

COUNCIL MEETING MINUTES

The Saskatchewan Professional Planners Institute
PROVINCIAL COUNCIL MEETING NO. 2-2017
Community Planning Branch, Ministry of Government Relations
9th Floor Boardroom, 122 – 3rd Avenue North, Saskatoon
August 25th, 2017

Attendees

Jenna Schroeder	President
Alan Wallace	President-Elect
Marilyn Steranka	Executive Director
Bonnie Gorelitz	Secretary/Treasurer
Ian Gorees	
Ty Czerniak	
Eric MacDougall	
Michael Ruus	
Carissa Donaldson	Student Rep

1.0 CALL TO ORDER

President Jenna Schroeder called the meeting to order at 10:19 A.M.

2.0 ADOPTION OF MEETING AND CONSENT AGENDA

Amend August 25th, 2017 Agenda to include the following points:

- 7.1 Financial Policy
- 7.2 Local Chapters
- 7.3 Website

Ruus/MacDougall "That the Consent Agenda is adopted and Minutes of the April 18th, 2017 Council Meeting be approved".

CARRIED

3.0 BUSINESS ARISING FROM THE MINUTES

Remove #10 and #11 from list.

#9 – Ruus to assist Student Representative to develop a Social Media Guide – to be developed to assist those posting to Social Media on behalf of SPPI.

4.0 PRESIDENT'S REPORT

4.1 REPORT UPDATE

4.1.1 PLANNING ALLIANCE FORUM

Summary provided from Calgary meeting in June. SPPI will be hosting the December meeting.

4.1.2 PSB

Update on PSB agreement provided. Diana Hawryluk's term ends in 2018. An E-blast requesting possible volunteers will be sent out to members. Members interested can't be on PSC or currently mentoring an upcoming planner.

Carissa Donaldson in @ 10:40AM.

4.1.3 PSC

Review of the July 31, 2017 meeting via conference call. 2018 Work Plan and Budget approved. New – the four Atlantic Provinces will now sit at table as non-voting members. API will continue to be voting member on their behalf.

4.1.4 Core Services Agreement

New Core Services Agreement negotiation to begin with each PTIA based on PTIA's needs/capacity.

4.2 Annual Conference

4.2.1 AGM

Outstanding items discussed. Question regarding full audit received last number of years at AGM. ED researched current practices and found typical annual budgets exceeding \$500,000-\$750,000 size triggers the necessity of an audit. Combined with the Admin Bylaw stating Council can waive an audit, the motion for the membership to waive a full audit at the AGM is not necessary. The practice to continue the annual financial review will continue.

4.2.2 Nominations

There are 2-5 placements on Council available. To date, two nominations have been received. The application period has not yet closed.

4.2.3 Awards

Fraser/Gatrell – Nomination period still open. One nomination received to date. Once closed, all nominations will be sent to the jury for review.

5.0 COMMITTEE UPDATES/REPORTS

5.1 ADMIN AND GOVERNANCE COMMITTEE

5.1.1 DISCIPLINE PROCEDURE

Report received for information.

5.2 PROMOTIONS AND PUBLIC RELATIONS COMMITTEE

5.2.1 CONFERENCE UPDATE

Planning for lower registrations due to budget cut backs this year. Sponsorships going well. Conference manual not finished. Russ putting together a package for future conference organization.

5.3 PROFESSIONAL DEVELOPMENT COMMITTEE

5.3.1 Duty to Consult

Karen Bolton has been approached and agreed to provide Duty to Consult workshops in Regina and Saskatoon. Suggesting a full day presentation would be best.

5.3.2 RUP

Currently 23 possible placements. Students will be asked to apply for positions once university back in session.

5.3.3 Talks on Tap

Next events planned for fall in Saskatoon and spring in Regina. Potential speakers and locations discussed.

Gorees/Wallace "That the President and Committee Reports are approved".

CARRIED

6.0 OTHER BUSINESS

6.1 FINANCIAL POLICY

Policy for financial reserves was discussed. What should the policy for SPPI be? Samples provided from other PTIA's provided. SPPI unwritten policy appears to be in line with other PTIA's. Suggested to use what was found to possibly update the Operations Manual.

6.2 LOCAL CHAPTERS

An inquiry was received requesting the possibility of the development of local chapters in Saskatchewan. Other PTIA's such as OPPI and PICB have them. President to reach out to other PTIA's for more details. Discussed reaching out to other similar organizations such as architects (SAA), engineers (APEG's), Design Council of Saskatchewan etc. to garner information and possible sharing of opportunities. Wallace to check with architect association.

6.3 WEBSITE

Request received to post planning documents on SPPI website such as municipal bylaws. Discussion ended at costly, time consuming, documents easily expire with amendments, and the documents not the property of SPPI. Request for a copy of the Planning 101 presentation was sent to the province for permission to post to SPPI website.

6.4 SPPI Promotion to Students

Student Rep will prepare a presentation for students to promote SPPI membership. Discussed potential lack of connection between PSB and criteria to become a Registered Planner and how to bring more awareness to students before they graduate.

7.0 Strategic Plan

Strategic plan notes reviewed and tweaked. President to begin to layout Strategic Plan for Council review.

8.0 DATE OF NEXT MEETING

September 20th, 2017 at the Conference after the AGM and elections.

9.0 ADJOURNMENT

Gorees "That the meeting is adjourned."

CARRIED

Meeting Adjourned at 2:00 P.M.