



Atlantic Planners Institute
Institut des urbanistes de l'Atlantique

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Atlantic Planners Institute
ANNUAL GENERAL MEETING

August 28, 2004
Charlottetown, Prince Edward Islands

1) Call to Order/Sign In (9:03 am)

Members present at the 2004 AGM included:

Alex Forbes	Arvo McMillan	Kemp MacDonald
John Dalton	Carole Denis	Colleen Humphries
Elaine Mitchell	Kingsley Lewis	Dennis Friesen
Tim Savoie	Jamie Aufossi	Sara Herring
Stan Kochanoff	Dave Smith	John Bain
Albert Dunphy	Nick Pryce	Wilson Bell
Marc Ouellet	Samantha Murphy	Bill Ashton
Bill Budd	Frank Flanagan	John Heseltine
Bill DeGrace		Mark Reade

Barry Zwicker (API President) Donna Davis (NS Branch member) sent regrets.

2) Adoption of the Agenda

Moved by Samatha Murphy and **Seconded** by Bill Degrasse that the agenda be approved with the addition of a new item 6.1 being the Auditors Report prepared by Mary Bishop FCIP.

Carried

3) Adoption of the Minutes of Last Annual General Meeting

Moved by Wilson Bell and Seconded by Mark Reade that the minutes of the July 9, 2003 Atlantic Planners Institute AGM held in Halifax, NS be adopted as presented.

Carried

4) Presidents Report

A Presidents Report was not presented.

5) Past Presidents Report (National)

Alex Forbes provided an overview of CIP activities specifically highlighting the National Council key initiatives which included: the Continuous Professional Learning Program, the Smart Growth Initiative, and the CIP Strategic Plan and Communication Strategy. It was also noted that administrative support continues to be provided very effectively by the CIP office in Ottawa. It was noted that the National Council identified the Communications Strategy as a key component in moving the strategic plan forward. The API Affiliate Report and Communications Committee Report were distributed. A number of members in attendance indicated a desire to investigate the hiring of a staff person to provide administrative support to the API.

Moved by Stan Kochanoff and Seconded by Dennis Friesen that Council explore hiring a staff person to assists in administrative duties.

Carried

Moved by Dave Smith and Seconded by Colleen Humphrey that the Past Presidents report be accepted.

Carried

6) Treasurers Report

Elaine Mitchell provided an overview of the financial situation. The treasurers report is attached as Appendix A to the minutes. It was noted that the 2003 CIP Conference Committee deserves congratulations on a successful conference which generated a total profit of \$26,050.03. The API continues to support the Dalhousie planning program by making an annual contribution of \$2000 to the building fund, sponsoring a student scholarship, funding student travel to conference and holding an annual student “meet and greet”. The efforts of Karen Roberts, the previous API Treasurer, were recognized for computerizing

the Institutes financial records.

Moved by Dave Smith and Seconded by Colleen Humphrey that the Treasurers Report be accepted.

Carried

6.1 Auditors Report

An auditors report, prepared by Mary Bishop, FCIP, was submitted which indicated that the financial records of 2001 and 2002 accurately reflect the revenues and expenditures for these fiscal years. The auditors report is included as Appendix B to these minutes. Discussion ensued with respect to retaining a professional auditor in the future to examine the institutes financial records. The issue of cost was discussed.

Moved by John Heseltine and Seconded by Stan Kochanoff that Council investigate retaining a professional with the appropriate financial background to audit the institutes financial records.

Carried

Moved by Dennis Friesen and Seconded by Albert Dunphy that the auditors report be accepted as presented.

Carried

7) Membership Committee Report

John Bain presented the membership committee report and outlined the purpose and role of this committee. He recognized the past efforts of Wilson Bell and welcomed Carole Denis. It was reported that in 2004 the New Brunswick Branch received 3 new members, and the Nova Scotia Branch and the Prince Edward Island Branch each received 1 new member. In all, 155 months of experience has been added to the institute over the past 5 years. The following members were welcomed: Ms. Julie Marcoux, Ms. Annie Caron, Ms. Samantha Murphy, Mr. Shayne Vipond and Mr. Sylvain Losier. Challenges for the year ahead include increasing our membership numbers and effectively providing information with respect to the API to a larger audience included academic institutions. Stan Kochanoff volunteered to represent the API as a liaison with Dalhousie University.

Moved by Stan Kochanoff and Seconded by Kingsley Lewis that the membership committee report be accepted.

Carried

8) Branch Reports

New Brunswick

Tim Savoie outlined the activities of the NB Branch which included the Annual General Meeting at which the new executive was elected: Bill Degrasse (President), Mark Read (Treasurer), Carol Denis (Membership Committee) and Tim Savoie (API Representative). As well, the Branch continues to move forward with the introduction of professional name legislation. It is anticipated that the legislation will be introduced at the spring session of the legislature in 2005.

NFLD and Labrador

Elaine Mitchell outlined the activities of the NL Branch which included: a workshop on the new Urban and Rural Planning Act; the Annual General Meeting; Six "Planners Plate" luncheon speakers series; the preparation of a position paper on climate change; hosting a meeting of the Provincial Planning Directors; and an East Coast Trail hike and picnic.

Prince Edward Island

John Dalton provided an outline of the PEI activities. The main activity this year was the API conference. Mr. Dalton, the co-chair of the organizing committee, thanked Kingsley Lewis, Samatha Murphy, Janice Harper, Kemp MacDonald, and Darlene Rhodenizer for their participation and efforts in organizing this conference.

Nova Scotia

Donna Davis sent regrets and as such there was no report from the NS Branch.

Moved by Carole Denis and Seconded by Bill Degrasse to accept the branch reports.

Carried

9) Continuing Professional Learning – William Ashton, MCIP

Mr. Bill Ashton presented an overview of the Continuing Professional Learning (CPL) initiative following his involvement at the National Level. A description of CPL was provided including the rationale behind initiative, a list of organizations that are currently embarking on the initiative, operational aspects

of CPL, implementation timing and the necessary steps at the local and national level to proceed. Discussion ensued with respect to non participation by the membership, the acceptance of this program by employers and members, the benefits of CPL including improved credibility amongst the public and employers, and training options for planners practicing in remote locations such as video conferencing and dials and discuss opportunities. It was noted that a CPL sub-committee comprised of a member from each branch should be created to get the initiative moving.

Moved by Frank Flannigan and Seconded by Albert Dunphy that a subcommittee with respect to the Continuous Professional Learning initiative be established and that the following branch members be appointed to the subcommittee: Samatha Murphy (PEI Branch); Stan Kochanoff (NS Branch) and Bill Ashton (NB Branch/National Representative).

Carried

10) Other Business

There was no other business introduced.

11) Adjournment

Meeting was adjourned at 11:20 am.