



Atlantic Planners Institute
Institut des urbanistes de l'Atlantique

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Atlantic Planners Institute
COUNCIL MEETING

October 18, 2004
Fredericton, New Brunswick

Council members present included:

Barry Zwicker, President
Elaine Mitchell, Treasurer
Alex Forbes API Past President
John Dalton, PEI Representative
Tim Savoie, Secretary

1) Approval of the Agenda

Moved by Alex Forbes and Seconded by Elaine Mitchell

THAT the agenda be approved with the addition of three new items being: Item #11 Provincial Planning Initiative; Item # 12 CIP Communication Strategy; and Item #13 NB Planner Professional Name Registration and that Item #11 Adjournment be renumbered accordingly.

CARRIED

2) API Vice President – CIP Representative Discussion

A general discussion ensued with respect to the replacement of the API Past President position with an API Vice President position. A number of issues were raised which included the potential need for bylaw amendments associated with the position change, the need for research into the relationship between the role of President and Past President; and the need for input from the membership at the next Annual General Meeting. Additional research will be undertaken by Alex Forbes and an implementation strategy developed in the

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short term to be presented to Council at the next meeting.

3) Nova Scotia Planners Restart

Barry Zwicker outlined the current situation with respect to the current status of the Nova Scotia API Branch. A general meeting has been scheduled for November 9, 2004 to discuss planning issues in NS which may facilitate renewed interest in the association.

Moved by Elaine Mitchell and Seconded by John Dalton

THAT API advance \$500 of the Nova Scotia Branch allocation for the startup of the Nova Scotia Branch to host a meeting of Nova Scotia Planners.

CARRIED

4) Student Meet and Greet in Halifax

Barry outlined the purpose of the student meet and greet being to foster interest in the institute by engaging students at a early point in their planning career. API in the past has partially funded this event at Dalhousie University. It was noted that Barry Zwicker will organize the student meet and greet.

Moved by Elaine Mitchell and Seconded by Alex Forbes

THAT Council fund the annual student meet and greet to a maximum of \$600 for 2004.

CARRIED

5) Full Review of Dalhousie Undergraduate Program – CIP Recognition

It was reported by Barry Zwicker that Dalhousie University is in the process of working towards CIP accreditation for the planning undergraduate program and further that National Council by Dalhousie is requesting a full review of the program. Barry Zwicker volunteered to write to Dalhousie requesting a full submission to API Council which demonstrates that CIP requirements are met with respect to the accreditation of the program.

6) AGM Directives

6.1) Administrative Support

A general discussion ensued with respect to the provision of local administrative support for the API by an Executive Director position. It was noted that Kingsley Lewis would be attending this Council meeting to discuss potential roles and responsibilities of this position.

6.2) Professional Auditor

The membership at the Annual General Meeting held in Charlottetown in 2004 moved that Council investigate retaining a professional with the appropriate financial background to audit the institutes financial records. In response to this direction, Elaine Mitchell will investigate options and opportunities to review these records and report back to Council.

The following motion was passed with respect to the 2001 and 2002 audit:

Moved by John Dalton and Seconded by Alex Forbes

THAT API pay \$200 to Mary Bishop FCIP as an honorarium for reviewing the 2001 and 2002 financial records.

CARRIED

6.3) Planners Pen Contract

Discussion ensued with respect to the Planners Pen publication.

Moved by Tim Savoie and Seconded by John Dalton

THAT two additional issues of the Planners Pen publications be contracted to Dennis Friesen at \$2000 per issue.

CARRIED

7) Treasurers Report

Elaine Mitchell, the API Treasurer presented a report including the list of payables and the status of the API GIC's. A general discussion ensued with respect to API Branch allocations and expenses. It was noted that each API Branche must claim for expenses within the calendar year in which the expenses

are made. It was noted that the next budget meeting will be in the new year.

Moved by John Dalton and Seconded by Alex Forbes

THAT the Treasurers Report and list of payables as presented by the Treasurer be accepted.

CARRIED

Moved by Tim Savoie and Seconded by John Dalton

THAT Council approve the expenses associated with the October 18, 2004 Council meeting.

CARRIED

8) Continuing Professional Learning

A general discussion ensued with respect to Continuing Professional Learning program previously presented by Mr. Bill Ashton at the 2004 AGM. Mr. Ashton submitted a proposed CPL Committee mandate and tentative schedule of activities as follows: Fall 2004 Project Start Up, January 2005 Awareness Initiative, Spring 2005 Membership Discussion, Fall 2005 CPL Committee summary of the consultation process.

Barry Zwicker indicated that he will be contacting Bill Ashton to discuss introducing the CPL program to the Nova Scotia and Newfoundland branches.

Moved by Alex Forbes and Seconded by John Dalton

THAT Council formally accept the proposed CPL schedule as outlined by Bill Ashton and submitted to Council.

CARRIED

9) Terms of Reference – Kingsley Lewis Attending

Kingsley Lewis attended the meeting and outlined the potential role of an API Executive Director should this position be created. The Board accepted the list of potential tasks dated October 14, 2004 with the following additions; CIP Liaison, Archive Maintenance, Policy Manual Creation, Strategic Plan Development, Privacy Policy, Coordination of advertising, API Website and Planners Pen.

Next step in the process will involve Kingsley Lewis establishing a detailed budget with respect to the potential Executive Director Role position for future

presentation to Council.

10) API Conference Report

Kingsley Lewis presented the 2004 Charlottetown conference report. 55 registrants attended the conference. Final billing with respect to hotel costs and charges are still to be negotiated by John Dalton. The Conference Committee will report back to Council once that the final billing has been addressed. It was noted that next years Annual General Meeting will be held in Newfoundland.

11) Provincial Planning Issues – API Involvement

Barry Zwicker raised the issue of API involvement and input with respect to planning issues within the Atlantic Provinces. It was noted that API should take a more active role in the promotion of sound planning principles responding to local initiatives where appropriate.

12) CIP Communications Strategy

Alex Forbes outlined the CIP Communications Strategy. It was noted that the National Council has recognized this component of the Strategic Plan as a key component in moving the plan forward.

Moved by Tim Savoie and Seconded by Barry Zwicker

THAT API Council wishes to move the organization forward by the continued development and implementation of the Communications Strategy
CARRIED

13) NB Planners Professional Name Legislation

A general discussion took place with respect to the status of the NB Planners Professional Name Legislation. It was acknowledged that the intent is to have the legislation introduced at the spring session of the Legislature. The NB Branch President, Bill Degrasse has contacted Barry Zwicker with respect to the NB Branch relationship with API should this legislation be adopted.

Moved by Elaine Mitchell and Seconded by Alex Forbes

THAT the API President write to CIP indicating the changes required with respect to the affiliate agreement with CIP to facilitate the adoption of the NB Planners professional legislation.

CARRIED

14) Adjournment

The meeting was adjourned at 3:15 pm.