

ALBERTA PLANNING EXCHANGE

The Newsletter of the
Community Planning Association of Alberta



February 2006

Board of Directors

Chair

Tim Burton

Vice-Chair: North

Armin Preiksaitis

Vice-Chair: South

Nick Paladino

Directors

Veronica Bliska

George Gehrke

Archie Grover, Hon.

Ernie Isley

Carolyn Kolebaba

Jean Lewis, Hon.

Frederick Laux, Hon.

Mark Oberg

Doug Parrish

Don Schultz

Gloria Wilkinson

Student Directors

Lesley Kalmakoff

Stephanie Sanders

Secretary

Tracy Green

The Community Planning Association of Alberta

MESSAGE FROM THE CHAIR

The CPAA Directors were thrown into a 'tailspin' about 10 months ago following the sudden death of Tom Baldwin, Chair of the Association. Tom had served as our Chair for more than a decade. For many people, Tom was the Community Planning Association of Alberta. He was our public face, working directly with provincial and local governments, businesses, and communities in spreading the message of community planning. He was also the Association's administrative heart, carrying responsibility for communications with our Members and supporters. He produced our *Newsletters*, directed the work of our Secretary-Treasurer, and took the lead in keeping the Association operating.

Board members pulled together and rallied magnificently. The 2005 Conference went off without a hitch, with various Board Members assuming the Chair's public responsibilities. It was clear, however, that we would need to review the Board's operating structures and procedures. The Board met in late May 2005, at which time I agreed to take on the position of Chair. The Board also decided to hold a Retreat and Workshop to set new strategic directions. This took place on September 9th and 10th, with the assistance of a skilled and experienced Facilitator (Lisa Dickner of Colombo Consulting in Edmonton). It led directly to the preparation of a Strategic Plan. The Board has worked hard in the months since then implementing various elements of this Plan.

Further details about the components of the Strategic Plan can be found elsewhere in this *Newsletter*. I would simply like to acknowledge here the dedication and commitment of Members of the Board in following up the ideas and tasks identified at the Workshop. We have completed several initiatives, including the development of four Standing Committees of the Board, position descriptions for Board Members and Officers, and proposed changes to the Association's Bylaws to be presented to the membership at the 2006 Annual General Meeting.

The organization of the 2006 Conference – April 3, 4 and 5, 2006- has also moved ahead rapidly through the efforts of the four Directors serving on the Conference and Education Committee, while new initiatives have been begun by other Directors engaged in developing an Outreach Program. Other initiatives have been identified and remain to be tackled, but the work is proceeding well.

The loss of our longtime Chair caused us to take a hard look at the Association and how the Board of Directors operates. We turned inward while we re-examined ourselves and, unfortunately, failed to maintain good communications with our membership, for which I apologize. This is our first *Newsletter* in more than a year. But we are back in the saddle. And our purpose has never wavered. Our vision and mission remain firm: Providing opportunities to share, promote and encourage sound community planning among all stakeholders in Alberta. We greatly appreciate the patience displayed by our Members while we have gone through this process.

Dr. Tim Burton, Chair
Community Planning Association of Alberta - February 2006



ASSOCIATION NEWS

The Alberta Planning Exchange: Back in Circulation

After an absence of a year, the *Alberta Planning Exchange*, the Newsletter of the Community Planning Association of Alberta, is back.

The sudden death of Tom Baldwin, Chair of the Association as well as Editor of the *Planning Exchange*, left a large hole in the overall operations of the Association. As a result there has not been a publication of the *Planning Exchange* since December 2004. The Board of Directors of the Association has determined that the *Planning Exchange* should rise again and become a regular publication of the Association in this form - or a new and improved form - and also be available on the Internet at an improved website (www.cpaabiz.com)!

The direction that the Board of Directors proposes to follow will form the basis of this Newsletter. There will be an introduction, outlining the reason for formalizing Board responsibilities and outlining the format of the Board. Then, the revised vision statement, mission, goals and objectives of the Association will be described briefly adhering to the information provided. Also, there will be a description of the Executive and Committee structure.

As a result of the process described in the above paragraph, amendments to the Association bylaws will be brought forward at the April Annual General Meeting for approval. The proposed changes to the Association bylaws can be seen on the Association website.

The Annual Conference, to be held from April 3-5, 2006, is always a work in progress until the day it starts. An update outlining topics and invited speakers will be included in this Newsletter, along with information on the hotel reservations and prices provided by the host venue - the Capri Hotel and Convention Centre in Red Deer. Checking our web-site - www.cpaabiz.com - will always assure you of the latest information as well.

TIME FOR REFLECTION

Immediately following a very successful but trying 2005 Conference, the Board of Directors held an Organizational Meeting. At this meeting, the Directors concluded that changes would have to be made to how the Association operates, if it was to remain as successful as it has been in the past. It was decided to hold a retreat and bring in an organizational consultant to assist the Board in developing a direction that would ensure the continued success of the Association.

