

COUNCIL MEETING MINUTES
The Saskatchewan Professional Planners Institute
PROVINCIAL COUNCIL MEETING NO. 1 2019-2020
Community Planning Branch, Ministry of Government Relations
9th Floor Boardroom, 122 – 3rd Avenue North, Saskatoon
November 1, 2019

Attendees

Alan Wallace	President
Ian Goeres	President-Elect
Samantha Mark	Secretary/Treasurer
Marilyn Steranka	Executive Director
Eric MacDougall	
Maggie Schwab	
Adam Toth	
Tony Wood	
Carissa Donaldson	
Dana Schmalz	
Richard Neufeld	
Josh Campbell	Student Representative

1.0 CALL TO ORDER

President Alan Wallace called the meeting to order at 9:33 a.m.

2.0 ADOPTION OF MEETING AND CONSENT AGENDA

- 2.1 ADOPTION OF MINUTES OF THE AUGUST 23, 2019 MEETING**
- 2.2 MEMBERSHIP STATUS REPORT**
- 2.3 SPPI RESPONSE TO UBAS ACT SUBMISSION**

Goeres/MacDougall: “That the Consent Agenda and Minutes of the August 23, 2019 meeting are adopted”.

CARRIED

3.0 BUSINESS ARISING FROM THE MINUTES

Council reviewed the Business Arising and updates were provided on each item.

4.0 COMMITTEE APPOINTMENTS

Council reviewed the roles and responsibilities of the committees and discussed members’ interest in the committees. The following appointments were made:

- Advocacy and Public Relations Committee
 - Maggie Schwab, Tony Wood, and Dana Schmalz
- Professional Development Committee
 - Eric MacDougall, Adam Toth, and Carissa Donaldson

- Admin/Governance Committee
 - Alan Wallace – President, Ian Goeres – President Elect, Samantha Mark – Secretary/Treasurer
- Professional Conduct Committee and Discipline Committee
 - Council discussed these committees and appointments.

Action: Marilyn to do an email call out to all members to volunteer for the Professional Conduct Committee and Discipline Committee.

5.0 PRESIDENT’S REPORT

- Alan provided an overview and update on the following:
 - Planning Alliance Forum (PAF);
 - Planning Standards Board (PSB);
 - Standards Committee (SC); and
 - Advocacy activities including UBAS submission and comments to the Starphoenix.

5.1 2021 SPPI CONFERENCE/FCM LIBREe JOINT CONFERENCE

- Council discussed the opportunities to partner with FCM LIBREe on a joint conference in Saskatoon in 2021.
- FCM LIBREe hosts a two-day workshop. Theme would be Brownfield and infill development.

Toth/Donaldson: *“That SPPI is interested in pursuing a joint conference with FCM LIBREe subject to more details and that the conference will be held in Saskatoon in 2021”.*

CARRIED

5.2 WORLD PLANNING DAY

- Council discussed the upcoming World Town Planning Day.

ACTION: To support World Town Planning Day and promote it on social media and through email.

5.3 SUMA TRADE SHOW

- Alan shared he will be attending the trade show.
- Opportunity for other members to volunteer at the booth.
- Ian currently has the booth.

6.0 STANDARDS COMMITTEE

6.1 SC REPRESENTATIVE

- Ian is currently the SC representative. Now that he is president-elect, he is going to step off.
- Council discussed the role of the SC representative.

ACTION: Let Marilyn know if interested in the position.

6.2 REVIEW OF MEMBER STANDARDS POLICY MANUAL

- Council discussed the proposed changes and edits to the member standards policy manual.

ACTION: Send any comments to Marilyn in a week and we will send a response to the Secretariat.

7.0 COMMITTEE UPDATES/REPORTS

7.1 PROFESSIONAL DEVELOPMENT

- Eric and Adam provided an update on the following:
 - Continuous Professional Learning - Design Week;
 - RUP Program – PLAN 413;
 - Planning Talks on Tap;
 - Duty to Consult Workshop; and
 - Reconciliation Workshop.
- There is an opportunity to have a joint student event to provide an overview about the PSB and the process to receive the Registered Professional Planner designation.
 - Alan and Dana Kripki would be present;
 - Other professionals to be invited – potential mentors;
 - Would be open to 3rd and 4th year students; Candidate members or about to be a Candidate member;
 - It was noted that the New Zealand Planning Institute has an emerging planners group and they host socials and do a request out for volunteers for sponsors and mentors.
 - Provide awards to people who offer mentorship.

