotia is working on development of such an initiative for late fall/early winter.

e) *Upcoming Activities*

The CPL Chair noted that the committee has a form to get pre-approval of activities, such as with the conference, so people know how many LUs each session is worth. There are ongoing administrative questions in reviewing CPLs in terms of having to go through CIP database for API members and then subdividing into branches is quite time consuming.

There are a number of database issues, so it was recommended that the API Executive Director and the CPL Chair work together to identify issues with the CIP database so that it can be used more efficiently.

The CPL Chair will send a revised guide to Samantha Murphy, as website administrator, to be posted on the API website and the Executive Director will notify membership.

Non-compliance issues with CPL was an item tabled to be dealt with at April 2009 Council meeting. Fair warning is a key principle for those who are not in compliance.

Following discussion it was moved by Patrick Klassen and seconded by Samantha Murphy:

That the CPL Committee report, compliance report and the National CPL report be received.

CARRIED

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

That the revised API CPL Guide, dated October 10, 2008 be approved subject to inclusion of changes discussed during the meeting.

CARRIED

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

16. Discussion of 2011 CIP Conference

It was noted that Stephen Jewczyk was unable to attend the meeting due to cancellation of his flight from St. John's

The Newfoundland and Labrador Branch is prepared to cost share 50-50 with API in terms of the affiliate share of the overall conference budget. The specific cost-sharing proposal will be tabled at the next API Council meeting.

API will be needed to assist in fundraising and programming. It was noted that \$70,000 was the total fundraising goal for any CIP conference. With the 70-30 cost-sharing of this conference between CIP and API, API/NFLA Branch are expected to raise a total of \$20,000.

a) *API/CIP 2011 National Conference Agreement* (for approval)

It was agreed that API will discuss allocation of complementary registrations with the NL branch at time of budget discussions (e.g., retain one free registration for the API president and give remaining three complimentary registrations to the NL Branch).. Other members of API Council would receive a 50% discount registration.

Date of conference is July 10-13, 2011 at the Delta Hotel in St. John's, Newfoundland.

- Venues – Delta & Civic Centre
- Branch Organizing Committees
Executive Committee - Stephen B. Jewczyk Chair, Vacant, Secretary, Alton Glenn, Treasurer

It was moved by Elaine Mitchell and seconded by Tracey Wade:

That API enter into the 2011 National Conference contract with CIP.

CARRIED

17. Payment of Council Expenses

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

That the Council expenses be paid.

CARRIED

18. Next meeting

It was agreed that the next meeting of API Council will be held on Friday, December 12, 2008 in Halifax. Location of meeting will be determined.

19. Adjournment

There being no further business, it was moved by Tracey Wade, seconded by Samantha Murphy at 4:00 PM:

That the meeting be adjourned.

CARRIED