

**REGULAR COUNCIL MEETING MINUTES  
PROVINCIAL COUNCIL MEETING NO. 5-2015**

August 19, 2015  
8:30 A.M. Eco-Centre Craik

**Attendees**

Delaine, Bill	President
Schroeder, Jenna	President-Elect
Austin, Melissa	
Balogun, Danae	
Shewchuk, Brittany	
Gorelitz, Bonnie	
MacDougall, Eric	
Roy, Danny	
Jiménez, Mauricio	
Steranka, Marilyn	Executive Director

**1.0 CALL TO ORDER**

President Bill Delaine called the meeting to order at 8:30 A.M.  
President Bill Delaine introduced and welcomed the new members of the SPPI Council.

President Bill Delaine proceeded with administrative remarks and meeting procedures and requested a motion to adopt the agenda previously circulated;

***Schroeder/Gorelitz "That the Consent Agenda is adopted as presented."***

**CARRIED**

**2.0 REVIEW OF COUNCIL DUTIES AND PORTFOLIOS**

- a. President Bill Delaine gave an explanation and brief description pertaining to the duties and expectations of council and the establishment of three subcommittees as per the 2012-2015 Strategic Plan.

Proceeded to the selection of subcommittees and assignment of portfolios as follows;

Promotion & Public Relations Subcommittee

Melissa Austin MCIP RPP  
Danae Balogun MCIP RPP  
Brittany Shewchuk MCIP RPP

Professional Development Subcommittee  
Bonnie Gorelitz MCIP RPP  
Eric MacDougall MCIP RPP

Admin & Governance Subcommittee  
Jenna Schroeder MCIP RPP  
Danny Roy

Secretary / Treasurer  
Mauricio Jimenez

**Danae Balogun/Melissa Austin “*That the Subcommittees of Council are approved as above.*”**

**CARRIED**

- b. President-Elect Jenna Schroeder presented an overview on the status of the Regulatory and Administrative Bylaws for Council’s consideration.

#### REGULATORY BYLAW

(Pursuant to subsection 15(2) of The Community Planning Profession Act, 2013)  
The Regulatory Bylaw outlines the categories of membership, registration and admission procedures, ethics and professional conduct standards as well as procedures for the amendment of bylaws.

#### ADMINISTRATIVE BYLAW

(Pursuant to subsection 15(1) of The Community Planning Profession Act, 2013).  
Over the past year SPPI Council has developed the SPPI Administrative Bylaw intended to provide broad direction to Council and the Institute’s membership, without unduly restricting the discretionary decision-making powers of the current or any future Council.

### **3.0 COUNCIL MEETING FORMAT AND SCHEDULE**

- a. Marilyn Steranka proceeded to update Council on the SPPI Webpage Council Member Log-in/Intranet.
- b. President Bill Delainey led a discussion in which it was decided to hold quarterly in-person meetings instead of conference calls. All meetings to follow the same schedule as this meeting of August and to be held in the same location.

All meetings are chaired by the president and all meetings shall follow the consented agenda.

Quorum requires a majority of Council and resolutions are pass by a majority vote.

It is expected that each councillor will have reviewed the agenda prior to the meeting and that each councillor will participate equally in discussions.

It is expected that each councillor brings or has access to the Strategic and Operational Plan and the Regulatory and Administrative Bylaws for all meetings.

Officers and Chairs are required to provide written reports for inclusion in the agenda and all reports shall be submitted at least one week prior to the distribution of the meeting agenda.

All reports shall follow the format provided by the Promotion and Public Relations Subcommittee. A copy of the written reports will be attached and form part of the meeting minutes.

All meeting minutes shall be available to membership (published online) following ratification by Council.

All human resource and membership discipline issues are to be in-camera.

#### **4.0 NEW BUSINESS**

- a. All actions of Council resulting from meeting discussions are to be recorded and managed by the Treasurer on a spreadsheet (See attached draft copy).

This spreadsheet represents Council's to do list and shall be provided, reviewed and updated at each Council Meeting.

- b. Following a discussion regarding the subject of Signing Authority led by the Executive Director it was decided that President-Elect Jenna Schroeder, Secretary / Treasurer Mauricio Jiménez and Executive Director Marilyn Steranka share Signing Authority due to potential problems with availability of a single individual.