7.2 ADVOCACY AND PUBLIC RELATIONS

- Maggie and Tony provided an update on the following:
 - 2019 SPPI Conference Follow-Up;
 - 2020 SPPI Conference;
 - Promotion of the Discipline; and
 - Advocacy role and the Terms of Reference.
- Council discussed the Advocacy Role Terms of Reference.
 - It was shared that the intention of the Committee is not to lobby government ministries;
 - Advocacy will be dealt with on a case-by-case basis;
 - The purpose is to provide facts and technical oversight;
 - Next steps include populating the Committee;
 - Three members have volunteered to date:
 - Yvonne Prusak;
 - Jana Jedlic; and
 - Janna Morgan.

ACTION: Maggie and Tony to draft a call out for volunteers. Marilyn to send call out to members.

Neufeld/Schwab: *“That SPPI adopt the Advocacy and Public Relations as part of SPPI’s policies”.*

CARRIED

8.0 OTHER BUSINESS

8.1 REVIEW STRATEGIC PLAN

- Council reviewed and discussed the SPPI Strategic Plan.
- In 2016-2017, SPPI Council spent a lot of time updating policies. Credit to Past President Jenna Schroeder.
- Council noticed the following edits:
 - Strategic Goal 1, Page 5: Represent University of Saskatchewan; add: 'and on committees'.
 - Strategic Goal 3, Page 7, last statement: Develop policies and formulas to achieve financial sustainability to align with our operational work plan and objectives
 - Remove 'our' for consistency.
 - Strategic Goal 5, Page 9: Promote and support the PSB efforts to standardize and enhance professional planning standards across Canada to ensure portability of credentials across Canada and navigating the process towards Full Membership.
 - Add the PSB 'and SC'.

MacDougall/Goeres: "That Council amend the Strategic Goals as follows:

- **First bullet: take out 'to the public';**
- **Second bullet: stays as is;**
- **Third bullet: To promote the value of professional community planning to the public."**

CARRIED

ACTION: Take the draft watermark off, complete edits, and post Strategic Plan on the SPPI's website.

8.2 MOMENTUM CONFERENCE

- Josh provided an update about this year's Momentum Conference.
- It is scheduled for March 20 or 27 at the Alt Hotel.
- This is the 5th year that Momentum is being held.

ACTION: Tony to promote Momentum Conference on social media.

8.3 CONFLICT OF INTEREST

- Manitoba Professional Planners Institute is creating a draft Conflict of Interest Policy.
- This is something SPPI could also consider. It would fall under Admin and Governance Committee.
- If Council members feel uncomfortable in a situation, best to recuse yourself.
- Other professions and ethics were discussed e.g. Engineers.
 - Potential to create material to be available on the website and sent out to members.
 - This is something for the Professional Development Committee to do.
 - There is also a potential to do this at the annual SPPI Conference.

ACTION: Alan to circulate the draft MPPI policy to Council. Admin and Governance Committee to draft an SPPI Conflict of Interest Policy to bring to the next AGM.

8.4 SPI AMENDMENT PROCESS

- Samantha attended the Ministry of Government Relations in-person stakeholder consultation held in Davidson on October 3 and provided an overview of the meeting to Council.
- Members were invited to provide comments on the updated side-by-side document.
- SPPI Council provided a response to the Ministry of Government Relations which was submitted on October 31.

9.0 2020 MEETINGS

- Meetings will remain in Saskatoon starting at 9:30 am.
- The next meeting dates include:
 - February 28
 - May 29
 - August 28

10.0 ADJOURNMENT

Goeres: *"That the meeting is adjourned."*

CARRIED

Meeting Adjourned at 1:45 P.M.