STRATEGIC PLANNING RETREAT

On September 9th and 10th, 2005, a Strategic Planning Workshop was held, facilitated by Lisa Dickner of Columbo Consulting. The result of this Workshop was the development of a *Strategic Plan* which outlines the following:

Our Vision

The Community Planning Association of Alberta envisions cooperative planning throughout Alberta that leads to viable and liveable communities.

Our Mission

Providing opportunities to share, promote, and encourage sound community planning among all stakeholders.

Our Targets

- Elected Officials: Municipal, Provincial, Federal
- Administration: Municipal, Provincial, Federal
- Professional Planners
- Planning Educators
- Planning Students
- Planning-related Professionals
- Developers
- Community Organizations

Our Goals

- Educational Initiatives
- Membership Development
- Outreach
- Governance and Management

The results of the Strategic Planning Retreat were to formalize the structure of the Association, to make appropriate changes to the Association bylaws, and to ensure that those elected to the organization's Board of Directors clearly know and understand their responsibilities and the time commitment required to carry them out. In this way the Board of Directors feel that the Association will continue to be successful, while maintaining its unique character, for a long time to come.

Remember to register for the 2006 Alberta Annual Planning Conference! For further information, see pages 5 and 6 of the Planning Exchange and check www.cpaabiz.com for on-going updates!

THE ALBERTA ANNUAL PLANNING CONFERENCE 2006

April 3, 4, and 5, 2006 – Capri Centre, Red Deer, Alberta

“ALBERTA –The Next Fifty Years:
Masters of our Own Destiny”

In 2005, Alberta celebrated its 100th anniversary. Throughout the year, we took time out to remember the events of the past century that have combined to bring us our present prosperity. Now we must prepare for what lies ahead. The future holds a bright promise, but one that we must work to achieve.

The theme for the Community Planning Association of Alberta's 2006 Conference is Alberta: The Next Fifty Years - Masters of Our Own Destiny. With the guidance of leaders in various fields, we will consider important elements of what our future offers, and what steps we must take now to ensure the 'Alberta Advantage' continues into our next century.

A set of interesting sessions has been developed by the Committee to address the overall theme of the Conference. Starting off on Monday evening April 3rd, there will be a reception featuring the Honorable Rob Renner, Minister of Municipal Affairs. This should get everyone excited for the following days' proceedings.

On the morning of April 4th, the Conference keynote speaker will get the “juices flowing”. Then, we break out into three concurrent Sessions: “Community Planning for Northern Communities - The Next 20 Years”; “Sustainable Planning for Parks and Open Spaces”; and “Managing Urban-Rural Conflict”. The lunch break will give delegates a chance to hear an extremely interesting speaker, as well as relax and mix with other delegates and presenters.

The afternoon Sessions include the following: “The Business of Environment and the Environment of Business”; “Sustainability in Action - Cases from Alberta Communities”; and “Technology and Transportation - New Modes for a New Century”.

The evening will be highlighted by the Conference Banquet complete with a hilarious speaker, followed by the Silent Auction which is fun for all and a great fundraiser for the Association, particularly for its scholarships.

On April 5th, the day will begin with the AGM, to be followed by a Q and A session. The Final Plenary Session will bring the Conference to what we hope will be a thought-provoking and challenging conclusion. Then it is a safe journey home, feeling good about another successful Conference.

2006 ANNUAL PLANNING CONFERENCE

INVITED SPEAKERS

- Honourable Rob Renner, Minister of Alberta Municipal Affairs
- Aritha van Herk, U of C professor of Humanities, internationally renowned author of "Mavericks" – about Albertans
- Richard Gilbert, Research Director, Centre for Sustainable Transportation, University of Toronto
- Robert Roach, Director of Research, Canada West Foundation
- Jolie Whetzel, Principal, Whetzel Environomics
- Brenda Wispinski, Beaver County Sustainable Communities Initiative
- Felix Michna, Sunridge Sustainable Community, Lethbridge
- Pat Maloney, EBA Consulting
- Jeff Burghardt, Prince Rupert Grain Authority, NW Corridor
- Dan Dibbelt, Northern Alberta Development Council
- Ken Chapman, Cambridge Strategies
- Ernie Ewaschuk, Land Stewardship Centre of Canada.
- Barry Worbets, Canada West Foundation
- Bill Diepeveen, Alberta Municipal Affairs
- *Marlene Exner, City of Edmonton.*
- *Peter Vana, Strathcona County*

Conference Agenda Topics

- ✓ **Planning for Northern Communities – the next 20 years**
- ✓ **Sustainable Parks and Open Spaces**
- ✓ **Managing urban-rural conflict**
- ✓ **Environment and Business**
- ✓ **Examples of sustainable planning in Alberta communities**
- ✓ **Technology and Transportation**
- ✓ **The "Natural Step" planning framework**
- ✓ **Alberta's last best sustainable resource: land**
- ✓ **Fiscal realities and changing patterns of governance**

SILENT AUCTION 2006

Don't miss this year's Silent Auction!
Items will be displayed during the Conference.