**Bill Delaine/Danae Balogun *"That President-Elect Jenna Schroeder, Secretary / Treasurer Mauricio Jiménez and Executive Director Marilyn Steranka have Signing Authority."***

**CARRIED**

c. Membership Report;

*The following application to **TRANSFER IN** to SPPI has been received and processed:*

*Brad Wiebe (Full) from APPI*

*The Professional Standards Board (PSB) has received the following application(s) for Candidacy and advised that they deem the applicant eligible to become a Candidate Member of SPPI.*

*Alicia Buckley*

*Amarpreet Guliani*

*Cory Boudreau*

*Janna Morgan*

***Motion: That the following member(s) are elected as Candidate Members of SPPI and CIP:***

***Alicia Buckley***

***Amarpreet Guliani***

***Cory Boudreau***

***Janna Morgan***

*The following application to **TRANSFER OUT** of SPPI has been received and processed:*

*Adriana Atcheson (Student) to APPI (July 7/15)*

*Tatsuyuki Setta (Full) to PIBC (July 17/15)*

*Application for Pre-Candidate membership received from Debra Scholer:*

***Recommended Resolution: That Debra Scholer's Pre-Candidate membership be approved.***

*Application for Out of Affiliate membership received from the following RPP member(s):*

***Dnyanesh Deshpande (Planning Alliance, Edmonton)***

***Recommended Resolution: That Dnyanesh Deshpande's Out of Affiliate membership be approved***

Following consideration of the recommended resolutions and a discussion on the reasoning behind the current set up of Out of Affiliate membership fees the following motion was put forward by President Bill Delainey;

**Bill Delainey/Melissa Austin "That considering the level of services provided by**

***SPPI to Out of Affiliate and provincial membership are the same; therefore, going forward Out of Affiliate membership fees shall be at the same rate as the fees for SPPI membership, effective August 19, 2015.”***

**CARRIED**

Motion to adopt the recommendations of the Membership Report;

**Jenna Schroeder /Bonnie Gorelitz “That the recommendations of the Membership Report be adopted.”**

**CARRIED**

- d. Motion to Confirm PSB SPPI Voting Member;

President Bill Delainey nominated President-Elect Jenna Schroeder would be a good candidate for PSB SPPI Voting Member. Jenna Schroeder accepted the nomination.

**Melissa Austin/Danny Roy “That President-Elect Jenna Schroeder be the PSB SPPI Voting Member.”**

**CARRIED**

## **5.0 Council Strategic Plan Review**

- a. President Bill Delainey led a discussion regarding Council Priorities for the 2015 – 2016 period.

2012-2015 Strategic Plan is to be extended into early 2016 and continue to work towards its completion. New President for the period 2016-2017 should lead a new strategic plan.

The previous SPPI Council had prepared an operational plan which includes the following key strategic goals;

- SPPI is the body of planning excellence in Saskatchewan with professional planning seen as an essential service.
- Revenues support strategic and operational initiatives.
- Effective implementation and administration of legislation and policies.
- Professional development opportunities are available to all members.
- Facilitate the progress of the majority of candidate members to obtain RPP status.

President Bill Delaine engaged councillors individually following the Thrive Conference to get a sense of where this Council should focus its attention and the following were identified;

#### CIP Realignment Process

What role does SPPI Council play in supporting the CIP rebooting process?

#### Refinement of Awards Criteria

Review and update the awards review criteria, provide a rationale, standardize the process and application forms and contents.

#### Council Operational Manual

Prepare a companion document or Operational Manual to the Regulatory and Administrative Bylaws to include regular council business policies extending beyond the legislative requirements.

#### Administrative Bylaw Amendments

Potential amendments to the bylaw have been identified and may require further action. These include, conducting meetings, council conduct and budget related policies.

#### RUP Student Engagement

There is a potential need to focus some promotional resources on engaging students as they are the future of our profession.

#### Inter-affiliate Collaborations

Continue to explore opportunities to collaborate with other provincial affiliates to expand professional development opportunities and professional services provided to SPPI members. Some examples are a joint conference or event and a possible SPPI/Prairie Planning Journal.

#### Website Refinement

There is an interest on making additional improvements to the already new and improved website.

#### Professional Development Opportunities

There is a common interest on exploring additional opportunities to provide valuable and diverse professional development opportunities to the SPPI membership. This is an essential service of SPPI to its membership and Council needs to examine available budget to determine what discretionary income is available for this purpose.

#### Other Items Identified

PSB needs examination markers.

Regional Mentorship Program.

There is a possible need to clearly communicate the difference between RPP and Candidate Members within the context of professional work. Consider the possibility of presenting on this subject at the SARM/SUMA conferences in order to bring awareness to potential employers.

#### **6.0 2016 SPPI Conference and AGM**

Council discussed the possible options for next SPPI Conference.

There is indication that the City of Regina might not be able to host the 2016 event. The 2016 event should be held in south Saskatchewan and there is an interest in exploring options in other communities such as Weyburn, Estevan, Swift Current or even an event in Cypress Hills.

Council needs to determine the location, time and plan for the conference as well as a potential theme for it.

#### **7.0 DATE OF NEXT MEETING**

Thursday, October 22<sup>nd</sup>, 2015 at 8:30 A.M. Eco-Centre Craik

#### **8.0 ADJOURNMENT**

**Danae Balogun** *"That the meeting is adjourned."*

**CARRIED**

Meeting Adjourned at 12:55 P.M.