Auction will be held immediately following the Conference Banquet.

Please consider providing the Community Planning Association of Alberta with an item for this fund-raising event, as your support will be greatly appreciated. Proceeds are directed towards our annual scholarships to deserving students in Planning.

Contact: Tracy Green, CPAA Secretary
403 309-3002, e-mail: cpaa@telus.net

CONFERENCE & EDUCATION SESSION REGISTRATION FEES

CPAA ALBERTA ANNUAL PLANNING CONFERENCE 2006

April 3 to 5, 2006

Registration Fee paid by February 28, 2005	\$220
Registration Fee after February 28, 2005	\$250
✓ Registration fee for Conference includes:	
✓ Conference Reception – April 3rd (7:00 to 10:00 p.m.)	
✓ Conference Sessions – April 4th (9:00 a.m. to 4:00 p.m.) and April 5th (10:00 a.m. to 12:00 noon)	
✓ Lunch and Banquet – April 4 th (11:45 a.m. and 6:00 p.m.)	
✓ Coffee Breaks	

EDUCATION SESSION 2005

April 3, 2006 – 9:00 a.m. to 4:00 p.m.

Registration Fee.....	\$200
Registration fee for Education Session 2005 includes:	
➤ Working Lunch	
➤ Session Workbook	

STUDENTS

Registration Fee (<i>Conference & Education Session</i>)	\$50
--	------

The brochure and registration form are available on our web-site: www.cpaabiz

CPAA contact information: by phone/fax (403 309-3002); by e-mail (cpaa@telus.net); **or** by postal mail to: Community Planning Association of Alberta, 238-4819C 48 AVE, Red Deer AB T4N 3T5

*There will be **NO REFUNDS**, however, registrations are transferable to another delegate.

*Extra Lunch & Banquet tickets will be available at the Registration Desk.

*Display space is available for \$100 per space (includes one banquet ticket). Tables are available if necessary.

HOTEL ACCOMMODATIONS

The Capri Centre,
3310 – 50th Avenue,
Red Deer, Alberta T4N 3X9

Reservations: **1-800-662-7197 (TOLL FREE)**

Room Rates (plus Provincial Tax & G.S.T.):

Standard.....	\$85
Superior	\$120
Deluxe	\$140
Triple/Quad Occupancy.....	\$20.00 per person

Please make your own room reservation. When registering, remember to tell the Capri Centre that you are a delegate of the 2006 Alberta Annual Planning Conference.

COMMUNITY PLANNING ASSOCIATION OF ALBERTA GOALS

GOVERNANCE AND MANAGEMENT:

The Board of Directors is the legal authority for the Association. Board members must meet the following requirements: have a commitment to the work of the Association; hold a membership in the Association; and have knowledge and skills in one or more areas of board governance, policy, finance, programs, personnel, and advocacy.

Directors are elected at the Annual General Meeting of the Association for a term of three years. One third are elected each year, thereby providing continuity and change. Should a Director resign during a three-year term, a replacement elected at the next Annual General Meeting will serve the remainder of the term.

Some of the duties of a Director are: to attend Board Meetings, including the Annual Organizational Meeting; attend the Association's Annual General Meeting; participate in the development and review of financial plans and budgets; and support Association activities, notably the Annual Conference and Education Session.

The Chair of the Board is responsible for ensuring that Board-approved activities of the Association are carried out. The Chair represents the Association in promoting its work with many political, professional and other non-governmental organizations. The Chair works with and directs the activities of the Secretary. The Chair is elected annually by and from among the Members of the Board at the Organizational Meeting.

The Chair has many responsibilities some of which are: to provide leadership to the Board and chair its meetings; in cooperation with the Secretary, to ensure the accuracy and maintenance of all formal Board documents and records; to ensure that Board decisions adhere to Association bylaws and the constitution; to chair the Executive Committee; and to act as one of the Signing Officers of the Association.

There are two Vice-Chairs of the Association, Vice-Chair North and Vice-Chair South. One or the other will act in place of the Chair in the Chair's absence. They are elected annually by and from among the Members of the Board of Directors at the Organizational Meeting.

A Vice-Chair serves on the Executive Committee and at least one other committee, and performs such other responsibilities as may be assigned by the Board.

To comply with standard practice for not-for-profit organizations, the Association has split the position of Secretary-Treasurer into two separate positions.

GOVERNANCE AND MANAGEMENT continued...

The Treasurer, who is a member of the Board, represents the Board in all financial matters. The Treasurer is elected annually by, and from among, the Members of the Board at the Organizational Meeting.

The duties of the Treasurer include serving as a member of the Executive Committee, arranging for preparation of the annual budget and financial reports as appropriate, preparing and delivering the Financial Report to the Annual General Meeting of the Association, and acting as one of the Signing Officers of the Board.

The Secretary is the staff person for the Association. The Secretary is responsible for the ongoing conduct of the Association's affairs. The Secretary serves as staff advisor to the Board and its Committees. The Secretary is responsible to the Board, and reports directly to the Chair of the Board. The Secretary of a not-for-profit organization must have a wide range of skills and will be expected to work independently to a very great extent.

Some of the duties of the Secretary include maintaining and managing the Association's office and ongoing operations and acting as a liaison to the Board of Directors, including the preparation and dissemination of agendas, minutes, and other materials for Board Meetings. The Secretary handles the operational aspects of the Association's Annual Conference and Education Session, including relations with the Conference hotel, delegate registration, room reservations, assisting in the preparation and printing of the program, and other items that may occur.

There are Two Student Directors of the Association. The Student members of the Board must meet the following requirements: be enrolled in the University of Calgary's Faculty of Environmental Design Planning Program, have a commitment to the work of the organization, have a membership in the Association, and have skills appropriate to the needs of the Association.

The Student Directors are selected annually and hold office for one year. A Student Director's duties include attending Board Meetings and attending meetings of Committees of which they are members. They also need to participate actively in the organization of the Annual Conference and Education Session - in particular, through the recruitment of student volunteers and, where appropriate, serving as Facilitators for one or more Conference Sessions.

COMMITTEE STRUCTURE:

In his report earlier in this Newsletter, the Chair mentioned that the Board of Directors has developed a formal committee structure for much of its work. Previously, committees were formed on an ad hoc basis with varying success. It was felt at this time that introducing a formal committee structure will likely be a more successful way to go.

Executive Committee

The powers of the Executive Committee are very specific. It is responsible for the day-to-day business of the Association. It has the capacity to act on behalf of the Board in circumstances when decisions cannot await a regular or special Board meeting. It consists of five members: the four Officers of the Association and one other Director appointed annually by and from among the Board. The Chair of the Board of Directors shall be the Chair of the Committee. Meetings may be held in either a physical or electronic form at the call of the Chair. A quorum will consist of a majority of the Committee members.

The duties of the Executive Committee are also very specific. It will make interim or binding decisions within the annual mandate on behalf of the Board when circumstances prevail. All decisions of the Executive Committee are to be limited to normal activities of the Association that would ordinarily be brought to the Board for approval. Specifically, the Executive Committee may not distribute assets of the Association, dissolve or merge the Association, or make other decisions affecting the fundamental mandate and structure of the Association.

Conference and Education Committee

The Conference and Education Committee is responsible to the Board for the organization of the Association's Annual Conference and Education Session. The Committee is made up of five members of the Board including a Student Director and is appointed annually. The Committee shall choose a Chair from its members and the meetings may be by physical or electronic form at the call of the Committee Chair.

The duties of the Committee are to organize the substantive portion of the Association's Annual Conference, including development of the proposed theme, identification of session topics and potential speakers, and allocation of individual Board Members' responsibilities. It is responsible for the same matters for the Education Session. It will also liaise with the Secretary, who is responsible for the administrative and operational aspects of the Annual Conference and Education Session.

Nominations and Membership Committee

This Committee advises the Board on all matters relating to the membership of the Association and brings forward Board nominations to the membership at the Annual General Meeting. It is made up of three members of the Board.

Some of its specific duties are to review the characteristics of membership in the Association including categories of membership, fees and benefits and geographic balance. It prepares proposals and plans for membership development and enhancement.

Scholarship and Awards Committee

The Scholarship and Awards Committee advises the Board on all matters pertaining to Scholarships and Awards offered by the Association. It is made up of three members of the Board.

Some of its specific duties are to advise the Board on matters concerning existing scholarships offered by the Association, including numbers to be awarded, the value of each, conditions to be met by the applicants, and procedures for adjudication for each scholarship. The committee will conduct the adjudication of scholarship submissions from applicants and recommend successful applicants to the Board for approval. It will develop a strategy for long-term funding of current and new scholarships and awards. The Committee will also develop a program of Association awards for consideration by the Board.

IMPORTANT INFORMATION FOR MEMBERS:

Revised By-laws of the Association

A set of revised Association by-laws will be presented for approval by the membership at the Annual General Meeting to be held at the Capri Hotel and Conference Centre on Wednesday, April 5, 2006, during the 2006 Planning Conference. Members are notified to view the proposed revisions to the by-laws at www.cpaabiz